

C.E. ELLISON HIGH SCHOOL



**Student Handbook
2020-2021**

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*See link on the EHS website for the District Student Handbook

WELCOME TO ELLISON HIGH SCHOOL

Welcome to C. E. Ellison! Our staff is committed to making your time here a successful learning experience. We pride ourselves on high achievement in the classroom and in every endeavor. We need your enthusiasm to help each of you grow. Work hard; your school transcript becomes an important beginning in your life.

David Dominguez, Principal

Ellison High School Alma Mater

As we stand for our own eagles,
we express our loyalty;
We will strive for truth and courage,
and our hearts are soaring free;
May we win in all endeavors;
Fight we must for white and green;
With our eagles we are shining;
our strong spirit ever seen!

EHS Fight Song

Eagles, eagles, we're all for you
win is the rule in all we do.
The green and white will forever be
eagles all are we.
Eagles fight for the green and white
day and night with all our might.
Victory, oh victory, within our sight
E.H.S. let's fight
E-L-L-I-S-O-N
go green, go white
go team, fight, fight, fight
eagles EHS

Mission Statement

The mission of Ellison High School is to launch young people into successful adult lives of learning, service, and meaningful work.

EHS Administrative Staff

David Dominguez	Principal
John Bate	Director of Curriculum
Jason Duran	Assistant Principal
Andre Fields	Assistant Principal
Beth Fuller	Assistant Principal
Richard Guy	Assistant Principal
Elise Jacko	Assistant Principal
Brian Cotton	Attendance Officer
Diana Allred	Coordinator/Student Activities
Avlyn Bolton	Campus Instructional Specialist
Veronica Maxey	Coordinator/Special Ed.
Michelle Granados	504 Coordinator
Barbara Critchfield	Registrar
Juli Fischer	Counselor
Phylcia Gaston	Counselor
April Hoffman	Counselor
Mary Jarcy	Counselor
Sarah Noteboom	Counselor
Amy Picot	Counselor
Todd Wright	Campus Athletic Coordinator

Telephone Directory

Main Office	336-0600	Student Activities	336-7303
Athletic Coordinator	336-0630	School Nurse	336-0657
Field House	336-0633	Special Ed office	336-0676
AP Discipline Office	336-0611 or 0612	Attendance Office	336-0621
Principal	336-0610	Guidance Counselors	336-0629

2020-2021 Bell Schedule

"A" LUNCH SCHEDULE (Upstairs and Portables)		"B" LUNCH SCHEDULE (Downstairs and Gym)	
1 st PERIOD	8:45 – 9:37	1 st PERIOD	8:45 – 9:37
2 nd PERIOD	9:43 – 10:35	2 nd PERIOD	9:43 – 10:35
3 rd PERIOD	10:41 – 11:33	3 rd PERIOD	10:41 – 11:33
"A" LUNCH*	11:33 – 12:18	4 th PERIOD	11:39 – 12:31
4 th PERIOD	12:24 – 1:16	"B" LUNCH*	12:31 – 1:16
5 th PERIOD	1:22 – 2:19	5 th PERIOD	1:22 – 2:19
6 th PERIOD	2:25 – 3:17	6 th PERIOD	2:25 – 3:17
7 th PERIOD	3:23 – 4:15	7 th PERIOD	3:23 – 4:15

2020-2021 EARLY OUT BELL SCHEDULE

Early Out Days: 2018 – October 10 and December 21

Early Out Days: 2019 – March 8 and May 30

"A" LUNCH SCHEDULE		"B" LUNCH SCHEDULE	
1 st PERIOD	8:45 – 9:18	1 st PERIOD	8:45 – 9:18
2 nd PERIOD	9:24 – 9:57	2 nd PERIOD	9:24 – 9:57
3 rd PERIOD	10:03 – 10:36	3 rd PERIOD	10:03 – 10:36
"A" LUNCH*	10:36 – 11:20	4 th PERIOD	10:42 – 11:29
4 th PERIOD	11:26 – 12:13	"B" LUNCH*	11:29 – 12:13
5 th PERIOD	12:19 – 12:57	5 th PERIOD	12:19 – 12:57
6 th PERIOD	1:03 – 1:36	6 th PERIOD	1:03 – 1:36
7 th PERIOD	1:42 – 2:15	7 th PERIOD	1:42 – 2:15

2020-2021 LATE START BELL SCHEDULE

"A" LUNCH SCHEDULE		"B" LUNCH SCHEDULE	
1 st PERIOD	10:45 – 11:18	1 st PERIOD	10:45 – 11:18
2 nd PERIOD	11:24 – 11:57	2 nd PERIOD	11:24 – 11:57
3 rd PERIOD	12:03 – 12:36	3 rd PERIOD	12:03 – 12:36
"A" LUNCH*	12:41 – 1:20	4 th PERIOD	12:42 – 1:29
4 th PERIOD	1:26 – 2:13	"B" LUNCH*	1:29 – 2:13
5 th PERIOD	2:19 – 2:57	5 th PERIOD	2:19 – 2:57
6 th PERIOD	3:03 – 3:36	6 th PERIOD	3:03 – 3:36
7 th PERIOD	3:42 – 4:15	7 th PERIOD	3:42 – 4:15

