

**2016-2017**

**Student and Parent Handbook  
and  
Code of Conduct**



**Carroll Senior High School**

1501 W. Southlake Boulevard  
Southlake, Texas 76092  
Phone: 817.949.5800  
Fax: 817.949.5858

Shawn Duhon, Principal  
Dale Puddy, Assistant Principal  
Melinda Schott, Assistant Principal

Carroll Independent School District  
Web Address: [www.southlakecarroll.edu](http://www.southlakecarroll.edu)

# Carroll Independent School District

2400 N. Carroll  
Southlake, TX 76092  
817.949.8282

## Carroll Senior High School

1501 West Southlake Boulevard,  
Southlake, Texas 76092  
817.949.5800  
817.949.5858 FAX

Shawn Duhon	Principal
Dale Puddy	Assistant Principal
Melinda Schott	Assistant Principal
Keri Bettencourt	Counselor
Casey Harris	Counselor
Tracey Flores	Counselor
Tamara Grasmick	Counselor
Sherry McCoy	Counselor
Tammy Pulse	Counselor
Lisa Orth	Counselor
Becci Rollins, Ph.D.	Coordinator of Counseling

### Carroll Senior High School Mission Statement

The mission of Carroll Senior High School is to provide a positive learning environment with challenging and diverse opportunities to motivate and encourage all students to function at their potential in a changing society.

### Alma Mater

As we stand here at your portals  
So wide and so high  
Singing loud your hymns of praise  
Till they reach the sky  
Hail oh hail our alma mater  
Hear the echoes ring  
Hail to thee our alma mater  
Hail to Carroll High!

School Colors – Green & White School Mascot – The Dragon

# Carroll Senior High School Belief Statements

As the staff of Carroll Senior High School, we believe the following:

- Students learn in different ways
- Students learn best in a nurturing, respectful environment
- Students learn best when they take responsibility for their own learning.
- Students make relevant connections between classroom instruction and societal needs to become life-long learners.
- Students succeed because of high expectations

## Schoolwide Goals

Do what is right.  
Respect yourself.  
Respect others and their property.  
Take pride in school property.  
Accept responsibility for your education and actions.

# CARROLL SENIOR HIGH SCHOOL

## Attendance and Enrollment

Attendance.....	CSHS-1
Checking in During the School Day.....	CSHS-1
Illness During the School Day .....	CSHS-1
Make-up Work for Absences .....	CSHS-1
Late Work .....	CSHS-1
Scholastic Penalties .....	CSHS-1
Tardies .....	CSHS-1
Consequences for Tardies .....	CSHS-1
Additional Tardies.....	CSHS-1
College Visits .....	CSHS-1
Truancy.....	CSHS-2
When You Are Absent.....	CSHS-2

## General Information

Final Examinations .....	CSHS-2
Exam Schedule 2015-16.....	CSHS-2
Semester Exam Exemption Policy .....	CSHS-2
Lost and Found.....	CSHS-2
Parent Teacher Conferences .....	CSHS-2
Schedule Changes .....	CSHS-3
Elective Course Changes.....	CSHS-3
Required Courses for Graduation .....	CSHS-3
Honors Courses-Integrated Double Block.....	CSHS-3
Integrated Double Block Honors Courses .....	CSHS-3
Student Travel .....	CSHS-3
Visitors .....	CSHS-3

## Academics

Advanced Placement Courses .....	CSHS-3
Examinations for Credit .....	CSHS-3
Advanced Placement Examination (APE).....	CSHS-3
Credit by Examination (CBE).....	CSHS-3
Correspondence Courses.....	CSHS-4
Reports .....	CSHS-4
Grade Reports .....	CSHS-4
Progress Reports.....	CSHS-4
Retesting Policy .....	CSHS-4
Grade Point System .....	CSHS-4
Numerical System .....	CSHS-4
Course Inclusion/Exclusion .....	CSHS-4
Transfer of Credits.....	CSHS-4
Weighting and Ranking .....	CSHS-4
Grade Point Average and Rank in Class.....	CSHS-5
Valedictorian/Salutatorian.....	CSHS-5
Residency Requirement .....	CSHS-5
Honors Graduates .....	CSHS-5
Graduation Requirements .....	CSHS-5
Physical Education Equivalents and Waivers .....	CSHS-5
Distinguished Achievement Program .....	CSHS-5

