



Chapel Hill High School Campus Handbook 2026-2027

Administration

Mr. Reggie McGowan, Campus Principal
Mrs. Laura Helm, Associate Principal
Mrs. Linda Godwin, Academy Principal Technology & Engineering
Mr. Lee Hardy (Trey), Academy Principal Public & Human Services
Mr. Tim Schodowski, Academy Principal Business & Industry
Mr. Tim Hayter, Academy Principal Freshman Academy

mcgowanr@chapelhillisd.org
helml@chapelhillisd.org
godwinl@chapelhillisd.org
hardyl@chapelhillisd.org
schodowskit@chapelhillisd.org
haytert@chapelhillisd.org

Counselors

Mr. Brad Hickman - Technology & Engineering Academy
Mrs. Laura Varnado - Business & Industry Academy
Mrs. Kelly Wilkes - Public & Human Services Academy
Mrs. Julie Chance - Freshman Academy

hickmanb@chapelhillisd.org
varnadol@chapelhillisd.org
wilkesk@chapelhillisd.org
chancej@chapelhillisd.org

Administrative Assistants

Mrs. Lori Blair, Principal's Administrative Assistant
Mrs. Felicia Dunn, Registrar
Mrs. Elvira Barroso, Freshman Academy Administrative Assistant
Mrs. Sarai Berrum, Technology & Engineering Administrative Assistant
Ms. Hortencia Williams, Business & Industry Administrative Assistant
, Public & Human Services Administrative Assistant
Mrs. Ashlie Thomas, CTE Bookkeeper
Mrs. Miranda Rose, ACH Bookkeeper

Nurse

Mrs. Patti Mitchell

mitchellp@chapelhillisd.org

Campus SRO

Officer Will Hill (Jeremy)

hillw@chapelhillisd.org

Cafeteria Manager

Jalisa Alexander

alexanderj@chapelhillisd.org

Receptionist

Zoe Hoadley

hoadleyz@chapelhillisd.org

PREFACE

The Chapel Hill Independent School District does not discriminate based on age, race, religion, color, national origin, sex, or handicap in providing education services. Robin White, Director of Student Services, has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act. Section 504 concerns for CHHS should first be addressed to the assistant principal overseeing Special Education and 504. In addition to the following guidelines, students are subject to administrative regulations and Chapel Hill School Board Policies pertaining to student activities. These are on file in the principal's office or online at the district website. In case of a conflict in any guideline in this student handbook and regulations or policy, the board regulation or policy will take precedence. A student or parent who has a complaint should first bring the complaint to the appropriate teacher. If the outcome is not satisfactory, a conference with the assistant principal can be requested. If the outcome of this conference is not satisfactory, a conference with the campus principal or his designee may be requested after the conference with the academy principal. If the outcome of this conference is not satisfactory, then a conference with the Superintendent or designee may be requested after the conference with the principal. If needed, the student or parent may appear before the Board of Trustees, in accordance with Board policy. This handbook contains a great deal of required and useful information for our students and parents. Because communication cannot be as personal as we would like, we address students not directly as "you", but rather as "the students", or "student". Likewise, the term "student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

ACADEMIES OF CHAPEL HILL

Students will take "youscience" in 8th grade. Using this data, counselors, teachers, and students will work together to determine the best high school pathway for the student. Campus staff will work together with the student to ensure that student choice is a priority. In pathways that have large numbers the following criteria will be utilized to determine placement:
Students will start with 100 points. Points will be subtracted based on the established criteria.

Attendance:	25 points possible	Minus 1 for every unexcused absence
Discipline:	35 points possible	Minus 1 point for every step on the discipline plan
EOC results:	15 points possible	Minus 5 points for every EOC test not passed
Grades:	25 points possible	Minus 5 points for every course with a failing average

Sophomores will only be able to switch pathways within the **first two weeks** of school. This is to allow students to be a completer in their chosen pathway of study.

AFTER SCHOOL POLICY

Students are not allowed in the building after 4:15 p.m. (Monday through Thursday) and 4:00 p.m. (Fridays) unless they are involved in an extracurricular activity or tutoring with a teacher. Normal dress code is to be followed. Students found in the building after designated times for any reason unless approved by an administrator or teacher (via written pass) are subject to office discipline determined by a campus administrator. After 4:15 p.m. students should be at the dog collar, or during inclement weather they should be in the fine arts foyer.

ATTENDANCE AND EXCUSE NOTES PROCEDURES

On the day of a student's absence, parents/guardians are required to call the school attendance office at (903) 566-2311 and inform the school of the absence.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered whether face-to-face or virtual. The actual number of days needed to receive credit will depend on whether the class is for a full semester or for a full year. **The law applies to excused and unexcused absences. The attendance record for each class stands alone. This means that a student may only miss 9 days in any half semester class, or 18 total days for an entire year to still receive credit. Attendance records will be run at every 3 weeks and at the end of each six weeks. Students and parents will be notified of how many attendance hours the student owes if they exceed the 90% rule. Students will ONLY have the opportunity to make up their attendance the first SATURDAY of each month from 8am - 12pm. (1st Semester = Oct. 3, Nov. 7, Dec. 5) (2nd Semester = Mar. 6, Apr. 3, and May 8)**

Excused absences include:

- ❖ Specified school affiliated activities
- ❖ State approved absences (funded)
- ❖ Long Term Illness
- ❖ Any absence due to extenuating circumstances excused by the principal
- ❖ Days of suspension. Participation in court proceedings or child abuse/neglect cases.
- ❖ A migrant student's late enrollment or early withdrawal.
- ❖ Days missed as a runaway.
- ❖ Completion of a competency-based program for at risk students.
- ❖ Late enrollment or early withdrawal for a student under the Texas Youth Commission

- ❖ Teen parent absences to care for their child.
- ❖ Participation in a substance abuse rehabilitation program.

Excuse Notes

Notes must have the student's first and last name, parent's phone number, and ID number. If an excessive number of parent notes are received, the administration may require the student to present doctor notes for future absences. For an absence to be deemed excused, the student should provide the school with a written note from the parent and/or doctor informing us of the exact reason for the absence **no later than 3 school days** after the absence. The student is requested to drop a note in the "Notes Box" in the front office or outside the attendance office. The note should be dropped into the box prior to the tardy bell to have sufficient time to avoid tardiness to class.

Notes must include:

*The student's complete name, ID number, parent contact, and parent/guardian signature.

*If a student is absent for more than three consecutive days, a doctor's note is required for the absence to be excused.

***If the student has a doctor's appointment that occurs during the student's school day and returns to school the same day, please follow these procedures.**

1. Parents/guardians should contact the front office on the morning of the appointment to inform them that the student will need to leave campus at a particular time. The office will send for the student to come to the office and sign out at the appropriate time. **(Do not call or text the student to notify them of your arrival.)**
2. A student returning on the same day should bring a note from his/her doctor to the front office.
3. A student not returning on the same day should bring a note from the doctor to the front office on the day he/she returns.

Note: According to the law, if you follow the above procedure for same day medical checkups and bring in your doctor's note, you will not be counted absent for that period of time for credit purposes. You will have to make up for missed work. No student may leave the campus early at any time for any reason without checking out in the main office. Any attendance corrections should be made within seven days from the absence.

Unexcused absences

Any reason for absence other than excused absences listed in Student Handbook. **An administrator has the right to rule any absence as unexcused.** No parent/guardian notification.

Compulsory Attendance

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent from school for ten or more days or parts of days within a six-month period in the same school year.

EXTRACURRICULAR ACTIVITY ABSENCES

The district shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. The District shall not limit an eligible student's absences related to participation in extracurricular activities.