Bell Schedule

AM Session 8:50-12:15
PM Session 1:20-3:55

Period	Time	Block	Time
CCZ - 0 hour	7:25 - 8:15 (50)		
1	8:50 - 9:40 (50)	1-3	8:50 - 11:20 (150)
2	9:45 - 10:30 (45)	1-2	8:50 - 10:30 (100)
3	10:35 - 11:20 (45)	3-4	10:35 - 12:13 (98)
4	11:25 - 12:15 (50)	2-4	9:45 - 12:15 (150)
Lunch	12:15 - 1:17 (62)		
5	1:20 - 2:10 (50)	5-6	1:20 - 3:00 (100)
6	2:15 - 3:00 (45)	6-7	2:15 - 3:55 (100)
7	3:05 - 3:55 (50)	5-7	1:20 - 3:55 (155)
<p>**CCAM students eat B lunch at home campus **CCAM students eat breakfast at CC **CCPM students have 4th period B lunch & eat lunch at CC **CCALL students eat lunch at CC * CCAM bus leaves at 12:18 * CCPM bus leaves at 3:55</p>			

Early Out

AM Session 8:50-11:17

PM Session 12:25-1:55

Period	Time	Block	Time
CCZ – 0 hour	7:45-8:15 (30)		
1	8:50-9:24 (34)	1-3	8:50-10:39 (109)
2	9:28-10:02 (34)	1-2	8:50-10:02 (72)
3	10:06-10:39 (33)	3-4	10:05-11:17 (71)
4	10:43-11:17 (34)	2-4	9:28-11:17 (109)
Lunch	11:17-12:22 (65)		
5	12:25-12:53 (28)	5-6	12:25-1:24 (59)
6	12:57-1:24 (27)	6-7	12:53-1:45 (52)
7	1:28-1:55 (27)	5-7	12:25-1:55 (90)

Late Start

AM Session 10:50 - 1:18

PM Session 2:23 - 3:55

Period	Time	Block	Time
CCZ – 0 hour	9:45 - 10:15 (30)		
1	10:50 - 11:24 (34)	1-3	10:50-12:41 (111)
2	11:28 - 12:02 (34)	1-2	10:50-12:02 (72)
3	12:06 - 12:40 (34)	3-4	12:06-1:18 (72)
4	12:44 - 1:18 (34)	2-4	11:28-1:18 (110)
Lunch	1:18 - 2:20 (62)		
5	2:23 - 2:51 (28)	5-6	2:23-3:23 (60)
6	2:55 - 3:23 (28)	6-7	2:55-3:55 (60)
7	3:27 - 3:55 (28)	5-7	2:23-3:55 (92)

Announcements

Texas State law requires the recitation of the Pledge to the US and Texas flags once each day. Students have a choice to recite the pledge; however, they **must remain silent** showing respect for those who have given their lives that people in America might have a choice. Right hand must be placed over the heart when saying both the Pledge of Allegiance to the U.S. and the Texas pledge. There must also be a one-minute period of silence following the pledges. Students may be excused from reciting the pledge (but not the observance of the moment of silence) based on a written request from the parents.

Teachers and others must ensure that all students remain silent, and do not act in any manner that is likely to interfere with or distract another person. During the minute of silence, students may reflect, meditate, pray or engage in another silent activity that is not likely to interfere with or distract others.

Attendance

Importance of Attendance

Texas State Law, Senate Bill 247, requires students to attend school until their 18th birthday. Daily attendance is very important. Failure to attend school the required amount of time could result in loss of credit, legal action and/or dismissal from school. It is the responsibility of the student and the student's parent(s) or guardian(s) to ensure that attendance rules are followed.

Appeal Status and Parent Notification

Excessive unexcused absences will result in an appeal for credit and may result in loss of credit. Days missed due to religious holy days and partial days missed due to medical or dental appointments (which are properly documented) and for which work missed is successfully completed will be excused. A letter stating that the student must appeal for credit will be sent to parents as soon as the acceptable number of absences has been exceeded. Another letter will be sent approximately one week prior to the end of the session along with a copy of the appeal form. The form must be completed and returned to Ellison to initiate the actual appeal process. Failure to return the application will result in credit being denied. **It is the parent's responsibility to know when the student is in violation of the Texas Compulsory attendance laws.** Students violating compulsory attendance laws are subject to court appearances and/or fines. Eighteen-year old's in violation of the attendance rules **(five (5) or more unexcused)** could be subject to being withdrawn from school until the next school year. For further information see the KISD Student Code of Conduct handbook.

Documentation

In all cases, appropriate documentation must be provided in order for absences to be classified as excused. All absences are subject to verification, investigation, or question. All notes are subject to review. For personal illness, absences exceeding 5 consecutive days will require documentation from a health care professional. After a student accumulates three (3) absences per nine-week grading period at the high school level which have been excused by parent note(s), documentation from a health care professional will be required for any

additional absences. Parental notes must be turned in **within five (5) days** of the student's absence. To be excused, a note must accompany all other absences for personal illness from a health care professional. Exception: A single note from a health care professional will suffice in the case of a chronic illness or serious medical condition. The parent must write a note referencing the doctor's note that is already on file for this chronic illness. For medical, dental, or legal appointments, notes from health care or legal professionals are required. Students who attend a partial day, complete work missed, and bring a note from the health care professional will be counted present for the entire day.

