

# Chaparral High School

## *Student and Parent Handbook*



***2022-2023***

***School Year***

4400 Chaparral Road

Killeen, Texas

Phone: 254-336-2447

Fax: 254-336-2450

Office Hours 8:15am- 4:45pm

*Gina Brown, Principal*

## **Chaparral High School Mission**

*Teach so that all students can learn to their maximum potential.*

## **Chaparral High School Vision**

*Chaparral High School is a community of integrity and learning,  
Where teachers, administrators and staff mentor and inspire students, and each other, to  
embrace a growth mindset,  
Where students are challenged to act with humility and resilience as they develop skills that  
will prepare them to be lifelong learners and productive members of society, and  
Where every individual feels safe and contributes to our culture of pride, competitiveness, and  
belonging.*

*Together...we are the Bobcats!*

## **Chaparral High School Core Values**

*Integrity ~ Humility ~ Resilience*

## **Chaparral High School 2022-2023 Motto**

*Tradition Begins.*

## **Chaparral High School School Song**

*Honor to Chaparral, proud and ever true.  
With strength, heart and courage, our triumph we pursue.  
Our song uplifts our family high in Bobcat glory.  
The silver, navy and card'nal lead us to our victory.*

## **Chaparral High School Fight Song**

*We are the bobcats of Chaparral taking the field with victory in sight.  
Fight the good fight and give it your all.  
Bobcat pride will never fall!  
Go! Fight! Win!  
Onward to glory, conquer our foes.  
Champions we will be.  
With the silver, navy, card'nal,  
we will prowl on to victory!*

## **Chaparral High School Administrative Team**

Gina M Brown, *Principal*

Dennise Wooden, *Curriculum Director*

Kailani Miller, *9<sup>th</sup> Grade Asst Principal (A-L)*    Marcus Venus, *9<sup>th</sup> Grade Asst Principal (M-Z)*

Jacquelyn Bridge, *10<sup>th</sup> Grade Asst Principal*    Bryan Stephens, *11<sup>th</sup> & 12<sup>th</sup> Grade Asst Principal*

Tracy Patterson, *Asst Principal / Testing Coordinator*    Nilda Rios, *Student Activities Coordinator*

## **Chaparral High School Counseling Team**

Katie Doughty, *9<sup>th</sup> Grade Counselor*

Maria Garcia, *10<sup>th</sup> Grade Counselor*

Tamara Ford, *9<sup>th</sup> & 10<sup>th</sup> Counselor*

Christina Rivera, *11<sup>th</sup> Grade Counselor*

Laura Littlejohn, *12<sup>th</sup> Grade Counselor*

Deleen Price, *11<sup>th</sup> & 12<sup>th</sup> Counselor*

Renata Adams, *At-Risk Counselor*

## **Chaparral High School Student Support Services Team**

Kimberly Shultz, *Registrar*

Susan Owen, *Attendance Officer*

Martha Benavidez, *Special Education Coordinator*

Heather Larson, *Campus Facilitator*

Vanessa Ortiz, *Campus Instructional Specialist*

Barbara Kelly, *Librarian*

Illiana Villarreal, *Librarian*

Tiffany Connell, *Nurse*

### **Address and Phone Change**

The front office should be notified of any changes of home address, contact numbers, or email address. Proof of residency is needed to update home addresses. It is extremely important that we can contact parents always for education, discipline, medical, and emergency needs.

### **Arrival and Dismissal Procedures**

Students are not permitted in the building until 8:15am. The first bell is at 8:35am and students are tardy at 8:45am if they are not in class. Dismissal is at 4:15pm and all students are required to leave the building unless they are supervised by a teacher or an extracurricular activity sponsor or coach.

### **Attendance**

Regular attendance is necessary for the proper academic growth of each student. Students should be in school each day to receive the maximum benefit from school. When it is necessary for a student to be absent, the student should return to school with a written excuse from the parent or medical note listing the dates, the number of days absent, and the reason for the absence. The written excuse must be returned within five days of the absence to the attendance office.