Honors Program .....	CSHS-5
Honors Course Expectations .....	CSHS-5
Student Classification.....	CSHS-5
Testing Schedule.....	CSHS-6
Success Scholars .....	CSHS-6
<b>Student Services</b> .....	CSHS-6
Announcements .....	CSHS-6
Counseling .....	CSHS-6
Academic Counseling .....	CSHS-6
Personal Counseling .....	CSHS-6
Health Clinic .....	CSHS-6
Library .....	CSHS-6
Lockers.....	CSHS-6
Food Service .....	CSHS-6
Student Identification Cards .....	CSHS-6
Telephone .....	CSHS-7
Textbooks.....	CSHS-7
Transportation .....	CSHS-7
Discipline Management Plan .....	CSHS-7
Goals.....	CSHS-7
Rules.....	CSHS-7
Level I Offenses and Consequences .....	CSHS-7
Level II Offenses and Consequences .....	CSHS-8
Tutorials.....	CSHS-8
<b>Student Activities and Organizations</b> .....	CSHS-8
Activities .....	CSHS-8
Eligibility for Extracurricular Activities.....	CSHS-8
<b>Student Elections</b> .....	CSHS-8
Eligibility for Student Offices .....	CSHS-8
Class Officers .....	CSHS-8
Student Council Officers .....	CSHS-8
<b>Code of Conduct</b> .....	CSHS-8
School wide Expectations .....	CSHS-8
General Conduct .....	CSHS-8
Academic Integrity .....	CSHS-8
Bullying.....	CSHS-9
Dress Code .....	CSHS-9
Boys.....	CSHS-9
Girls .....	CSHS-9
Student Body.....	CSHS-9
<b>Student Driving and Parking</b> .....	CSHS-10
Student Automobile Use .....	CSHS-10
<b>Bell Schedule</b> .....	CSHS-10

# Carroll Senior High School

## Attendance and Enrollment

In order for your child to obtain an optimum education, it is important that he/she attend school regularly. As discussed in the District handbook, for an absence to be considered as extenuating circumstances, the student must submit written explanation to the school attendance office prior or immediately upon return from the absence.

Each semester, a student is allowed no more than four absences per course due to **EXTENUATING CIRCUMSTANCES**. Responsibility for requesting consideration for **EXTENUATING CIRCUMSTANCES** rests with the student and his/her parent.

Alternative ways, such as make-up hours at designated times, will be authorized by a school administrator for students who need to make up work and/or regain time lost because of excessive absences.

Completion of class assignments and attendance to Friday night detention will be major criteria in the student's appeal to the Campus Attendance Committee for credit. A student will have five (5) days following the end of the semester to appeal to the committee for credit and/or serve all assigned make-up work. Credit can only be awarded to a student who is passing the particular course.

When a student has been denied credit for one semester of a two-semester course, no credit will be awarded until the student successfully completes both semesters.

A student shall not participate in an extracurricular activity on a given day unless they are in attendance one-half day, excluding extenuating circumstances. One-half day is defined as two periods (blocks) excluding the activity period (block).

### CHECKING IN DURING THE SCHOOL DAY

Students arriving at school after the school day has begun (including passing and lunch periods) must check in through the attendance office before reporting to class.

### ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she must report to the nurse's office. A student who becomes ill and does not report to the nurse or main office, but goes elsewhere or leaves school without checking out, will be considered truant from classes missed.

### MAKE-UP WORK FOR ABSENCES

The student is responsible for making up any work missed. It is the student's responsibility to go to the teacher after being absent and find out what has been missed and to make the effort to catch up on the material missed. For each day of absence from a course, students will have one class meeting day to complete make-up assignments. Refer to Grading and Reporting Handbook.

### LATE WORK

At the beginning of each school year, teachers and departments will communicate to parents and students in writing their guidelines regarding late work.

### TARDIES

Since instructional time is crucial to student success, it is important that class begin on time with no interruptions. Students should plan their activities during the twelve (12) minute passing period so they are in class and prepared for the lesson to begin when the tardy bell rings.

#### Consequences for tardies to each class:

2 <sup>nd</sup> tardy	2 hours Friday night detention hall.
3 <sup>rd</sup> tardy	2 hours Friday night detention hall.
4 <sup>th</sup> tardy	4 hours Friday night detention hall, parent phone conference
5 <sup>th</sup> tardy	4 hours Friday night detention hall and mandatory parent conference

**Additional tardies:** Consequences may include, but not be limited to: parent conference, disciplinary consequences, community service, mandatory tutorials, behavior contract, referral to Student Assistance Team, suspension from school, or referral to Alternative Education Program.

### COLLEGE VISITS:

CSHS Students are allowed two (2) College Visits per semester without the absence counting against exemptions. Necessary documentation **MUST** be obtained prior to the visit and returned to the Attendance Office.