Leaving During School Day (Excluding Lunch)

Students who leave school during school hours (excluding lunch) must have a legal guardian or an emergency contact person (named in student's records) sign him/her out in the main office located on Trimmier Rd. The parent or legal guardian must park in the visitor's parking lot and present the receptionist with his/her driver's license.

Excused Absences

The following is a list of reasons for which students may be excused from class:

- Family-related absences such as emergency leave, promotion/retirement ceremonies (official documentation of dates, times and conditions required)
- Personal illness (See the documentation section.)
- Illness or death in family with proper documentation
- Dangerous weather or road conditions as determined by school authorities
- Medical, dental, or legal appointments subject to regulations outlined above

Parents are expected to exercise reason in the amount of time a student misses school.

Administrators have the authority to declare certain cases as "extenuating circumstances" on a case by case basis. **A student is considered absent if they are more than 15 minutes late to class!**

Unexcused Absences

Absences with parental knowledge for reasons such as missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as UNEXCUSED.

Extracurricular Activities

Extracurricular activities are school-sponsored activities that are not directly related to instruction but have an indirect relation to curriculum. Absences under this category are defined as exempted absences. Student eligibility is based on grades and not attendance. As long as the student is passing his/her classes with no grade below 70, the student is eligible to participate in extracurricular activities. **Students placed in In School Suspension, home based instruction or suspension may not participate in or attend extracurricular activities during the term of the consequence.** Violation of this rule will result in further disciplinary action.

Automobile Parking and Usage

The operation of automobiles and other vehicles by high school students is a **privilege** and shall

be under the supervision of the Ellison Administration. A student must present a valid driver's license, proof of insurance, and pay the parking lot maintenance fee to obtain a parking permit. A parking decal for Ellison High School is available after the \$10.00 parking lot maintenance fee is paid to the cash receipts clerk. A single parking decal will be made available to Ellison students in good standing on a first come, first serve basis, or as otherwise notified by administration. Students may only park in the student parking lot. **Vehicles found on campus without a valid parking permit, in the teachers' parking lot, or a non-designated area may be towed at the owner's expense. Permits expire at the close of each school year.** Students who change vehicles during the school year will need to see the cashier for a \$5 replacement parking decal. **Students who owe fines or owe for textbooks may not be allowed a parking permit until the fines or textbook are paid.**

Any student who operates a vehicle in an unsafe or disruptive manner shall be subject to disciplinary action, including a citation, and may be denied the privilege of vehicle use on all KISD property. Automobiles on school property are subject to search if there is reasonable cause to believe contraband or other prohibited items are in the vehicle. Students may have their parking privileges at EHS suspended/revoked at any time at the discretion of EHS administration.

Breakfast and Lunch

The EHS Cafeteria opens for breakfast at 8:15am and closes at 8:45am for all students with academic courses first period. Students must show and scan their ID every time when going through the cafeteria line. All students are expected to clean up their area and place all trash in the trash cans located around the cafeteria.

During lunch, all students may go to the food truck(s) located on the far corner of the student parking lot on the corner of Adrian Barnes and Elms Road. Additionally, The Lunch Box located at the end of the teacher parking lot behind the baseball fields on the corner of Weiss Drive and Trimmier is available for all students. As a reminder, freshmen (9th graders) may not leave campus during lunch.

Bus Rules/Regulations

Riding the bus is a **privilege** provided by the school district. Students riding the bus are subject to the KISD Student Code of Conduct and rules and regulations posted on buses.

Changing Courses

Students are enrolled for a full year's worth of courses. Schedule changes will be made within the first week of a new semester and must include the proper form available from the counselor's office. Students should report to the guidance center before school, during lunch, or after school if they have a question about their schedule.

Clinic/Medication Policy

A school nurse or nurse's aide is available in the clinic. Students must have a clinic pass and sign in to use the clinic during class time. **Shot records must be up to date to attend school.**

Parents will assume full responsibility for students taking medication. Students who self-administer medication must have a parental permission note on file in the clinic. Prescription medication must be in the original container and fully labeled including name of medication, name of student, dosage, date and reason for taking medication. **School personnel will dispense prescribed medication only when specifically requested by parents in accordance with KISD guidelines.** Board policy prohibits school personnel from dispensing non-prescriptive medication. Students are strongly discouraged from bringing non-prescriptive medication to school.

Closed Campus

Ellison is a **CLOSED CAMPUS** except during lunch for 10th, 11th or 12th grade students, or when scheduling requires a student to leave campus (career center, college, or work release), or when a student obtains permission at the attendance office by note or parental contact. All freshmen (9th graders) are required to stay on campus during lunch. In all other cases during the regular school day, students are to remain on school property. Leaving between classes for any other reason is a violation of this provision making students subject to disciplinary action for truancy.

Club Trips

Parental permission is required of any student who participates in a school sponsored trip. KISD will provide transportation at club expense whenever possible. Students will leave school and return to school as a group. The use of private vehicles is prohibited.

Code of Conduct for Spectators at Athletic Events

1. All spectators should be in the stands throughout the game except for concession and restroom use. Children under the age of 12 should be accompanied and supervised by an adult at all times.
2. Fans should not obstruct the aisles, stand at railings, block walkways, or throw any items.
3. Fans should support their own teams by positive comments and actions. Spirit signs should be supportive. Negative comments or actions are not appropriate for contestants or game officials.
4. By law, tobacco products are not permitted at any school function or facility.
5. Violators may be removed and could lose the privilege to attend events.
6. Participating contestants (in uniform) must remain with their team before, during, and after the contest. See coaches for further instructions.
7. Spectators may not cross the floor or field after the contest to congratulate players, coaches, or address them in any way. See administrators or police officers for further

instructions.