Release of Students from School

All Campuses of the Chapel Hill ISD are closed. After arriving on campus during a school day, students must remain on campus for the duration of the school day unless they are checked out of school through the office by their parent/guardian. If a student leaves the campus before the normal end of school, that student will be subject to disciplinary action. A student who becomes ill during the school day should, with permission from the campus office, report to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parents/guardian. A student will not be released from school at times other than regular dismissal hours except with Campus Administrator permission or according to the campus sign-out procedures. Students who do not follow proper sign-out procedures will be subject to disciplinary action.

Leaving Campus

Student attendance is crucial. Appointments should be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day. Parental consent is required before any student is allowed to leave campus for any part of the school day.

For students in high school, the same process will be followed if a parent picks the student up from campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released.

During Lunch

Chapel Hill ISD has closed campuses; no students are allowed to leave during lunch/5th period without a parent present. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Truancy

Truancy is an unexcused absence from class. Students have a responsibility to attend and be accounted for every class period for which they are scheduled. Students who skip one class period or more will be subject to disciplinary action. **Students must have a signed passbook and their student ID when out of class.**

Driver Education VOE

The attendance requirement for receiving a VOE for Driver Education shall be based as follows:

- ❖ During the first six weeks of each semester, attendance for the previous semester shall be used to determine qualification.
- ❖ After the first six weeks of each semester, attendance for the current semester shall be used to determine qualification.
- ❖ **Please request these from the Attendance Office at least one day in advance.**

BUSINESS/PARENT DELIVERIES

Business deliveries such as gifts, flowers, etc. delivered to the campus office will not be allowed to be picked up by the student until 3:50pm. No outside food deliveries are allowed (ex. DoorDash, Grubhub, & etc.)

If a parent needs to deliver items left at home by a student (lunches, lunch money, books, coats, etc.) please deliver these items to the campus office. Parents are encouraged to package and label all items with the student's name.

BULLYING/CYBER-BULLYING/HARASSMENT

Bullying, cyber-bullying, and harassment are considered detrimental to the learning environment and are illegal. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee or on the district website at [Report an Incident](#). All reports will be investigated and, if warranted, the following steps will be taken:

- 1. Verbal warning and counseling.**
- 2. Move to the next major infraction on the office levels and counseling**
- 3. Suspension/DAEP placement/Referral to Law Enforcement and counseling**

CHEATING

Cheating will not be tolerated. If a student is found to be cheating or participating in a plan to cheat, the following will occur: The student will be given a zero and the assignment will not be made up. The student will receive an office referral and be disciplined according to the major step plan. If the student is a member of the NHS, they may be suspended or removed.

CLUBS

Student clubs and performing groups such as band, choir, drill, and athletic teams may establish rules of conduct and consequences specified by the organization. The purpose of each club shall be to provide a constructive educational program for its membership. It will be the responsibility of the sponsor to see that such a program is carried on and that an up-to-date copy of the club constitution is on file in the office. The administration reserves the right to disband any club which fails to provide a constructive

educational program. Each club is to plan and execute its own organizational meeting. Organizational meetings, dates, and locations should be provided to the designated administrator for student activities.

COLLEGE & CAREER VISITATION DAYS

Seniors and Juniors are allowed two (2) days during the year to visit colleges or professional work places of their choosing. A form will need to be signed by a person assigned to the admissions office of the college or career facility being visited before a student may be granted an excused absence. The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard. **IN ALL CASES, PRIOR APPROVAL FROM THE ACADEMY PRINCIPAL, OVERSEEING ATTENDANCE, MUST BE OBTAINED FOR THE VISITATION TO BE EXCUSED. DEADLINES AND BLACKOUT DATES WILL APPLY. APPROVAL MUST BE REQUESTED TWO DAYS IN ADVANCE OF THE ABSENCE.**

CONTACT INFORMATION

Students who change their residence, mailing address, or telephone number after enrollment should report this change to the Registrar's Office as promptly as possible so that records may be corrected in case of emergencies at school or home. A student may be asked to verify his/her address. Please see CHISD transfer guidelines at [CHISD Transfer Guidelines](#).

COUNSELING

School counselors can help students with a wide range of personal concerns. Counselors are 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 with the counselor's administrative assistant.

DISCIPLINE

The process of achieving good self-discipline simply means learning the value of obeying reasonable rules and regulations that are necessary in a group situation. Good discipline while in school will make a significant difference to students for many years to come to be productive, independent, and happy American citizens. Positive approaches are used to help students realize responsibility for behavior. Rules help students learn responsibility. **Students who violate the district's Student Code of Conduct shall be subject to disciplinary action.** The objective of the Academies of Chapel Hill is to provide students with a quality high school educational program which encourages the acquisition, exchange, and application of knowledge. The school is committed to those rights of students recognized and protected under state and federal law, but it also expects students to behave in an appropriate manner and to contribute in a positive way to the school and community. Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. Students should conduct themselves in a dignified manner.

BULLDOG DISCIPLINE PLAN

Plan Summary

The plan provides a variety of methods and options for managing student behavior in the classroom and on school grounds, disciplining students, and intervening in student discipline concerns. The gradual methodology of the plan includes techniques to be used by classroom teachers and by campus administration. Techniques address classroom behavior as well as minor and major campus wide behaviors. This plan provides students and parents with general expectations for student behavior, a

detailed set of gradual disciplinary actions in the form of a matrix, and a system for the administration of positive behavior supported in lieu of disciplinary action.

Guiding Principles & Goals

This plan will act to facilitate improved communication, increase parental involvement, and provide for a clearly defined discipline process that includes parental and student engagement through access to positive discipline approaches and well-defined guidelines. The overall purpose of the plan is to address behaviors in a gradual manner, provide opportunities for students to change their behavior, avoid removing students from the classroom for disciplinary issues, and provide a fair and consistent mode of assigning discipline to ensure that CHISD does not discriminate on the basis of race, religion, color, national origin, sex, disability or genetic information, in accordance with Title VI of the Civil Rights Act.

Development Process

The Bulldog Discipline Plan was developed over a lengthy period of time with the advice of a district/campus level committee of administrators as well as input from students, faculty, and staff. Meetings were held with academy administrators in order to formulate plans that are tailored to the needs of the secondary campus levels within Chapel Hill ISD.

Implementation and Availability

The plan remains in effect for this school year and throughout summer school. It is applicable for all activities on campus and all school-related and school-sponsored activities off campus. The plan will be updated annually. It will be made available on each campus and on the district's website at [CHISD Home Page](#). The plan will be monitored at a district and campus level every six weeks. Staff and administrators will attend yearly training and will meet on a monthly basis to review data, make adjustments, and conduct additional training as needed.

Components

General Student Expectations
Interventions for Minor Classroom Offenses
Steps for Minor Offenses
Steps for Major Infractions
Lower-Level Referral Forms (classroom discipline)
Discipline Matrix
Positive Behavior Supports

Classroom Management System

Students are expected to follow any classroom rules or procedures set forth by individual classroom teachers.