## TRUANCY

Students will be disciplined for truancy. Any student more than twenty minutes late to any class will be considered truant.

## WHEN YOU ARE ABSENT

Parents should call the school at 817.949.5800 before 9:30 a.m. on the first day of a student's absence to report the students' name, grade, reason for absence, and duration of the absence to the attendance secretary. Students confirmed in this fashion may report directly to class upon return to school. All other students must report to the attendance office by 7:45 a.m. with a note from a parent. If the parent does not call or send a note within three days, the student will be considered truant. All students who have been absent must report to the attendance office to secure an attendance slip.

## General Information

### FINAL EXAMINATIONS

Students are not permitted to take semester exams prior to the regular scheduled date unless approved by the principal. If exams are missed, they must be taken within two weeks after the exam date. If an exam is not taken on schedule or within the two-week period, a zero will be recorded for the exam. Exceptions must be approved by the principal.

<u>Exam Schedule 2016-2017</u>		
	December 14, 2016	Blocks 5, 6, 8
	December 15, 2016	Blocks 1, 2, 4
	December 16, 2016	Blocks 3 & 7
Second Semester – Juniors	May 30, 2017	Blocks 5, 6, 7
	May 31, 2017	Blocks 1, 2, 3
	June 1, 2017.	Blocks 4, 8
Second Semester – Seniors	May 23, 2017	Block 4 (class time)
	May 24, 2017	Block 8 (class time)
	May 25, 2017	Blocks 1, 2, 3
	May 30, 2017	Blocks 5, 6, 7

### Semester Exam Exemption Policy

1. Seniors are eligible for exemptions from all semester exams in both the fall and spring semesters. A semester average of 85 must be attained in the course for the entire semester for the exemption to be considered.
2. Juniors are eligible for exemptions for all semester exams in the spring semester only. A semester average of 90 must be attained in the course for the entire semester for the exemption to be considered.

3. All courses, including electives, will be considered for exemptions.
4. Exam exemptions will not be granted if there has been any placement into On-Campus Suspension, Out-of-School Suspension, or Discipline Alternative Educational Placement during the applicable semester.
5. Exam exemptions will not be granted in any course if the student has any unexcused absences or trancies for the semester involving the exemption request.
6. A student who is tardy to any class more than three (3) times in either semester, regardless of the reason, will lose all exemptions from that class for that semester.
7. All assignments, projects, books, and fees must be completed and cleared BEFORE any exemption to any final exam will be granted.
8. The attendance-counting period for each class concludes the last class period immediately preceding the final exam date for that class.
9. Exemptions may be waived by student and/or parent request. If taken, the score **WILL** count toward the final grade in the course.
10. Carroll Senior High students taking courses at the Carroll High campus will be eligible for exemptions provided they meet the stated criteria.

### LOST AND FOUND

Neither the School District, Carroll Senior High, nor the faculty or staff of Carroll Senior High will be responsible for any personal possessions that a student may choose to bring to school. These items may include, but not be limited to, electronic or battery operated devices, money, purses, wallets, jewelry, or clothing.

Students who find lost articles and textbooks are asked to bring them to the office where they can be claimed by the owner. Clothing and other articles that are not claimed by the end of each semester are turned over to a charitable organization.

### PARENT TEACHER CONFERENCES

Parents are encouraged to contact teachers by telephone or email regarding the academic progress or classroom behavior of their student. To arrange for a conference with a teacher, the parent should telephone at least one day in advance to schedule to meet during the designated conference period of the teacher. Giving advance notice to the teacher allows for adequate preparation and research of the students records.

## **SCHEDULE CHANGES**

Schedule changes will be limited to those judged by a counselor/school administrator to be within school guidelines and in the best interest of the student. No schedule changes will be made except for urgent and substantiated reasons. If a student believes that he/she has been incorrectly placed in a class, a request for a change may be made in the counselor's office.

### **Elective Course Changes**

Elective courses include any course not required for graduation. Students will not be permitted to change from one elective to another after the 2<sup>nd</sup> week of school.

### **Required Courses for Graduation**

Students are not permitted to drop required courses for graduation after the semester begins.

### **AP/PAP/Honors Courses – Integrated Double Block Honors Courses**

Approval for exiting an AP/PAP/Honors class will be determined by the student's performance, and teacher's recommendation. In the event there is not an appropriate course to which to exit, or in the event class loads in other courses are negatively impacted, students will be expected to remain in the AP/PAP/Honors class.