8. Pets are not allowed at either indoor or outdoor events.
9. **Students who do not leave campus at least 30 minutes after an event are subject to after school trespass and could be denied entry into future EHS events.**

Deliveries

Parent deliveries of any nature (lunch money, gym clothes, etc.) will be left at the front office. A message will be given to the student or the item will be delivered. Approved commercial deliveries to students will be accepted in the front office and given to students at the end of the school day. No commercial deliveries of food will be accepted. **Commercial foods (breakfast/lunch/drinks) cannot be consumed in the cafeteria or building.**

Display of Affection

Students are not to display affection (hugging, kissing, holding hands, etc.) while at school. Violators are subject to disciplinary consequences.

Dress Code

Students may access the full-dress code section of the Student Code of Conduct online on the KISD website. The expectation is that all students be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**. Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases, the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action.

Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substances.
- Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

- Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, “cut-offs”, and shorts or pants with holes any higher than 6” above the knee are not permitted. Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no “sagging.” Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
- “Sagging” (wearing pants below the waistline or showing underwear) is not permitted.
- As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
- Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable. ELEMENTARY ONLY: Tank tops and similar apparel may be worn by students in grades PreK-2, especially in hot weather.
- Apparel designed as underwear or night wear may not be visible or worn as outer garments.
- Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
- Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
- Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
- Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
- Apparel or items which implies gang membership or affiliation through color, trademark, arrangement, or other attribute is prohibited on school grounds, or at any school-related activity, regardless of time or location. This includes:
 - Jewelry
 - trench coats
 - emblems, badges, symbols or signs
 - or signs, or other items or manner of grooming
- Apparel or items that would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
- Photo ID cards will be issued by EHS, except for those students assigned to Gateway HS. ID cards will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

Drop Off and Pick Up of Students

Parents or others should drop off and/or pick up students in the student parking lot located on Elm Road.

Education Records

Access to student education records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by KISD Board Policy FL. Copies of these documents are located in the Central Administrative Office and in the Principal's office. The Principal is the primary custodian of education records in the building. Questions about student and parent rights in respect to student records should be directed to the Principal. The Superintendent is the custodian of all records for students who have withdrawn or graduated. The Director of Special Education for KISD is the custodian of records for students who are currently receiving or who have received special education services in the district.

Emergency Drills

Emergency drills are held at unannounced periods throughout the year. A set of instructions for fire, tornado, and shelter in place drills will be kept in classrooms. Follow the instructions of your teachers. Move quietly, orderly, and quickly to designated areas.

Extracurricular Activities and Fees

Students who owe for textbooks, library books or other fees / fines may not be allowed to participate in activities, such as: homecoming, prom, any other school dances at EHS or receive **Student Parking permits**.

Fees

Materials that are a part of the basic educational program are provided without charge to students. Students are expected to provide pencils, paper, erasers, and notebooks. They may be required to pay certain other fees or deposits including the following: club dues, security deposits, materials for a class project the student will keep, personal physical education items, athletic equipment and apparel, voluntary purchases of pictures, publications, class rings, uniform maintenance, parking fees, additional student identification cards, fees for damaged library books, school-owned equipment, fees for copies of student records, etc. All fees must be paid to the cash receipts clerk. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Fire Lanes

Warning: Parking, waiting, or idling of motor vehicles in any of the fire lanes at any time (to include before and after hours daily as well as weekends) may subject violators to a fine of \$500 to \$1200 imposed by the city fire department.

Food and Drinks

Vending machines are not available for students during class time. No food or drinks are allowed in the classroom while class is in session. **Students must discard food or drinks in the trash can prior to entering the building or leaving the cafeteria. If a student leaves campus to purchase commercial foods, snacks, or drinks and does not have sufficient time to consume it prior to class, it must be discarded prior to entering the building. The only exception to this rule will be students who bring their lunches from home. Students who require water due to medical concerns must have a doctor's note on file in the clinic and also carry a note with them. Glass containers are not allowed.**

Fund Raising Campaigns

All school fund raising campaigns must have the approval of the Coordinator of Student Activities before classes start each year. Fund raising campaigns will be limited to those absolutely necessary to accomplish established goals. The Student Council is the only organization that may sponsor dances. Students can not solicit any EHS employee for fund raisers. All monies collected are to be turned in to the cash receipts clerk who is located "under the stairs". Monies must be turned in as requested by the club sponsor, failure to do so could result in loss of club privileges and/or addition consequences.

Graduation Participation

Senior students will be eligible to participate in spring graduation ceremonies when: (1) they have completed the course requirements for graduation and have passed EOC exit examinations; (2) they have met the current graduation requirements and provided credit verification from the sending high school (Students will receive diplomas from their home school if a reciprocal agreement can be made with sending schools.); (3) they are not enrolled in the Discipline Alternative Education Program. Students with disabilities may be permitted to graduate with ARD committee recommendation under the provisions of their IEP and with the consent of the ARD committee and their parents. Students having questions or concerns need to consult their counselors.

Hall Passes

Students are expected to remain in class the entire class period. In the rare case a student needs to leave a classroom, he/she must be issued an e-hallpass from his/her teacher. Students in the hallway without an e-hallpass in the system are considered to be out of the classroom without the teacher's permission and will be subject to disciplinary action.