Teacher Classroom Steps (Documented)

STEP 1-Written warning			
INFRACTIONS		INTERVENTIONS/CONSEQUENCES	
Bothering/Pestering	Inattention to Directions	Re-direction # of times	Sentences/Definitions
Excessive Talking	Play Fighting/Horseplay	Change Seating	Behavior Essay
Mild Defiance	Pushing or Shoving	Keep in Proximity	Time Out (in class)
Mild Cursing/Inappropriate language	Impulsive Outbursts	Loss of Privilege	Student Contract
Out of Seat	Teasing/Put-downs	Private Discussion	Teacher Detention
Off-task	No Classroom Supplies	Re-Teach Rule	Verbal Warning
Sleeping	Incomplete Work	Restitution	Community Service
	Unprepared/No laptop or charger	Practice Procedure	Restorative Conversation

STEP 2-Consequence plus parental contact			
INFRACTIONS		INTERVENTIONS/CONSEQUENCES	
Bothering/Pestering	Inattention to Directions	Re-direction # of times	Sentences/Definitions
Excessive Talking	Play Fighting/Horseplay	Change Seating	Behavior Essay
Mild Defiance	Pushing or Shoving Taking	Keep in Proximity	Time Out (in class)
Mild Cursing/Inappropriate language	Other's Property	Loss of Privilege	Student Contract
Out of Seat	Impulsive Outbursts	Private Discussion	Teacher Detention
Off-task	Teasing/Put-downs	Re-Teach Rule	Verbal Warning
Sleeping	No Classroom Supplies	Restitution	Community Service
	Incomplete Work	Practice Procedure	Reflective Activity
	Unprepared/No laptop or charger		Restorative Conversation

STEP 3-Consequence + Additional mandatory counselor referral			
INFRACTIONS		INTERVENTIONS/CONSEQUENCES	
Bothering/Pestering	Inattention to Directions	Re-direction # of times	Sentences/Definitions
Excessive Talking	Play Fighting/Horseplay	Change Seating	Behavior Essay
Mild Defiance	Pushing or Shoving Taking	Keep in Proximity	Time Out (in class)
Mild Cursing/Inappropriate language	Other's Property	Loss of Privilege	Student Contract
Out of Seat	Impulsive Outbursts	Private Discussion	After School
Off-task	Teasing/Put-downs	Re-Teach Rule	Detention
Sleeping	No Classroom Supplies	Restitution	Verbal Warning
	Incomplete Work	Practice Procedure	Community Service
	Unprepared/No laptop or charger	Restorative Conversation	Counselor Referral
			Reflection Activity

STEP 4-Major referral		
INFRACTIONS		CONSEQUENCES
Bothering/Pestering Excessive Talking Mild Defiance Mild Cursing/Inappropriate language Out of Seat Off-task Sleeping	Inattention to Directions Play Fighting/Horseplay Pushing or Shoving Taking Other's Property Impulsive Outbursts Teasing/Put-downs No Classroom Supplies Incomplete Work Unprepared/No laptop or charger	Mandatory Office Referral

2026-2027 CHHS Major Step Plan

The Academies of Chapel Hill Discipline Step Plan is set up in a way that each and every student will receive fair and consistent discipline. Students should refer to and be aware of all behaviors and consequences addressed in the Student Code of Conduct. The following schedule addresses both minor and major infractions.

DETENTIONS: A detention is considered a minor infraction and will take a student up by only one step. If a student lands on a Major Step with a detention, they will serve that Major Step's consequence. Common detentions include but are not limited to: *Disrespect, Minor Classroom Disruption, Public Display of Affection, Horseplay, Out of Area, Cheating/Daily Grade, Inappropriate Language, Sleeping, Unprepared-No Laptop/Charger.*

REFERRALS: Any referral is considered a major infraction and will take the student to the next Major Step no matter what step they are currently on. Any referral, no matter what major step a student lands on, is subject to more than the minimum consequence based on the severity of the incident (administrators discretion). **Students must have a signed passbook and their student ID when out of class.**

A referral is deemed any offense considered more serious than a detention (admin discretion). Referrals include but are not limited to: *Refusal of a Directive, Skipping Class, Cheating (Test)/Plagiarism- Major Grade, Gambling, Bullying/Instigating/Harassment - Encouraging others to fight through verbal means, harassment, or social media, Persistent Misbehavior, Violation of School Rules, or any violation deemed more serious than a detention (admin discretion).*

Detentions/Campus Service will be served at lunch the following day. If the student can not serve the lunch detention/campus service within a 2 week period, the student will receive a major referral, for Failure to Comply.

ASD (After School Detention) and/or Swats, or restorative practices will be utilized for Steps 4 and 7. ASD will be held on Tuesdays and Thursdays from 4:00 - 7:00 and Saturdays from 8am - 12pm.

ISS (In School Suspension) will be utilized for Steps 10 and 13. ISS may be used for any step consequence depending on the severity of the incident.

Saturday Schools may be used as an option on step 7 or higher. It may take the place of 1 day of ISS. This will be at the discretion of the administration.

LOSS OF PRIVILEGES

*Tier 1 Privileges- all activities on campus- pep rallies, assemblies, etc. anything during the school day for the rest of the semester.

*Tier 2 Privileges- all activities on and off campus, dances including prom, sporting events, plays, and concerts for the rest of the semester.

VIOLATION CONSEQUENCE

Step 1 Detention -lunch / after school

Step 2 Detention -lunch / after school

Step 3 Detention -lunch / after school

Step 4 Major- Minimum ASD (x1) or 3 Swats or Restorative Practice recommended by Administrator

Step 5 Detention -lunch / after school

Step 6 Detention -lunch / after school

Step 7 Major- Minimum ASD (x2) or ASD(x1) +3 Swats OR 1 Saturday School + 3 Swats (Restorative Practice may be utilized recommended by Administrator for 1 of the consequences)

Step 8 Detention -lunch / after school

Step 9 Detention -lunch / after school

Step 10 Major- Minimum ISS 2 Days + Loss of Tier 1 Privileges

Step 11 Detention -lunch / after school

Step 12 Detention -lunch / after school

Step 13 Major-Minimum ISS 3 Days - may not swat out or replace with Saturday School

Step 14 DAEP - MINIMUM OF 45 DAYS WITH A 30 DAY REVIEW + Loss of Tier 2 Privileges

DAEP Offenses

Any offense deemed more serious than an ISS offense by the administration. If any of these offenses occur, a student may be sent home and suspended from school anywhere from 1-3 days. If a student goes to DAEP, loss of tier 2 privileges will be lost for the semester. DAEP offenses include but are not limited to:

Smoking (Vape/Juuls/E-Cigs) / Possession of Tobacco (1st OFFENSE) - 10 days of ISS + Referred to School Resource Officer + Suspension of All District Extra-Curricular Activities while in ISS except practice, and Abide by all ISS rules. Loss of Tier 1 privileges. 2nd OFFENSE - 30 days of DAEP. 3rd OFFENSE - 45 days of DAEP.

Gang Activity - any activity that is related to that of any known gang - 30 days with a 15 day review + Referred to SRO for possible citation.

Bringing Prohibited Items - look- alike weapons, fireworks, ammunition, knives, pornography, and etc.. Refer to

Student Code of Conduct, pg. 14 for more prohibited items.. - 30 days with 15 day review + Referred to SRO for possible citation.

Major Sexual Misconduct- includes public lewdness or engaging in sexual act(s). - 60 days with 45 day review + incident referred to SRO for possible citation.

Sexual Misconduct- includes inappropriate touching as well as air dropping/sharing nude/inappropriate pictures or videos. This may also include indecent exposure/intimate material - 30 days with a 15 day review.

Fighting- Fighting will not be tolerated. Any students who engage in mutual combat will be assigned to DAEP for a minimum of 30 days with a 15 day review. This includes failure to remove one's self from the situation and reporting it to staff.

Assault - A student who one sided physically attacks another student. 30 days with a 20 day review + referred to SRO.

Theft- more than \$250 value of item(s) - 30 days with 15 day review + Referred to SRO for possible citation.

Disrespect of Authority - cursing directed towards, threatening, intimidation - 45 days with 30 day review + Referred to SRO for possible citation.

Drugs/Vapes(with controlled substances)- this includes selling/giving/delivering to another person or possessing narcotics, marijuana, cannabis oil- 60 days with a 30/45 day review + Referred to SRO for possible citation and student arrest.