Students may drop from an AP/PAP/Honors course to a regular course if a corresponding regular course is offered and there is room in the regular class. Both the size of specific classes and overall teacher loads will be considered in determining if there is available space. Timelines for dropping are as follows:

- At the end of the first 4 weeks of a grading period with parent approval and teacher/parent contact.
- At the end of the first quarter grading period.
- At the end of the first semester with parent approval and teacher/parent contact.

**Students may not audit courses.**

## **STUDENT TRAVEL**

When it is necessary for students to take trips in connection with school activities, the following regulations will be in effect:

1. All students must travel in school-approved transportation. Any student who does not travel by school-approved transportation will not be considered as part of the group.
2. All students must return by school-approved transportation.
3. Students on trips are under supervision of the sponsor and are expected to conduct themselves properly at all times.
4. A student who fails to observe these guidelines may lose the privilege of making such trips; and, in addition may be subjected to disciplinary action.
5. Students missing class to attend any school-organized function are responsible for turning in all work due in those classes.

## **VISITORS**

With the exception of parents and other pre-approved adults, visitors are prohibited during the instructional day.

## **Academics**

### **ADVANCED PLACEMENT COURSES**

The College Entrance Examination Board Advanced Placement program is a challenging plan for highly motivated and capable students. A wide variety of Advanced Placement courses are offered at Carroll Senior High. These courses provide our students with the opportunity to earn college credits by successfully passing the AP exam.

With a successful score, students may earn three (3) to six (6) hours credit per course at most colleges and universities. Even if a student elects to pursue other options for advanced credits, such as local campus placement exams given by most universities, the AP courses will have developed and sharpened many skills that will enable the student to compete more successfully at the college level. AP courses are recommended for the more advanced student.

### **EXAMINATIONS FOR CREDIT**

#### **Credit by Exam for Acceleration**

Students are given the opportunity to pass certain courses through advanced placement examinations during June and August only. To receive credit and advance to a higher level, the student must score at least 80 on an exam that tests mastery of the appropriate essential elements. The score will be indicated as a P for passing on the transcript and will be reflected on the student's transcript.

Student's achievement and abilities, test scores, and current course performance will be reviewed by the principal and the counselor to determine the appropriateness of acceleration.

#### **Credit by Examination (CBE) for Credit Recovery**

Students may gain credit for a course in which they have had previous instruction but failed to get credit. Students must score at least a 70 on a test covering the appropriate essential elements. Students may not use the CBEs to gain credit lost due to excessive absences. The score on the CBE will constitute the grade for the course and will be reflected on the student's transcript and included in the computation of the Grade Point Average (GPA).

### **CORRESPONDENCE COURSES**

Students may earn up to two (2) credits by correspondence. Students wishing to

enroll in correspondence courses must consult with a counselor. Correspondence courses are limited to those approved by the district and should not become a substitute for residence work. Enrollment in correspondence courses is limited to students who have completed their freshman year of high school.

## REPORTS

### Grade Reports

Grade Reports inform parents of their student's academic progress. Grade reports will be given to the students on a quarterly basis throughout the year. Grade reporting is reflected numerically:

A	100-90	B	89-80	C	79-70	Below 70	Failing
---	--------	---	-------	---	-------	----------	---------

The final grade is determined by the average of both semesters. The overall average must be 70 or above to obtain credit. A student must pass the second semester to pass for the year.

### Progress Reports

The district shall provide a notice of progress to the parent or guardian of every student. The grades will be determined at three-week intervals or on a designated date. The actual numerical average should be posted on the progress report form or in online format. When a student's grade drops from passing to failing after the third-week report, teachers shall:

1. Notify parents. (Parents may monitor their student(s) grade through Skyward)
2. Ensure that any signed progress reports, accurate records of contact, or attempts to contact parents of students who are failing be kept on file by the teacher for the current school year.

A teacher may require any student whose reporting period grade average is below 70 or borderline to attend tutorial sessions.

## RETESTING POLICY

- Students who receive a failing score on a test may, upon request, be allowed to retake an alternative form of assessment covering the failed material.
- The maximum achievable score on this alternative assessment will be 70 percent. Scores on the retest that are 70 percent or above will be recorded as a 70. If a student scores less than 70 percent, the actual score will be recorded. If the score on the retest is not greater than the score on the original attempt, the higher score from the original attempt will be recorded.
- All retesting must be completed within one calendar week from the date that tests are returned to students.
- Retesting will be scheduled at teachers' discretion.