Health Concerns

What is bacterial meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is the most common and least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease but requires urgent treatment

with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on the combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal, or a person might be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead most people become **carriers** of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss. While there are vaccines for some other strands of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in the community or for people traveling to a country where there is high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85%-90%). It can cause mild side effects, such as redness and pain in the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you suspect bacterial meningitis?

Seek immediate medical attention.

High School Grading Policy

1. Teachers should have a sufficient quantity and variety of assessments during the grading period to accurately reflect academic achievement. Teachers will record a minimum of nine (9) formative and three (3) summative grades per nine-weeks grading period.
2. Grades shall be posted/recorded in a timely manner, no later than five (5) instructional

days from date received with exception given for projects.

3. Grades shall be based on individual student mastery of the state standards (Texas Essential Knowledge and Skills) and the district curriculum. Grades should reflect a student's academic achievement for the grading period, semester, or course.
4. Grades must reflect accommodations and instructional modifications as specified by appropriate campus committees such as: ARD, 504, LPAC, etc.
5. Grades of "0" assigned for work not completed (other than those due to absence) may be changed upon the completion and submission of such assignments by the student. The teacher will have discretion over the grade assigned within the parameters of the campus or department grading procedures. Students with grades of "0" for missing work may be assigned mandatory tutorial session(s) until the assignments are completed.
6. Nine-week and semester grades should be an accurate reflection of the student's academic performance/achievement. Final grades should be consistent with performance on formative/summative assessments.
7. Nine-week and semester examinations should be cumulative and assess the material taught for that semester.

8. Nine-week grades are determined by the following percentages:

Assignment Type	Regular Course	Pre-AP Course	AP/IB Course
Formative	40%	35%	30%
Summative	60%	65%	70%

Dual credit courses will follow the established grading policies of the accrediting institution. Specific grading policies for a dual credit course will be detailed in the course syllabus handed out to students the first week of class.

Definitions:

Formative: an assessment for learning that occurs during the learning process and provides information to both teachers and students that enable them to make adjustments to increase learning. Examples may include: homework, class work, quizzes, labs, draft essays, etc.

Summative: an assessment of learning that occurs after instruction to determine what students know, understand and can do at one point in time. Examples may include: unit exams, major projects, final essays, lab practicum, and/or nine-week exams.

Semester grades shall be determined by the following percentages:

First Nine-Weeks Average	45%
Second Nine-Weeks Average	45%
Semester Exam	10%

If a final course grade is equal to or greater than 70% on a scale of 100 for a two-semester course, a student will be awarded one (1) full credit for the course.

If a final course grade is less than 70% on a scale of 100 for a two-semester course, a student will be awarded proportional credit (.5) if either semester has an average equal to or greater than 70%. If both semesters are less than 70%, no credit will be awarded.

Homework Procedures

I. PHILOSOPHY

The Killeen Independent School District endorses the use of homework as a researched-based instructional strategy that can increase student achievement, foster independent and responsibility, and serve as a vital link between school and home.

II. DEFINITION

Homework is defined as any learning activity completed by the student as an extension of classroom instruction, not including the self-assigned activities voluntarily undertaken by the student. The additional practice and application of knowledge and skills deepens understanding and proficiency, thereby, increasing student achievement.

III. TYPES OF HOMEWORK

Teachers assign different types of homework to accomplish specific purposes.

A. **Practice homework** helps students master specific knowledge and skills that have been presented in class.

B. **Preparation homework** is designed to motivate or prepare students for knowledge and skills that they have not yet mastered. Teachers may assign students to read text, take notes on reading, work on solving a problem that will illustrate the need to learn upcoming material, or gather information from resources outside of class.

C. **Extension homework** provides students the opportunity to apply or transfer specific knowledge and skills to a new situation or in an original response. Teachers may assign a written composition, a demonstration, a compare/contrast assignment, visual display, or technology application.

IV. HOMEWORK GUIDELINES

A. Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete the assignment independently and successfully.

B. Homework or the threat of additional homework will not be used to enforce discipline in the classroom.

C. Homework will not be assigned during the following times with an exception made for study review guides:

1. Group standardized testing, district-approved criterion-referenced tests, and state assessments
2. Semester exams (grades 8-12)
3. Official school holidays (does not include teacher workdays)

NOTE: Items 1, 2, and 3 apply only to those students who are involved in the testing.

NOTE: If long-term assignments are made, it is the responsibility of the teacher to plan those assignments and periodic progress checks for times that do not compel students to work during holidays (e.g. assignments should not be made shortly before holidays and be due shortly after holidays).

D. The recommended amount of time that students spend on homework varies by grade level:

K-2 Total not to exceed 30 minutes per day (includes long-term projects)

3 Total not to exceed 45 minutes per day (includes long-term projects)

4-5 Totals not to exceed 60 minutes per day (includes long-term projects)

6-8 Total not to exceed 90 minutes per day

9-12 Total not to exceed 120 minutes per day

E. Teachers will consider the cumulative effect of homework assignments (i.e., math + language arts + social studies, etc.; one-day assignments + prorated time for long-term assignments + study or reading time).