Alcohol- this includes selling/giving/delivering to another person or possessing alcoholic beverages - 45 days with a 15/30 day review + Referred to SRO for possible citation.

Graffiti/Major Vandalism- Destruction of property, \$250 or greater.. 30 days with 15 day review + referred to SRO for possible citation.

****Students who transition to On Campus DAEP from DAEP must abide by all DAEP rules and expectations until their placement is completed.** This includes not being allowed to attend any extracurricular activities during or after school. All students who are returning from DAEP will start on **STEP 7, upon their next infraction, unless the student returns within one month of the start of 2nd semester from a previous semester placement.** The step plan will reset after each semester.

<u>Minor Step Plan</u>	
<u>Step #</u>	<u>Consequence</u>
Step 1	Warning
Step 2	Warning
Step 3	Warning
Step 4 MAJOR	1 day of campus service
Step 5	Lunch Detention
Step 6	Lunch Detention
Step 7 MAJOR	3 days of campus service
Step 8	Lunch Detention
Step 9	Lunch Detention
Step 10 MAJOR	5 days of campus service
Step 11	Lunch Detention
Step 12	Lunch Detention
Step 13 MAJOR	ISS 1 day
Step 14 MAJOR	ISS 3 days and move to step 7 on MAJOR PLAN

<u>Campus Service Includes But Not Limited To</u>
Cleaning cafeteria after breakfast
Cleaning cafeteria after lunch
Cleaning halls
Cleaning bleachers in gym
Outdoor cleaning in spring time
Assisting custodians emptying trash cans

When students hit a “MAJOR” step on either plan, they will be called to meet with an Academy Principal to discuss the offense and disciplinary actions.

*****Corporal punishment (CP) may be used to substitute specific major consequences at the discipline officer’s discretion.**

*****Cell Phones/Ear Buds/Headphones/Smartwatches/Tablets/Pagers/Meta Glasses - Personal Communication Device Policy**

Chapel Hill ISD follows Texas House Bill 1481 to support a respectful and focused learning

environment. During the entire school day—including instructional time, lunch, recess, and transitions—students should keep personal communication devices turned off and stored away.

House Bill 1481 prohibits students from using personal communication devices during the school day. Students with documented medical needs, 504, or IEP accommodations may be granted exceptions with administrative approval.

What is a Personal Communication Device?

This includes cell phones, smartwatches, meta-glasses, earbuds or headphones, tablets or laptops not issued by the district, and any wireless communication devices not required for instruction. Using the communication features of these devices is prohibited during the school day. Devices provided by the school for learning purposes are allowed.

Use of Devices During The School Day

Using a device means, but is not limited to sending or reading messages, making calls, taking photos or videos, playing games or music, browsing the internet or social media, or even checking the time.

The “school day” is defined as the time from the first bell of the day through dismissal.

Consequences

Violations result in device confiscation and a \$15 fine, payable before the device is returned. Devices may be picked up at the end of the school day once payment is made no later than 4:00pm. Refusing to surrender a device when asked by staff will result in a discipline referral and action up to out-of-school suspension for insubordination. A discipline referral for refusal to comply does not replace the \$15 fine. The referral is for refusal to comply, while the \$15 fine is the consequence for violating the cell phone policy.

Parent Communication

To avoid interruptions, parents should contact students only through the campus front office. Emergency messages will be delivered by staff as needed.

Students are not permitted to bring on campus or to a school related function: pocket knives, water guns, stink bombs, water balloons, lasers, or any other item intended to disrupt the learning environment or school related activities.

*After School Detention (Doghouse) : Will be held on Tuesdays and Thursdays, for discipline only, from 4:00pm-7:00pm in the Cafeteria.

*Tier 1 Privileges- all activities on campus- pep rallies, assemblies, etc. anything during the school day for the rest of the semester.

*Tier 2 Privileges- all activities on and off campus, dances including prom, sporting events, plays, and concerts for the rest of the semester.

Detention / Dog House

For infractions of the student code of conduct or classroom rules, teachers or administrators may detain students before, during, or after school hours on one or more days, as provided by the discipline management program and/or student code of conduct. Parents/students are responsible for providing their own transportation before or after school detention periods. Students who fail to report (within a 2 week window) to any detention will be subject to further school discipline. Lunch detention may be held during the lunch period. If a student is late for any reason, he/she will not be allowed to serve detention for that day, and the absence will be treated as any other failure to report to detention.

Due Process

All students will have all rights of due process as outlined in board policy whenever their misbehavior results in disciplinary action. Briefly, those rights are as follows:

1. To be given oral or written notice of the charges against him/her (what they did wrong).
2. If the pupil denies the charges, he/she shall be given an oral or written explanation of the facts, which are the basis of the proposed action (the consequences).
3. The pupil shall be given an opportunity to present his/her version of the incident. There shall be no appeal from a principal's decision in disciplinary matters unless suspension is involved or unless the decision can be proven to be arbitrary and grossly unfair.

Interrogations and Searches

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. School officials may search students and their possessions, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents.

If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials. The District shall use specially trained dogs to sniff out and alert officials to the current presence of concealed and/or prohibited items. Vehicles parked on school property may be sniffed by trained dogs at any time. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present. The dogs shall not be used with students. If a dog alerts to a vehicle or an item in a classroom, it may be searched by school officials. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

ISS (In School Suspension)

Students may be assigned to a special class for a period or for a full day(s) due to Student Code of Conduct infractions. ISS is administratively assigned. The student will normally be given a date to report to ISS for a period of days. The administrator has the option to directly assign the student to ISS if necessary. Every effort will be made to contact the parent/guardian of the assigned period/dates and the infractions. The student will be responsible for getting all his/her work done while in ISS. Any work missed will be the responsibility of the student to plan with the classroom teacher for make-up or

alternative assignments. **Students who break ISS rules are subject to further school discipline as well as possible citations.**

Suspension

An administrator may assign a student out of school suspension for Student Code of Conduct infractions. The student will be expected to stay in the care of his/her parent/guardian during the suspension period. The student may not attend any Chapel Hill extracurricular or other school related activities while assigned to suspension. The student is responsible for completing all classroom assignments missed while on suspension. The make-up work policy is two days for the first missed day and one additional day for each subsequent day of absence. The exception to the make-up work policy is if an assignment had been given prior to the student's absence, in this case the assignment is due upon return to the classroom or the assigned date.

Unauthorized Student Sales

Food, drinks, candy, chips, and other items sold by students without authorization will be confiscated by the administration.

DRESS CODE

CHISD will strictly enforce our dress code policies. Any clothing, accessory, or hair style that is deemed unacceptable/distracting by the administration must be removed/adjusted prior to a student re-entering the classroom. Students who are out of dress code are subject to discipline according to the discipline management plan.