## GRADE POINT SYSTEM

### Numerical System

The grade point average (GPA) of a student is to be determined by using semester grade points as reflected on a student's report card and Academic Achievement Record (AAR) Card (transcript), 0-100 points. To determine a student's GPA, the total number of semester grade points will be divided by the number of semesters accumulated in grades 9 through 12 and for courses taken in middle school for high school credit. Students will be ranked using a 100+ point system. A weighted or non-weighted 4.0 GPA will be figured and used when requested by colleges and for the sole purpose of college admissions.

### Course Inclusion/Exclusion

All courses taken for state-awarded credit will be counted, including correspondence (limited to a maximum of two (2) credits), summer school credits, Credit By Exam (CBE), and Advanced Placement Exam for credit. Pass (P) / Fail (F) and local credit courses will be excluded from the GPA. Two (2) and three (3)-credit vocational courses will be included two or three times respectively in the semester averages. All semester grades are included when a student repeats a failed course.

### Transfer of Credits

Credits and grades earned through non-accredited private schools or home schooling will not transfer. Students may earn credit for these courses through Credit By Exam (CBE). The maximum two (2) credit limit will be waived for students transferring credits from home schooling or non-accredited schools.

### Weighting and Ranking

Because of the considerable difference in the difficulty level of the various courses taught and to ensure that students continuously strive to challenge themselves at their highest level, the weighting system described below will be used. The weighting system will not affect the numerical average computed for any student nor change any actual grade earned and recorded on the AAR or official transcript. ***This weighted system will be used in determining rank in class only.***

1. Advanced Placement Courses will have ten points added per semester, while Pre-AP and Honors classes will have seven points added.
2. Correspondence courses (limited to those approved by CISD), and Credit by Exam will be recorded as Pass/Fail and will not be calculated into the GPA.
3. Transfer credits for Honors, AP, and Pre-AP courses from accredited schools will be weighted only if the sending school weighted these courses and if we offer these as Honors courses. These courses will be weighted using our own system.
4. Self-contained/Project Life and foreign exchange students will not be ranked.

### **Refer to Grading and Reporting Handbook on District Webpage**

CSHS - 4

### **GRADE POINT AVERAGE AND RANK IN CLASS**

Grade Point Averages (GPA) and rank in Class (RIC)\* will be figured and reported to

students as follows:

1. A fourth semester GPA will be computed on all students upon completion of their freshman year. This GPA will be given to students at the end of their freshman year. Students will receive their GPA at the end of each subsequent semester.
2. At the end of the seventh semester, each student's GPA will be calculated. The seventh semester GPA will hold for graduation recognition purposes except for the valedictorian and salutatorian.
3. Grades earned through the end of the senior year are used to compute the final GPA in Class.

\*NOTE: CISD reports the rank in class only for students in the top 10% of their class per Texas law.

### **VALEDICTORIAN/SALUTATORIAN**

The graduating seniors with the highest and second highest numerical rank will be designated as the Valedictorian and Salutatorian, respectively. In the event of a tie for Valedictorian, the students will share the honor and no Salutatorian will be designated.

### **Residency Requirement for Valedictorian/Salutatorian**

In order for students to be eligible to receive the top honors of Valedictorian or Salutatorian, a student must have been in attendance at Carroll Senior High for all of the two consecutive years preceding graduation (four full semesters of consecutive course work must be taken at Carroll Senior High). In the event that a student has the highest or second highest rank and does not meet the residency requirement, the student will be recognized third in the class.

### **Honors Graduates**

Seniors will be given recognition at Commencement in accordance with board policy.

### **Graduation Requirements**

The graduation requirements for the class of 2015-2016 are detailed in the Academic Planning Guide. The Academic Planning Guide is available on-line.

### **PHYSICAL EDUCATION EQUIVALENTS AND WAIVERS**

Several courses that include physical activities may be substituted for the one required unit of Physical Education. Those courses are Athletics, the fall semester of Drill Team, Cheerleading, and/or Marching Band.

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to those of college students or work done by professionals in the arts, sciences, business, industry, or in community service. Advanced measures focus on demonstrated student performance at the college or professional level. Student performance is assessed through an external review process (Refer to Carroll Senior High Academic Planning Guide for further information).

### **PRE-AP AND AP PROGRAM**

During the spring school-wide registration, teachers will recommend students for Pre-AP and AP courses in specific content areas. Students may apply for placement and be accepted into the program upon teacher and parent approval. Criteria for placement may include test scores, grades from previous subject-area courses, and teacher recommendation.

If the student fails to qualify based on the above criteria, the student may gain entry by submitting a waiver.