1. It is anticipated that students will not have homework assignments in every class every day.
2. Time recommendations are for diligent students taking regular-level classes. Students who work more slowly, who work with distractions (*television, iPods, text messaging, radio, and cell phone interruptions*) or who take honors-level classes (TAG, Pre-AP, and AP) may exceed these estimates.
3. It is the student's responsibility to prorate the time needed for long-term assignments.

F. Homework is one part of a multi-faceted evaluation program and is not to be the only source of formative grades.

G. Students will receive timely and meaningful feedback on homework assignments.

H. KISD recognizes that there are times when students will not complete homework within the designated timeframe. Each campus shall define procedures for "late homework."

I. When homework is assigned to reinforce skills, there should be a consistency between the content and format of material presented in class and homework assignments.

Board Policy EIA (Local)
Adopted 5-24-2010

Date: August 1995
August 2000
July 2012

Identification Cards

All students are issued Photo ID cards which must be worn at all times, visible from the front (above the waist; not on arm/wrist/shoulder nor having it in the pocket, carrying it/having it in or attached to a tote/purse/backpack/wallet, or sleeve) while at school or at school functions and while riding to and from school on school transportation. ID cards are provided at no charge to the student and are the property of Ellison. Only a student's current year ID may be displayed/worn. A temporary ID is only valid for the date of issuance and a violation is noted. ID cards will be turned in when a student transfers or withdraws. **Lost or mutilated/altered ID cards will not be valid and must be replaced for \$5.00.** Students can pay for new cards through Cash Receipts. Take the receipt to Student Activities to obtain the new card. Students not wearing proper ID cards will be in violation of district and campus policy. Violators will be subject to disciplinary consequences.

Library

Students are encouraged to use the library and to seek help from the librarians. The library opens at 7:45am. Prior to school and during lunch, students must use the student entrance. Unless accompanied by a teacher, students must have an e-hallpass and scan in using their ID cards upon entry to use the library during class time and scan out upon leaving. Students will use their ID to check out library materials. All materials, except for reference books and magazines, may be checked out for approximately three (3) weeks with one renewal. These materials will be turned in on the third Friday of every month. Students are expected to conduct themselves appropriately and follow posted library rules in order to use the library.

Additionally, the library has a laptop lending program. Students who need a computer for schoolwork may borrow a laptop from VISION, the EHS library. A completed Lending Library Agreement must be on file for the current school year before the student checks out a laptop. The two-page form is available in VISION or it can be printed from the Ellison webpage on the Library link. Please give completed forms to an EHS librarian. The policies for the laptop lending program including the expectations for use, times for check-out, due dates, and overdue fines are included on the agreement form.

Loitering

Students will be allowed to enter the building **prior to school** to: 1) use the library, 2) eat breakfast in the cafeteria, 3) attend club-sponsored meetings, practices, or rehearsals, 4) attend tryouts, and 5) must have a pass to go to tutorials. Students will be allowed to **remain after school** to 1) to attend club-sponsored meetings, practices, or rehearsals, 2) to attend tryouts, 3) must have pass to attend tutorials and 4) participate in the AYPYN program. Students who are not members of the meeting organization will not be allowed to wait in the building or at the site of the meeting until the student who is a member finish. If you are a participant and need to arrive at school early or remain after school in one of the ways mentioned above, then you must report to the sponsor/teacher/coach immediately. You must get a pass from the teacher or sponsor containing the following: Pass with your name, teacher's name, subject or organization, time of tutorials or time of meeting or practice, and room number to go to

tutorials or location of club or organizational meeting. Students participating in the AYPYN Program must stay with the coordinator(s) in the designated areas. **If a student leaves the building after school, the student may not re-enter the building.**

It is the student's responsibility to acquire parental permission prior to remaining for any activity in order to give the parent the opportunity to arrange for transportation/pickup for the student when the event has ended. **Supervision is not provided for students on campus prior to 8:15 am or after 4:30 p.m. except as previously indicated.** The building will be opened for all students at 8:15am in order to allow them to get to class on time. Instruction begins at 8:45am. Exception: Inclement weather ONLY - Campus Administrators will determine the time that students will be permitted to enter the building when it is raining or when the temperature is 40 degrees or below.

Lost and Found

Lost and Found is located next to the cash receipts office. Students who lose or find an article should go to the Lost and Found area to search for or drop off the item. Items not picked up will be given to charitable organizations.

Make-Up Work

All students with excused absences from school shall have the opportunity to make up all schoolwork assigned during their absences. **Work assigned prior** to the student's absence shall be turned in or completed on the day the student returns to school. The student shall have **five (5)** school days after returning to complete make-up work assigned during the time of the absence. It is the student's responsibility to be aware of each teacher's make-up work guidelines and ensure that it is turned in on time. Full credit will be awarded for make-up work that adheres to the guidelines. In the case of truancies and unexcused absences, a student's make-up work can earn only 50% of the credit that would have been earned if the student had been present. If a student is assigned to home-based instruction, the student's absence will be classified as excused. Make-up work must be handed in within **five (5)** school days of the student's initial return. **NOTE: EHS students will receive progress reports every three weeks.**

Minor Violations

Students who accumulate four (4) minor violations in any combination of dress code, electronic devices, ID cards, or other minors will be subject to disciplinary actions. Items confiscated will be held in the discipline AP Office. Students may pick up confiscated items at the end of the school day, if available.