All Students:

1. *The length of shorts must be at least mid thigh. Students may wear athletic shorts but they must be at least mid thigh. Tight shorts and bike shorts are not allowed.*
2. *Shirt straps must be at least 3 inches in width. No spaghetti straps or racerbacks.*
3. *T-shirts or other clothing accessories may not represent alcoholic beverages, tobacco products, illicit drugs, vulgar slogans or pictures, suggestive comments or pictures, references to death, sexual orientation, or violence.*
4. *Shorts and skorts must extend to at least mid thigh.*
5. *Skirts and Dresses must extend to 3" above the knee.*
6. *May wear leggings/jeggings as long as leggings/jeggings are worn with a dress/skirt/skort that is dress code length over the leggings/jeggings. No t-shirts or hoodies are allowed to be worn with tights.*
7. *Regardless of legality outside the campus, no clothing is allowed that promotes behavior against school policy or deemed a distraction by campus administration.*
8. *Are prohibited from wearing clothing that is sheer or "see-through" without proper undergarments being worn, such as slips and undershirts.*
9. *Are prohibited from wearing shirts that expose the midriff, back, or torso are not permitted. Undergarments and completely bare shoulders must not be visible.*

10. *Pants with holes and frays may not show skin, tights must be worn under jeans. (stapling and tape are not allowed)*
11. *Sagging is not allowed. Pants will be zip-tied if sagging.*
12. *Pajamas are not allowed.*
13. *Hair must be a natural hair color. Students will have 1 week, or time determined by the administrator, to correct hair not deemed a natural color.*
14. *Are to keep hair well groomed. Must be able to see eyes at all times.*
15. *Shoes are to be worn at all times.*
16. *Are to wear appropriate undergarments. Shirts must be worn underneath jackets, hoodies, sweaters, etc. at all times.*
17. *No exposed body piercing jewelry except for pierced ears and nose studs. As an example: No nose or facial hoops, septum piercings, or facial piercings are allowed.*
18. *Inappropriate and/or distracting tattoos must be covered.*
19. *No gang related clothing or graffiti is allowed anywhere at school (i.e. bandana print).*
20. *Dark glasses covering the eyes are prohibited. (Unless prescribed by a physician or trainer for indoor wear). Natural color contact lenses may be worn.*
21. *All items of clothing or accessories must be worn in the manner in which they were designed to be worn.*
22. *No exposed cleavage.*
23. *No head coverings (shower caps, hoodies, scarves, bandanas, bonnets, hats, beanies, or anything that covers a majority of the head) unless approved by administration.*
24. *May not wear tank tops, like apparel or shirts with sleeves cut or torn out. All sleeves must have a hem.*
25. *No oversize jackets/coats (trench coats, panchos) are to be worn due to safety concerns.*
26. *No blankets are allowed to be out or worn once arriving on campus. Blankets may be stored in a student's backpack.*

NOTE: *The campus administration will have the final say on whether a student is out of dress code or not. In the event a student wears inappropriate apparel and does not have a change of clothing on campus, a parent will be called to provide proper clothing. If that is not possible, the student can attend ISS for the day or change into clothes that the school may have. This does not dismiss any discipline for being out of dress code.*

Sponsors of various school organizations and activities such as band, athletics, cheer, dance, etc., may set dress and grooming standards in excess of those required by the academic school unit provided they have prior approval of the principal.

ID Badges

Students will receive a school-issued ID that must be worn visibly at or above the waist at all times. A week-long grace period is provided at the start of the year for adjustment, after which missing IDs will count as a dress code violation on the minor step plan. Students without their badge must obtain a temporary ID from the front office. Lost badges can be replaced for \$5.

Requirements for Extracurricular Dress

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor. FNCA (Local) The school has a legitimate interest in requiring proper dress and personal grooming from every student. All students are expected to become familiar with these standards and adhere to them. Students have the responsibility to observe the basic standards of cleanliness, modesty, good grooming, and dress. The district discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.

The administration reserves the right to judge whether any current fashion or fad is appropriate for school wear and to require any student to change if it is not found acceptable.

If the student's dress or grooming is objectionable under these provisions, the campus principal shall take disciplinary action. Students shall be afforded due process appropriate to the disciplinary action.

If the principal determines that a student's grooming or clothing violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to ISS for the remainder of the day or until the problem is corrected.

ELECTRONIC DEVICES

Students are NOT required to bring their own electronic devices to school. Computers and other electronic devices will be provided for students to use when needed. Classroom teachers and administrators have the ultimate say on when and how personal electronic devices will be utilized.

According to **Local Policy FNF: *In limited circumstances and in accordance with law, a student's electronic device may be searched by authorized [Administrative] personnel.***

The Academies of Chapel Hill is NOT responsible for:

- any damages, injuries, or claims resulting from the use of technology,
- stolen or damaged personal technology devices,
- the maintenance or repair of any personal technology,
- any cost incurred due to the use of personal technology for either texting or Internet usage charges that occur from the use of a student's personal device.

It is the parent's responsibility to make sure their child understands the usage options that are available to them. The use of laser lights is not allowed during the regular school day. These items will be confiscated.

DURING SCHOOL HOURS (7:55 A.M. -3:50 P.M.) Texas House Bill 1481 (HB 1481) mandates that public school districts and open-enrollment charter schools in Texas implement policies prohibiting students from using personal communication devices such as cell phones, smart watches, personal tablets, ear buds, pagers, or meta glasses during the school day while on school property. This law will be effective starting with the 2025-2026 school year. IF ANY DEVICE IS OUT, DURING SCHOOL HOURS (7:55 A.M.-3:50 P.M.), IT WILL BE CONFISCATED IMMEDIATELY. REFUSAL = REFERRAL. THESE ITEMS MAY BE PICKED UP AT THE END OF THE SCHOOL DAY AND A \$15.00 FINE WILL BE CHARGED UPON RETURN OF THE DEVICES. ALL PERSONAL COMMUNICATION DEVICES THAT ARE NOT PICKED UP AFTER 30 DAYS OF THE LAST DAY OF SCHOOL WILL BECOME PROPERTY OF THE ACADEMIES OF CHAPEL HILL.

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline management techniques shall be administered when necessary to protect students, school employees, property, and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense.
 - b. The student's age.
 - c. The frequency of misconduct.
 - d. The student's attitude.
 - e. The potential effect of misconduct on the school environment.

GAMES

Student spectators are expected to behave appropriately at all school activities. Proper manners, respect, and courtesy are expected during performances, sporting events, and other school activities. A student may be banned from attending an event if the student chooses to disobey the rules. Violations could result in a student being banned from all extracurricular activities for the remainder of the school year. **School IDs with athletic passes must be shown upon entry and/or request at home athletic events. Students without their ID and/or athletic pass will be required to purchase a game ticket upon entering the event.**

EMERGENCY DRILLS

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Exit routes are posted in all rooms at school. During a drill, students must leave the room promptly and quietly, leaving behind all books and other large items. All visitors must evacuate the building during a fire drill.

EMERGENCY MEDICAL TREATMENT

Legal guardians shall complete and update the Health Information form each academic year on Skyward during registration. That includes a place for guardian consent for school officials to request medical treatment for the student as provided by law. Legal guardians shall also be asked to supply other information that could be required in case of an emergency; parents should update this information each academic year and as often as necessary.

FOOD SERVICE

The mission of Chapel Hill Child Nutrition Program is to provide safe nutritious meals to all students. The new Nutritional policies from the Texas Department of Agriculture prohibit parents from bringing any food or drinks for anyone other than their own child during meal time. Each student will receive one free breakfast and one free lunch each day. Extra menu items or A la carte items are available each day but they are not free, and students must have money on their account or cash in hand. No charging allowed because the meals are free. Money may be put on the account for the week or the month. This can be done in person or online through www.schoolcafe.com/Chapelhillisd. Checks should be made to the school cafeteria. (Example: High School Cafeteria).

Semester Exam Schedule for the 2026 - 2027 School Year

Semester exams will be required for all classes beginning with the 2026 - 2027 school year. The semester exam will count for 14% (or 1/7) of the student's semester grade. Each six weeks in SM1 accounts for 2/7

of the student's semester grade. Students have the opportunity to be exempt from semester exams in all of their courses, with the exception of the STAAR tested subject areas of *Algebra I*, *Biology*, *English I*, *English II*, and *U.S. History* during the 1st semester. Student may qualify for exemptions from STAAR tested subject areas the 2nd semester. Students can meet one of the 3 criteria groups below to qualify for a semester exam exemption. Semester exams will take place the last week of Semester 1 and the last week of Semester 2.