Students and parents will sign a statement indicating their understanding of the above guidelines.

### **PRE-AP AND AP COURSE EXPECTATIONS**

Honors courses have specific criteria for entry of highly motivated students; a definite scope and sequence that reflects the nature of the subject; a differentiated curriculum that includes a wider range and greater depth of subject matter than those of the regular course; an emphasis on higher level critical thinking skills; provision for creative productive thinking, a stress on cognitive concepts and processes; instructional strategies that accommodate the learning styles of the students involved; and independent as well as guided research.

### **STUDENT CLASSIFICATION (to be determined in the Fall only)**

Senior .....	18 Credits including English I, II, & III
Junior .....	14 Credits including English I and II



## **TESTING SCHEDULE**

Testing schedules are periodically revised; notification of scheduled tests will be made prior to testing.

### **PSAT – Juniors**

Wednesday – October 19, 2016

### **EOC Testing -**

US History - Grade 11 only - May 3, 2017

**Additional tests administered throughout the year.**

## **SUCCESS SCHOLARS**

Success Scholars is a program that was developed for application by business and education coalitions on a local basis throughout Texas. The Success Scholars program encourages students to take a challenging curriculum, emphasizing “on-level” and above courses in Mathematics, Science, Social Studies, English, World Languages, and Technology. These courses prepare students to compete in the high technology global economy of the twenty-first century. Students must meet all requirements of the Recommended Program, a third year of the same World Language, and complete 100 hours of community service. Students completing these standards and successfully maintaining a “C” or above average in each course will be recognized upon graduation from high school. These students will be identified as Success Scholar Graduates.

## **ANNOUNCEMENTS**

Announcements will be made once a day via KDGN at the end of second/sixth block. Sponsor approval is required. Only school related announcements can be made.

## **Student Services**

### **COUNSELING**

#### **Academic Counseling**

Students are encouraged to talk with a school counselor, teachers, and administrators in order to learn about the curriculum, course offerings, graduation requirements, and the differences between the various graduation program requirements. All students in grades 11-12 and their parents shall be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

A school counselor is available to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should schedule an appointment in the office.

### **HEALTH CLINIC**

If a student becomes ill, the parent or a parent's designee will be contacted to pick up their child. It is important that all telephone numbers are accurate to allow for immediate contact of a parent. We also request that a parent not send a student to school if he/she is ill or has a fever.

### **LIBRARY**

The library should be an important part of school life. All books, with the exception of reference books, may be checked out for a period of two weeks. Magazines are for use in the library only, except with special permission. Reserve books may be checked out for one period per day or overnight and returned the next morning no later than the end of first period. The borrower is responsible for returning books in good condition.

### **LOCKERS**

Every student is assigned a locker upon request and is expected to use only this locker. Students are encouraged to carry valuable articles with them or leave them at home as the school is not responsible for items lost or stolen from lockers. Students are not to write on the inside or outside of lockers, place decals, bumper stickers, or nameplates on lockers. The school is not responsible for personal items left in the locker beyond the last day of school.

### **FOOD SERVICE**

In using the lunch room service, all trays, dishes, and silverware must be placed in the proper places. There will be no lunch charges. Students are not allowed to leave the school grounds during the lunch period without permission. CSHS is a closed campus for lunch. Students who do not adhere to this policy will be subject to disciplinary penalties.

### **STUDENT IDENTIFICATION CARDS**

Student identification cards will be produced at the beginning of the school year. This card will serve not only as identification during the school day and at extra-curricular activities, but will also give the students access to all exterior doors during school hours. In addition, the id cards will enable students to check out textbooks and materials from the library.

## TELEPHONE

With permission, students may use the telephone in the office for emergencies. Students will not be called to the telephone during class period except for an emergency.

Telephone messages for students will be given to the student only if the message is from the parent and only if the message involves an emergency. Family illness or a death in the family constitutes an emergency.

## TEXTBOOKS/CALCULATORS

Textbooks and calculators are the property of the state and are assigned to the students. Students are accountable for all damage to textbooks and/or calculators issued to them. Fines will be assessed according to the amount and type of damage.

## TRANSPORTATION

Carroll I.S.D. presently offers transportation, for a district fee, to all students who wish to ride the bus. The students are expected to exhibit the appropriate behaviors that enable the district to transport the students in a safe and timely manner. A student being transported in school-owned vehicles is required to comply with the Code of Conduct. Riding the bus is a privilege that can be revoked.