Notice of Nondiscrimination

Title IX, VI and Section 504 are laws protecting KISD students, parents and employees against discrimination because of race, color, sex, national origin or handicap. Student Title IX concerns should be directed to the District Hearing Officer (336-2827). Adult Title IX concerns should be directed to the Professional Standards Administrator (336-2780) Complaints concerning 504

should be directed to the District 504 Coordinator (336-0207).

KISD does not discriminate on the basis of disabilities in any programs and services offered. Qualified students with disabilities are entitled to regular or special education and related aids and services that are designed to meet individual educational needs as adequately as the needs of non-disabled persons are met. Students who believe they may be eligible for services under Section 504 should see a counselor or the 504 Coordinator for referral to the Campus 504 Committee.

“Off-Limits” Areas for Students

The following areas have been designated as “off-limits” during the morning, lunch periods, and after school: gymnasium, PE hallway, locker rooms, athletic fields, tennis courts, portables and any area around the portables, auditorium and areas surrounding it, all stairwells and all hallways. Hallways are off limits during the student’s designated lunch. Students may not be in the **hallways** during his/her designated lunch period. **Wheelchair ramps, stairwells, and entrance to hallways are always to remain clear.**

Performance Reports/Report Cards

All students receive a Mid-Session Performance Report each grading period and a report card at the end of the nine (9) week term. Report cards will be mailed home at the end of each semester. EHS will send progress reports every 3 weeks to coincide with the UIL grade checks. Students’ grades may not be changed simply for UIL competition. Students with an “I” or “incomplete” grade are ineligible until the work has been made up according to KISD and EHS guidelines.

Pledges

United States Pledge

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

Texas Pledge

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

Prior to Entering the Building

- **Put on ID card and keep it on at all times.**
- **Discard commercial food or drinks in trash cans.**
- **Remove hats or head coverings.**

Profanity

Profanity, vulgar language, and obscene gestures will not be tolerated. Violators are subject to disciplinary/legal consequences.

Prohibited/Entertainment/Electronic Items

The following items are prohibited on school property and at school activities. These items included but are not limited to: skateboards/roller blades, pacifiers, picks, water pistols, dice, playing cards, paging devices, and laser pointers. Prohibited items found on campus may be confiscated by administrators as deemed necessary. Confiscated items may be picked up by a student after school. APs may use the consequences prescribed for minor violations in the KISD Student Code of Conduct. **Items may be confiscated and not returned until the end of the semester.**

Students may use silent functions on cell/smart phones and other electronic devices on campus before and after school, during lunches, and during passing periods. Students are not free to make personal use of electronic devices during class time. A student who needs to call a parent during the school day may report to an administrative office and seek permission to make a phone call. A teacher may also give a student permission to call a parent for a reason the teacher deems legitimate, provided the teacher remains with the student while the call is being made. Students may not have earbuds or headphones in view or in use during the school day, except outside during lunch/before/after, or at the direction of a teacher in class for an instructional purpose. Teachers will determine when, if at any time, students may use electronic devices during class in accordance with KISD BYOD policy for instructional purposes. Teachers will address any student violations of policy or directions pertaining to electronic devices on campus and may refer students for administrative attention for these violations as necessary.

Scholastic Crime Stoppers

Crime Stoppers offers cash rewards for information leading to the solution of criminal activities that take place in KISD or in our community. **All contacts will be confidential. Please call 336-0722.**

School Calendar

All EHS athletic, club and special classroom events or meetings on or off campus must be placed on the school calendar in the Student Activities Office prior to the event.

School Nutrition

The cost of breakfast is \$1.50 and lunch is \$2.75. The reduced cost for breakfast is .30¢ and .40¢ for lunch. Parents may open an online lunch account (PAMS) to deposit money for their students or money may be added to the breakfast/lunch account in the cafeteria. New applications for Free or Reduced meals must be submitted each year for students who participate in the National Food Nutrition Program. Applications may be submitted online or hard copy. If a student was served in the Free or Reduced program last year, a new application

must be submitted for the new school year. The student will pay full price until the application has been processed. For additional information, contact the School Nutrition Office at (254) 336-0776 or visit the KISD website.

Sexual Harassment

Sexual harassment includes uninvited and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. Students have a right to attend school and school events free from all forms of sexual harassment. For complete information regarding sexual harassment see the KISD Student Code of Conduct. Students who believe they have been sexually harassed should see an Assistant Principal.

Sniffer Dogs and Equipment

To maintain a safe school environment conducive to education, specially trained dogs, metal detectors and/or physical searches are used to detect concealed weapons. If any contraband or prohibited substances are found, the student shall be subject to appropriate disciplinary/legal action.

Social Events

All social activities sanctioned by the school shall be under the supervision of the Principal or his designee. Rules of conduct applicable to regular school time are also applicable.

Student Activities Awards

The Board of Trustees recognizes students who excel in academic achievements by providing jackets, blankets, backpacks or patches. To qualify, students must earn an overall grade point average of 11.7 in KISD for the spring session of the previous year and the fall session of the current year. **There is a residency requirement for students to be enrolled no later than the first day of the second week of the fall semester of the school year in which academic awards are to be earned.**

Student Elections

All elections (club officer elections, sweetheart elections, etc.) will be coordinated through the Student Activities Office and must be scheduled on the school calendar at least three weeks prior to the desired election date.