Dec. 16, 2026 May 10, 2027 Srs. May 25, 2027	7th & 8th period exams	1 hour 15 minutes per exam	Regular school day 1st-5th period. After 5th period ends, students will report to their 7th period class for exams.
Dec. 17, 2026 May 11, 2027 Srs. May 26, 2027	1st, 3rd, and 5th period exams	1 hour 15 minutes per exam	
Dec. 18, 2026 May 12, 2027 Srs. May 27, 2027	2nd, 4th, and 6th period exams	1 hour 15 minutes per exam	Early Release

Qualifications:

Student has an "A" average (90 or above) in the course:

- 4 excused absences
- 0 unexcused absences
- 0 referrals

Student has a "B" average (80-89) in the course:

- 2 excused absences
- 0 unexcused absences
- 0 referrals

Student has "C" average (70-79) in the course:

- 0 excused absences
- 0 unexcused absences
- 0 referrals

Students who are exempt from all semester exams on an assigned day will not be required to come to school. Students who only need one or two exams will report to school before their scheduled exam time. Students will be permitted to leave campus once they are finished with all of their exams. If a student has a gap between testing times, they will be required to stay on campus until and will not be allowed to test, leave, and then return for their last test.

If a student qualifies for an exemption for a test, but wishes to take the test to increase their overall semester grade, the student will be permitted to participate in the exam. If the score resulting from the

assessment from which the student meets exemption criteria hurts the average, the score will not be factored into the semester grade.

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 or below

No credit will be given for a grade below 70

Grade Weights

	Modified	On-level	Advanced
Daily	50%	40%	30%
Test	50%	60%	70%

LIBRARY

The library is provided for the student's benefit. It is open from 7:45 a.m. to 4:15 p.m. each school day unless permission for other times is granted by the media specialist. The usual courtesies and quiet atmosphere are expected in the library. Books are checked out for two (2) weeks and may be renewed with the media specialist's permission. However, if a student has a book that is overdue, a fine of \$.05 will be charged for each day it is overdue. Also, a library deficiency report will be completed and given to the principal. Students may check out five (5) books at a time. If a student has an outstanding fine, he/she will not be allowed to check out a book until the fine has been reconciled.

MAKE UP WORK POLICY

The allotted time for make-up work is as follows: Two (2) days for the first absence with one (1) additional day for each consecutive absence. A teacher may extend this if he/she chooses. The exception to the make-up work policy is if an assignment had been given prior to the student's absence, in this case the assignment is due upon return to the classroom or the assigned date.

Students will not be allowed to make-up work with unexcused absences. Students who are absent from class are required to make up missed assignments to avoid receiving zeroes on these assignments.

- ❖ When a class is missed, students should obtain the make-up assignment no later than the next class period upon returning to school.
- ❖ The assignment should be turned in no later than two calendar days after receiving the assignment.
- ❖ It is important to get all materials and assignments as soon as possible to be prepared and ready to understand what is going on in class. Good grades result from being prepared and responsible.
- ❖ Make-up tests will be made during the teacher's tutorial times before or after school or during the advisory period within one week of the student's absence.
- ❖ Assignments given prior to the student's absence are due the day the student returns to class.
- ❖ Major projects such as research papers that are assigned over an extended period of time are due on the assigned date whether or not the student is in attendance at school.

**FAILURE TO TURN IN MAKE UP WORK IN THE DESIGNATED AMOUNT OF TIME WILL
RESULT IN THE FOLLOWING POINT DEDUCTIONS:**

- 1 Day Late – 11 points
- 2 Days Late – 21 points
- 3 Days Late – 31 points

MEDICINE AT SCHOOL

A student who must take a prescription (or non-prescription) medication at school must have a legal guardian complete the Medication Authorization Form found on the district web page or receive a form from the campus nurse. The medication must be properly labeled in the original, sealed bottle and must be taken as prescribed. Students who have physician permission to self carry an inhaler or Epi-Pen must have a legal guardian and physician fill out the Self Administration form found on the district web page or receive a form from the campus nurse. The campus nurse may give students over the counter medications (Advil, Tylenol, cough drops, Tums, Claritin/Zyrtec) when deemed appropriate and if the Over the Counter Medication Consent form in Skyward is completed by the legal guardian during registration. Over the counter medications will be given no more than 5 occurrences during an academic school year. After 5 occurrences, the student will need a physician order/note and a guardian to supply medication (properly labeled in the original, sealed bottle) before any further doses are given.

OFFICE RULES

- 1. Students are not allowed in the admin assistant area unless assisting with work at the request of office personnel.
- 2. The office and teacher lounge vending machines cannot be used by students.
- 3. The office and teacher restrooms cannot be used by students.
- 4. Students who wish to see the counselor must sign the counselor's sign-up sheet and return to class.

PARKING AND TRAFFIC

Vehicles parked on school property are under the jurisdiction of the school. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. A current Chapel Hill parking permit must be displayed on the rearview mirror. The cost of a parking permit is **twenty dollars (\$20.00)** and must be displayed in cars within two weeks of the first day of school. Students who begin driving after the first two weeks of school will have five (5) days to purchase a permit. Permits are to be purchased from the Bookkeeper. **You must have a license plate number, proof of insurance, and valid Driver's License to obtain a parking permit.** **Parent/Guardian must acknowledge during registration that their student may be asked to provide a random urine sample for a drug analysis as part of the district's drug testing policy outlined in Chapel Hill ISD's Board Policy FNF(Local).** Changes in address, license number or ownership must be recorded in the office immediately after the change has been made. Parking at the HUB building is not

allowed. Students' cars will not be permitted to stay parked illegally. The student will be called from class and asked to move the car. If ownership cannot be established nor the driver found, the car may be towed away at the owner's expense. The district is not liable for any damage or theft of vehicles parked on school property. **Seniors may park in the student parking lot by purchasing a permit for the Senior Parking Area. The cost of these permits is twenty-five dollars (\$25.00). If any senior would like to decorate their parking spot, they may do this for an additional twenty-dollar (\$20.00) fee.**

Parking Lot Procedures

When students arrive on campus, they must immediately exit their vehicles and walk to the school building. When students exit (leave) the building, they must immediately go to their vehicle and exit the campus immediately. No loitering (hanging around and visiting with other students) is allowed in the parking lot or non-designated pick-up areas at any time on school property. Students should never enter the parking lot unless entering a parked vehicle with the intention to leave campus. Students should be picked up and dropped off by the cafeteria.

Students are not allowed to go to their vehicles from 8:05 a.m.– 3:50 p.m. without an administrator's approval. The exception to this rule is students who have Work Release or a student who has officially checked out of school. Only students who ride a school bus should be in or around the Bus Loop after school is dismissed. **Students who do not comply with the above rules are subject to disciplinary consequences.**

Traffic Regulations

The speed limit is 10 mph, no exceptions. When buses pull out into the road when departing, all cars are to stop and let buses have the right-of-way. All drivers must watch for students walking between cars into a traffic lane. No excessive or unnecessary driving on campus will be permitted. **Any parking lot violation can result in a \$15 fine (payable to the bookkeeper). Students will have (3) three school days to pay all fines or the fine will be doubled to \$30.** Failure to take care of any parking lot fine (3 school days from the time of citation) may result in suspension of parking privileges and or other disciplinary actions.

Levels

1st Offense - Warning

2nd Offense - Ticket issued and office referral

3rd Offense and all others Ticket - office referral and revocation of parking privileges

Some Examples of Parking Lot Violations:

- ❖ No parking permit, expired permit, or fraudulent permit
- ❖ Excessive speed
- ❖ Peeling out/burning tires
- ❖ Not parking between lines
- ❖ Parking in the Teacher Parking area during school hours.
- ❖ Parking in Unrestricted Areas (Example: HUB building)
- ❖ Driving through cones or in between cones

- ❖ Not following traffic flow directions from Security
- ❖ Excessively loud music

PLAGIARISM/A.I.

Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student shall be subject to disciplinary action, which may include an academic penalty for the work in question.

The district wants to use AI to enhance learning but also believes in the importance of individual effort, critical thinking and the responsible use of technology. There are three expectations set in regards to using AI for student assignments.

- Originality: Students must take personal responsibility for the originality and authenticity of their work. Assignments should reflect their own thoughts, ideas and understanding of the subject matter.
- Proper attribution and citation: When incorporating AI-generated content into their assignments, students must accurately cite and attribute the sources. This includes acknowledging the use of AI tools and providing appropriate citations or attributions for any external content generated by AI algorithms.
- Academic integrity: Students should adhere to the principles of academic integrity, honesty and respect for intellectual property rights. Plagiarism, whether facilitated by AI tools or other means, is prohibited.

PROM

Prom is a privilege and all students who wish to attend must be in good standing and have purchased a ticket. Chapel Hill students can NOT be on the Loss of Tier 2 privilege list, deficiencies must be paid, and all attendance time owed must be made up by noon the day of prom. Guests of a Chapel Hill junior or senior student must have a signed permission slip by their current school administrator or last administrator while in school by the due date provided.

REPORT CARDS

Written reports of students' grades and absences shall be issued to students or parents at least once every six weeks. At the end of the first three weeks of a grading period, a progress report will be issued. If a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card shall state whether tutorials are recommended for a student who receives a grade below 70 in a class or subject. Report cards will be hand carried by the students for the 1st through 5th grading periods. Report cards will be mailed after the 6th grading period. ***Any attendance corrections should be made within seven days of receipt of the current report card.***

STUDENT ELECTION PROCEDURES

The principal or designated representative will oversee elections. Ballot positions may be in alphabetical order. Votes will be counted in the office, by office personnel or members of the faculty. Results and ballots will be certified and stored until time of release. Ballots will be secret and may be cast on paper or online.

Class officers:

Each grade level will elect the following class officers: President, Vice-President, Secretary, Treasurer, and Parliamentarian. Students wishing to run for class office shall meet the following requirements:

1. Maintain an overall semester average of 70 in each subject for the semester prior to sign up.
2. May have not been suspended from school during the school year, prior to the announcement of the election results.
3. Students must meet all requirements of the Student Senate by-laws and Constitution.
4. Students elected to class officer positions will be required to have speaking parts in the graduation ceremony.

STUDENT PLANNER/HANDBOOKS

Students are **required** to carry their Student Planner/Handbook to every class. Students who lose their planner/handbook are **required** to pay \$5.00 for a replacement. Students in the hallway without a planner may be assigned a step on the Minor Step Plan and/or sent back to class immediately. **Students must have a signed passbook and their student ID when out of class.**

TARDY POLICY

Teachers will shut the classroom door upon the ringing of the tardy bell. Students who are not in the classroom must report to their Academy office and will receive a pass that will allow them into the classroom. Students will move up a step on the Minor Step Plan for each tardy and the consequence will be given.

SCHOOL TELEPHONE

Out of courtesy to other students who may need to use the phone, please limit all calls to three (3) minutes. Students are not to use the school telephone except in cases of extreme need and then only after obtaining permission from an office official. Students are not called to the telephone during class periods except in cases of EXTREME EMERGENCIES. Other messages will be delivered at the end of the class period or school day.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Students who are issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian.

TRANSCRIPTS

Students needing a transcript of grades must make a request to the Registrar, including the correct address of the college or scholarship agency where the transcript is to be sent. No charge will be assessed.

TUTORIALS

Teachers will be available from 7:30 A.M. – 8:00 A.M. and 4:00 P.M. – 4:45 P.M. on designated days scheduled by the teachers. Students may request tutoring at other times providing the time and place is worked out with the individual teacher. Each classroom teacher is responsible for their own tutoring. Mandatory tutorials are held on Tuesdays, during the fall, and Mondays in the Spring, from 4:00p.m. - 4:45 p.m.

USE OF DISTRICT FACILITIES

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

VISITORS

All visitors must sign in at the main office and present a valid state-issued ID. Visitors must wear the temporary ID they are issued. Visitors wishing to see former teachers, academy office staff, the nurse, or other staff must make prior arrangements to visit during non-instructional time. Ex-students are not allowed to visit during lunch periods.

WEAPONS AND DRUGS

Chapel Hill ISD is a drug free/weapon free zone. Drugs and weapons are not permitted within 300 feet of school property, or at any school related event on or off school property. Violators will be prosecuted. Students will be disciplined according to the Student Code of Conduct.

PUBLIC NOTICES

Notification of non-discrimination in the Academies of Chapel Hill Programs

- Chapel Hill ISD offers career and technology programs in Grades 7, 8, 9, 10, 11, and 12. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability.
- It is the policy of Chapel Hill ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
- Chapel Hill ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
- For information about your rights or grievance procedures, contact the Title IX Coordinator, Robin White, at Chapel Hill ISD, (903) 566-2441.

*These programs are called “Career and Technology Education” in Texas, but the applicable civil rights laws use the term “vocational.”

Texas Structural Pest Control Board School Laws (Responsibilities of Unlicensed Persons for Posting and Notification)

Chief administrators of school or educational institutions and day-care centers shall notify the parents or guardians of children attending the facility that pesticides are periodically applied indoors and that information on the times and types of applications is available on request and must be made at the time of the child’s registration.

Schools

Pesticide applications shall not be made in an area within or outside a school building if students are expected to be present in the area treated within the next 12-hour period immediately following the treatment.

ACADEMIC INFORMATION CONCERNING: Grade Point Averaging (GPA), Class Ranking, Honors Graduates, Valedictorian and Salutatorian (Updated 06-16-2025)

ACADEMIC PROBATION:

Students failing an Honors, AP, or dual credit level course one grading period will be placed on academic probation for the next grading period, unless the student is participating in a UIL activity (see below). The student must maintain a passing grade the following grading period or be removed to a regular level course. (Note: UIL students cannot drop a course during the semester with a failing grade status and remain eligible to participate in UIL activities). Any exception to the above will require a principal's approval.

ADVANCED PLACEMENT (AP) COURSES

Students may take advanced placement courses at Academies of Chapel Hill. All students who enroll in an AP course are eligible to take the Advanced Placement exam that will be administered at the specified test date (usually in the late spring). The current cost is \$95.00 and the College Board sets these prices and they are subject to change. If a student scores high enough on the exam, he/she could earn three hours of college coursework (per AP course).

AWARDS AND HONORS

Any business, individual or club that desires to present an award, scholarship, or honor to a student at a school sanctioned event, must gain approval from the campus principal.

DUAL CREDIT COURSES

CHISD offers a Dual Credit Program that allows high school students to earn college credit at the same time they earn high school credit if they meet certain criteria.

Registration and Qualification —Students may request dual credit courses at spring registration only. Seniors and juniors will be required to meet qualifying scores in verbal and math areas on TSI, PSAT, ACT, or SAT, or STAAR tests as listed below. Qualified new enrollees to Academies of Chapel Hill will be considered on a space available basis.

Qualifying Admission Scores

Qualifying scores must be provided to the student's counselor by July 1. Students must meet qualifying Math scores for Math courses, Reading and Writing scores for English, and Reading scores for all other dual credit options.

TSI (Texas Success Initiative)

- Reading—945
- Writing—5 on essay
- Math—950

STAAR End-of-Course Scores

- English II--4000
- Algebra I—4000

PSAT - Preliminary Scholastic Aptitude Test

- Reading & Writing-460
- Math-510

ACT (American College Test) -Obtain a composite score of 23 or higher, with English and Math score of 19 or higher.