All bus discipline consequences shall be implemented with consideration given to the student's age, maturity level, and attitude. Frequency of offenses will also be considered. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to return the student to campus, and the parents will pick up the student from the campus. The driver may also call for law enforcement assistance. The principal and parents will be notified of the situation as soon as possible.

## Discipline Management Plan

### Goals:

1. To provide every student an orderly, safe, timely means of transportation.
2. To provide drivers with an environment in which they can transport students in an orderly, safe, and timely manner.

### Rules:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner.
3. Passengers shall board and leave the bus at their designated stop.
4. Passengers must ride their designated bus.
5. Students must have written permission from their parent(s) to disembark at a stop other than their own.

6. Passengers shall not stand in the bus except to board and leave.
7. Passengers shall not deface the bus and/or its equipment.
8. All bags, band instruments, and other objects must be kept out of the aisle.
9. Head, arms, hands, legs, and all other objects must be kept inside the bus.
10. Passengers shall not throw objects inside the bus or out of the windows.
11. Passengers shall not possess or use tobacco or illegal drugs.
12. Inappropriate conduct, such as scuffling, obscene language and gestures, loudness, rudeness/disrespect shall not be tolerated and will subject the student to disciplinary actions.
13. Upon leaving the bus, the passenger will wait for the driver to signal before crossing in front of the bus.
14. Students will not harass or haze other students.
15. No food or drink will be allowed on the bus.

As with all discipline guidelines, these rules are not all inclusive. Should some behavior occur which is not mentioned in the rules above or in the steps below, the driver will use his/her best judgment and either implement the consequence on the bus or write up the incident for the building-level administrator.

## Level I Offenses and Consequences

### **Offense:**

- Food or drink
- Rudeness/disrespect to driver or other students
- Excessive noise
- Obstruction of the aisle
- Standing at inappropriate times
- Getting off at wrong stop
- Not following driver's directions

### **Consequences:**

- **1<sup>st</sup> Offense** Warning, conference with the principal.
- **2<sup>nd</sup> Offense** Referral to building-level principal; parent notification; moved to the front of the bus for a week.
- **3<sup>rd</sup> Offense** Parent notified; student denied bus privileges for a week; any additional offenses, and student may be denied bus privileges for the remainder of the semester.

## Student Elections

### Level II Offenses and Consequences:

#### **Offense:**

- Threats to the driver
- Extremities/objects held outside the bus
- Throwing objects within or from the bus
- Obscenities (verbal or gestures)
- Harassment/hazing
- Vandalism
- Possession of tobacco - including electronic cigarettes, alcohol, drugs, and/or weapons
- Under the influence of alcohol and/or drugs
- Fighting

#### **Consequences:**

- **1<sup>st</sup> Offense** Conference; off bus for up to remainder of semester; possible police notification; possible arrest.
- **2<sup>nd</sup> Offense** Removal from the bus for the remainder of the school year; possible police notification; possible arrest.

### **TUTORIALS**

Each teacher will provide a tutorial schedule. On occasion a teacher may deviate from the tutorial schedule for conferences, meetings, or other duties. It is always best for a student to notify the teacher in advance for tutorial assistance.

## **Student Activities and Organizations**

### **ACTIVITIES**

Student activities are a vital part of Carroll Senior High. University Interscholastic League, athletics, literary, and music events, together with a generous variety of student organizations provide a well-diversified program for students.

The school requires that the activities of any group be well planned with the sponsor of the organization and approved by a school administrator. After an activity is planned and approved, it will be placed on the school calendar for at least two weeks in advance of the date it is to be held. There are multiple student activities students can be a part of.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Students should refer to the constitutions of the individual organizations for guidelines unique to that activity.

### **ELIGIBILITY FOR STUDENT OFFICES**

Holding an elected office carries responsibility to fellow students, and it is a position of training for leadership. To be eligible to run for an elected office, students must meet the requirements set forth in the extra-curricular policy of the Code of Conduct.

### **CLASS OFFICERS**

Class officers include: President, Vice President, Secretary/Treasurer, and Parliamentarian.

### **STUDENT COUNCIL OFFICERS**

The officers of the Student Council include: President, Vice President, Secretary, Parliamentarian and Treasurer. A school-wide election is held in the spring for officers to serve the following year.

## **Code of Conduct**

### **SCHOOLWIDE EXPECTATIONS**

- Do what is right.
- Respect yourself.
- Respect others and their property.
- Take pride in school property.
- Accept responsibility for your education and your actions.

### **GENERAL CONDUCT**

A student's attitude is displayed by a spirit of cooperation toward authority and other students. It provides motivation for good work in academic and social growth. A student's attitude is reflected in overall behavior and is closely related to academic achievement.