Student Code of Conduct

The Student Code of Conduct is a guide for proper conduct at EHS. Students may access the Student Code of Conduct online on the KISD website. Students are responsible for abiding by its contents. Parents are required to acknowledge access or receipt of the information by signing and returning to Ellison the Code of Conduct Acknowledgment card. Failure to sign the Student Code of Conduct card will not prevent the student from being subject to the rules as stated in the handbook or from other rules and policies necessary for the safety and proper

education of EHS students.

Student Code of Conduct for Students Representing EHS

Participation in activities which represent the school is considered a privilege and an honor subject to regulations. Students who represent EHS are expected to conform to a more rigid code of behavior than the general student population. Failure to do so dishonors the organization to which the student belongs as well as EHS and KISD. Contact the appropriate coach or sponsor and the Coordinator of Student Activities for specific expectations and consequences. Also refer to the Extra Curricular Activities section of the KISD Code of Conduct.

Student Connectedness

Students are encouraged to participate and take an active role in the more than 65 organizations offered at EHS. EHS believes that students who feel connected are more likely to succeed academically and make healthy choices. Students are respectful and accept responsibility, learn to work together to achieve common goals, learn teamwork, tend to earn higher grades and test scores, have higher attendance rates, feel a sense of accomplishment, and give back to their community both inside and outside of school. For more information, contact the Coordinator of Student Activities.

Tardy Policy

When the tardy bell rings, classroom doors will be closed and all students will go to either the cash receipts clerk office under the stairs or to the tardy station at the window between Curriculum Corner and the Counselors' Office to receive a tardy pass. Students who accumulate four (4) tardies will be assigned detention (PM or Saturday) and may be subject to other disciplinary actions. Students who are 15 minutes late to class will be counted absent for that period.

Textbooks

Textbooks are supplied free of charge. Students are responsible for the care and return of textbooks and will be charged for their damage or replacement. If a textbook is lost, misplaced, damaged or stolen, students should report the incident immediately to the bookroom. Students must pay the cash receipts clerk for lost book(s). Once the student has paid for the textbook, he/she should present the receipt to the bookroom to receive another textbook. If the textbook is found, it will be returned to the bookroom. A refund will be made upon presentation of the receipt. Deadline for refunds is the 3rd Friday in June. Textbook checks will be conducted once each nine (9) week grading period. **Students owing textbook fines for lost books are subject to lose the privilege of participating in school events. Students withdrawing from school must submit all books to the bookroom or satisfy the account through payment by cash, check, debit card, or credit card. Payments must be submitted to the cash receipts clerk located under the stairs.**

Transfer Credits

Immediately after a student registers at Ellison, a request is made for a transcript from the former school. Upon receipt, the transcript becomes a part of the student's permanent record. Credits received are evaluated and courses needed for graduation from EHS are determined. A student may be required to validate credits by testing if he/she wishes to transfer in credits from a school that is not accredited.

Tutoring

Each Wednesday, school wide tutorials are held from **4:15-4:45pm**. Students are to show up promptly with all necessary supplies, books, notes, etc., and be ready to participate. For other opportunities for tutorials, please check the Ellison High School Website or the teacher's website. EHS enlists parents of students to support this program by making arrangements for transportation to ensure that your student(s) will get home quickly and safely once these sessions are dismissed.

UIL Eligibility

In accordance with **UIL "NO PASS, NO PLAY"** rules, grade eligibility checks will be completed on each student every three weeks. Students passing all subjects at the nine-week point, remain eligible until the 18 week point. During that same nine weeks, failing students will have two opportunities to regain eligibility, three weeks apart. At either three-week grade check, the failing student may regain eligibility with a passing grade. Students, who continue to fail, continue to remain ineligible. KISD and EHS endorse all UIL rules and regulations.

Teachers may not give students extra work or late work to be turned in after the grade check period is over. Students' grades may not be changed simply for UIL competition. Students with an "I" or "incomplete" grade are ineligible until the work has been made up according to KISD and EHS guidelines. Failing students and those students with incompletes have seven calendar days after the grade check to earn a passing grade and become eligible. Refer to **TEA/UIL 2014 – 2015 SIDE by SIDE** for more information concerning UIL eligibility for extracurricular activities.

Visitors and Non-Students on Campus

All visitors must report to the security vestibule (front office entry on Trimmier or student entry on Elms Road) upon entering the building and present a photo ID. Visitors must secure a pass before proceeding to desired destination in order to remain on campus. At no time will a student visitor attend classes.

Withdrawal Procedure for Students from KISD

Students withdrawing from school begin the procedure at the bookroom. Turn in all books to acquire the textbook clearance distribution receipt. If you are missing books, pay the cash receipts clerk under the stairs. Take the combination of books and receipt to the bookroom to acquire the textbook clearance distribution receipt. Take the cleared textbook distribution receipt to the Registrar's Office. A parent with appropriate identification will need to

personally withdraw his/her student. To ensure a smooth withdrawal for students from KISD, parents should begin the withdrawal procedure several days prior to the student's last day of attendance. A general withdrawal form will be given to students and parents at the time of withdrawal; this document is usually sufficient for enrollment in another school. Copies of additional documents such as special education or gifted education records will be provided with 48 hours' notice. For high school students, the withdrawal process can be completed at the individual campuses throughout the entire year. All textbooks, library fines, and other outstanding debts/fines must be cleared before a report card or transcript of credits will be forwarded to another school.