SAT (Scholastic Achievement Test) —Obtaining a 480 on evidence based Reading and Writing, and a 530 on Math.

Juniors who do not meet the testing requirements for enrollment by the July 1 deadline will be enrolled in a regular-level class rather than dual credit. Those wishing to enroll in Advanced Placement courses must notify their counselor by July 1.

Payment —Parents of qualifying students will be notified about the cost of dual credit courses and the payment schedule prior to on-campus registration each semester. **Books and Related Fees** —Parents and students will be responsible for the purchase of any books or on-line programs required as part of the dual credit course.

Reimbursement — Contingent upon House Bill 3 High School Allotment funding received by Chapel Hill Independent School District, students making a grade of 70 or above in their college course will receive tuition reimbursement at a percentage based on available funds within one month after the end of each semester. Chapel Hill ISD does not reimburse the out-of-district fee.

Withdrawal —Students who make below a “C” in their college course in the first semester of a two-semester course will be withdrawn from the course at the end of the semester, and no reimbursement will be made. Students who withdraw themselves during any part of a semester will not receive a reimbursement from Chapel Hill ISD.

Grading Policy —Chapel Hill teachers will give a Tyler Junior College grade to be reported on the TJC transcript. The Academics of Chapel Hill grade, which must include TEKS requirements, will be reported on the Chapel Hill report card and transcript.

EARLY GRADUATION

A parent is entitled to request, with the expectation that the request will not be unreasonably denied, that the parent’s child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation. The decision of a board concerning the request is final and may not be appealed. Education Code 26.003(a)(3)(C), (b) [See FMH, FNG]

TRANSFER STUDENTS

Students transferring from an accredited school into the District shall receive the numerical grade that was earned at the other school. The District's weighted scale shall be used for Honors, Honors-IB, AP, and IB courses if the same courses are offered in the District. If the transferring school did not provide a scale, letter grades shall be assigned a numerical value according to the following scale:

Transferred Grade Value

A+ 98
A 95
A- 93
B+ 88
B 85
B- 83
C+ 78
C 75
C- 73
D 70
F 69

GRADE CLASSIFICATION

Freshman: A student who has successfully completed the eighth grade

Sophomore: A student who has successfully completed seven (7) credits

Junior: A student who has successfully completed fourteen (14) credits
Senior: A student who has successfully completed twenty-one (21) credits

GRADE POINT AVERAGE (GPA) See District Policy EIC local

GPA and Class Ranking :

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Note: The following provisions shall apply to students beginning with the graduating class of 2026, 2027, and 2028, the District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level unless excluded below.

Beginning with the graduating class of 2029, the District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level in the following subject areas only: English, mathematics, science, social studies, and languages other than English. Eligible courses shall be designated in appropriate District publications.

Exclusions:

The calculation shall include failing grades. The calculation of class rank shall exclude grades earned in a distance learning course, unless the course is either assigned to the student by the District or offered as a course option along with traditional District courses; a dual credit course taken through a college with which the District does not have a partnership agreement; and any local credit course.

Note: The following provisions shall apply to students beginning with the graduating class of 2026. The District shall categorize and weigh eligible courses as Dual Credit/AP, Honors, and On-Level in accordance with provisions of this policy and as designated in appropriate District publications.

Eligible courses locally designated as honors or shall be categorized and weighted as Honors courses.

All other eligible courses, including dual credit and AP courses in languages other than English, shall be categorized and weighted as On-Level courses.

Note: The following provisions shall apply to students beginning with the graduating class of 2027.

The District shall categorize and weigh eligible courses as Dual Credit/AP, Honors, and On-Level in accordance with provisions of this policy and as designated in appropriate District publications.

Eligible academic and technical dual credit and Advanced Placement (AP) courses for which a student takes and scores at least a 3 on the corresponding AP exam shall be categorized and weighted as Dual Credit/AP courses.

Eligible courses locally designated as honors and AP courses for which the exam score is not available at the time of calculation, for which the student does not take the corresponding exam, or for which the student does take the exam but scores below a 3 shall be categorized and weighted as Honors courses.

All other eligible courses shall be categorized and weighted as On-Level courses.

Note: The following provisions shall apply to all students, regardless of their graduating class.

The District shall assign weights to semester grades, including failing grades, earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Dual Credit/AP: multiplied by 1.4

Honors: multiplied by 1.2

On-Level: multiplied by 1.0

The District shall record unweighted numerical grades on student transcripts.

GPA, Class Ranks Calculation Schedule

- Grade point averages and class ranks for freshmen will be calculated at the end of the school year, Sophomores and Juniors will occur mid-year and at the end of the school year.
- Grade point averages and class ranks for seniors will be calculated at the end of the first semester. Final grade point averages will be calculated at the end of the fifth six weeks.

GPA FOR GRADE 8 AND BELOW

Students in grade 8 and below receiving high school credits shall be given the weighted GPA.

GRADUATION CEREMONIES

In order to participate in graduation ceremonies from Academies of Chapel Hill, all Texas Education Agency requirements for graduation must be satisfactorily met. Any senior or three-year graduate who has not cleared up attendance make-up hours or deficiencies will not be allowed to participate in graduation ceremonies. For seniors who are eligible to graduate and are assigned to DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

GRADUATION REQUIREMENTS

In order to graduate from the District's high school, students must have successfully completed a certain number of credits and passed. Texas requires all students to complete a certain series of courses. Please refer to the campus course book for graduation requirements. Students with handicapping conditions 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.

HONOR GRADUATES

Honor graduates are those students graduating under the Foundation High School Plan with an Endorsement who have a cumulative grade point average of 3.0 (90) or above.

LOCAL GRADUATION HONORS

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognition and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

SCHOLARSHIPS

Students, **please see the Counseling Center page on the Academies of Chapel Hill website** , and stop by the Counseling Center to ask questions concerning any scholarship information. See your counselor for more information.

TOP TEN PERCENT AUTOMATIC ADMISSION

In 1997, the 75th Texas Legislature passed House Bill 588 making college admission automatic for students graduating in the top ten percent of their class. The Texas public college or university of a student's choice, with the exception of the University of Texas at Austin, must automatically admit the student if a completed application is submitted prior to the expiration of any filing deadline established by the college. Colleges and universities may also require an essay, letters of recommendation, admissions and placement tests, fees, and an official high school transcript.

UIL PARTICIPATION:

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks.

Participation in UIL activities for students enrolled in UIL pre-approved honors, Dual, and AP level courses in all College Board Advanced Placement courses and IB courses in all four core classes (English, math, science, social studies and languages other than English) are grade waivable.

EXEMPTIONS AND WAIVERS – NO PASS, NO PLAY

In addition to the courses exempted by the University Interscholastic League (UIL), students in courses designated as Honors courses, may be granted a UIL waiver once per semester if they make a grade between 60 and 69. This waiver will allow the student to participate in UIL activities for three weeks. The student must be passing all classes at the end of the three weeks to continue to be eligible to continue UIL participation.

EXTRACURRICULAR ACTIVITY ABSENCES IN A SCHOOL YEAR

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. The District shall not limit an eligible student's absences related to participation in extracurricular activities. The student must meet all eligibility requirements in all courses in order to participate.

VALEDICTORIAN AND SALUTATORIAN:

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the District high school for the three school years immediately preceding graduation;
2. Be graduating after exactly eight semesters of enrollment in high school; and
3. Have completed the foundation program with the distinguished level of achievement.

In case of a tie in weighted numerical grade averages for valedictorian or salutatorian after calculation to the fourth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title of valedictorian or salutatorian. If co-valedictorians are named, the student with the third-highest rank shall be honored as salutatorian.