### **ACADEMIC INTEGRITY**

Academic dishonesty is unacceptable at Carroll Senior High. Students found to have engaged in such acts shall be subject to disciplinary action that may include, but is not limited to, teacher/student conference, teacher/parent conference, referral to the assistant principal, receiving a "U" in citizenship for the six weeks, and receiving a "zero" or partial credit for the assignment in question.

## **BULLYING**

Bullying includes the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Furthermore, no student shall encourage, permit or assist any other person in bullying. Bullying may also include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

## **DRESS CODE**

In order to create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene, and attire, the policy concerning dress and grooming shall be as follows:

### **Boys:**

1. Hair will be clean and well groomed at all times and of natural color, but should not extend below the eyebrows or over the top of the collar of a shirt. Any hair that extends below the collar must be in a ponytail. Sideburns may not extend below the bottom of the earlobe.
2. Boys' facial hair must be well-groomed, maintained, or clean shaven.
3. Earrings are not encouraged. Only stud earrings may be worn.
4. No sleeveless tops/shirts will be allowed.

### **Girls:**

1. Hair will be clean, of natural color and well groomed at all times.
2. Dresses, skirts and shorts shall be at the first knuckle length of a fisted hand in length at all times. No low-cut attire is acceptable. Foundation garments must be worn.
3. No bare torso, halter tops, or tops with a strap less than 2" wide shall be worn. No backless attire is acceptable. Garments that expose cleavage and/or bare backs and shoulders will not be allowed.

### **Student Body:**

1. Prohibited are pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene; that directly or indirectly depict the occult, promote violence, represent gang membership, or promote, directly or indirectly, tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Also prohibited is any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.
2. Specifically prohibited for school are displays of body piercing, with the exception of ears.
3. No visible tattoos.
4. Students are to wear shoes or sandals at all times.
5. Shorts length must be at the first knuckle length of a fisted hand.
6. Apparel with rips, holes, or frayed/fringed edges must meet regular dress code standards, covering all undergarments.
7. Shorts and pants must be worn at the natural waistline (i.e., no "sagging").
8. Dress for social functions and activities will be determined by the sponsor of those functions and announced prior to the occasion.
9. Clothing must be worn as it was designed to be worn.
10. Attire must be gender appropriate.
11. The building administration will use its discretion in questions concerning the dress code. Where there is a question on the dress or appearance of a student, the school authorities' decision will be final. The dress and grooming standards can be changed if they interfere with the students' education or cause a disruption on the campus.

Regulations in reference to grooming and dress for special activities such as athletics, fine arts, cheerleading, drill team, etc., are governed by individual persons in charge of the activity and are under the direction of the principal.

If the administrator determines that a student's grooming or dress violates the dress code, the student shall be given an opportunity to correct the problem at school. Repeated offenses will result in more serious disciplinary action.

School administration may approve dress code variances for a special occasion.

## Student Driving and Parking

### STUDENT AUTOMOBILE USE

The operation of automobiles and other vehicles by students on school premises shall be under the supervision of the school administration. Any student who operates a vehicle in an unsafe or disruptive manner shall be subject to disciplinary action.

1. All students parking on campus must have a valid parking permit properly affixed to the vehicle.
2. A proper vehicle registration card must be on file before a parking permit can be issued.
3. Temporary (1 day) parking permits and permanent parking permits may be obtained in the office.
4. Students must park in designated **student parking areas only** (between two white lines).
5. Speeding and/or reckless driving may result in immediate suspension of campus parking privileges.

Disciplinary options include, but are not limited to:

1. Withdrawal of parking privileges.
2. Detention.
3. Friday night detention.
4. Towing of vehicle at owner's expense.
5. Use of a booting device. **There will be a \$30.00 removal fee**

A student may not leave school during school hours or return to the vehicle for any reason without the permission of a school administrator, or unless accompanied by a teacher.

### Bell Schedule 2016-2017

BLOCK 1 / 5	8:00 a.m. - 9:30 a.m.
PASSING	9:30 a.m. – 9:42 a.m.
BLOCK 2 / 6	9:42 a.m. – 11:12 a.m.
KDGN	11:12 a.m. – 11:22 a.m.
PASSING	11:22 a.m. – 11:34 a.m.
BLOCK 3 / 7	11:34 a.m. – 1:04 p.m.
LUNCH	1:04 P.M. - 1:39 P.M.
PASSING	1:39 p.m. - 1:51 p.m.
BLOCK 4 / 8	1:51 p.m. - 3:21 p.m.