Parents/Guardians must provide proof of identification to sign their student out of school. Students who are 18 years of age may not sign themselves out of school without an email or a note from the parent that states time and date of sign out.

### **Backpacks**

Students are permitted to carry their backpacks to class but must follow the classroom teacher's procedure regarding storage and accessing them during class. Backpacks are subject to searches by administration and law enforcement upon reasonable cause per the Killeen ISD Student Code of Conduct (SCOC).

### **Breakfast/Lunch**

ALL students receive free breakfast at CHS for the 2022-23 school year. Student lunches and ala carte snacks are available for purchase during lunch hours. Parents/guardians may provide lunch for their student but may not provide lunch for other students. Food from delivery services will not be accepted.

For safety reasons, students may not sell, distribute or share food or drink with other students.

### **Bullying**

An adult should be alerted when a student feels he or she is the target of a bully. This can be done directly to a teacher or administrator verbally, or a student may submit a report to the Assistant Principal (AP) or Counselor offices. Additionally, reports can be made through the Bully Reporting system found through the link under resources via the KISD website under the Students and Parents header. Reports are taken seriously and to stop it students must speak up. Disciplinary action will occur for confirmed cases.

- David's Law- S.B. 179- is one of the new laws that will have a major impact on the day-today operation of your school. Here are several things you need to know about this new law, which went into effect September 1, 2017.

- 1. It makes it clear that bullying does not have to involve a pattern of repeated behavior. “A single significant act” might be sufficient to meet the definition of “bullying”.
- 2. Our definition of bullying has always required that there be an effect on the target. That effect could be physical harm or the threat of it; or damage to property; or an “intimidating, threatening or abusive educational environment.” The new law adds to this, by stating that it is “bullying” if the behavior “materially and sustainably disrupts the educational process or the orderly operation of a classroom or school; or infringes on the rights of victims at school.”
- 3. Cyberbullying off campus is expressly included in the definition of bullying if it “interferes with a student’s educational opportunities” or “substantially disrupts the orderly operation of a classroom, school, or school sponsored or school related activity.
- 4. Potential incidents of bullying may be reported to the Assistant Principal’s office or the Counselor’s office.
- 5. Chapter 37 is amended to allow for expulsion or DAEP for a student who 1) engages in bullying that encourages suicide; 2) incites violence through group bullying; or 3) releases or threatens to release “intimate visual material” of a minor or an adult student without consent.
- 6. After an investigation is completed, the principal may report to law enforcement if the principal has reasonable grounds to believe that a student has engaged in assault or harassment. “Harassment” in this context means sending repeated e-communications in a manner likely to “harass, annoy alarm, abuse, torment, embarrass or offend another”
- 7. Criminal penalties are enhanced for harassment by e-communications that is done with the intent that the target will commit suicide or engage in conduct causing serious bodily injury to self.

### **Bus Riders**

Safety of all students is a top priority when traveling in school-provided transportation. Any student who violates transportation procedures shall be subject to disciplinary actions as stated in the (SCOC) and the School Bus Riders Safety handbook. Jurisdiction of the school disciplinary actions extends to the bus stop area. Transportation arrangements should be made in advance for students who miss the bus after school.

### **Cell Phones and Electronics/Phone Use**

**Cell phones must be off and put away from 8:35 a.m. – 4:15 p.m. Using a cell phone to call, IM, take videos, photographs or text during the day or at a school/district sponsored event or location is strictly prohibited.** Students should not receive phone calls during the day. A text message can be sent for your student to read at the end of the day. Any urgent messages should be directed to the front office to be relayed to your student. Please verify accuracy of any student calls pertaining to school closure. This can be done by accessing the KISD website, checking local radio or T.V., or calling the front office.

Cell phones MAY be permitted during Power Hour. Students must follow the KISD Acceptable Use Policy, found in the district SCOC, when given permission to access cell phones during the school day.

**Students who do not adhere to the cell phone or electronic device rules may have their device(s) confiscated and/or banned at the discretion of the administration. Confiscated devices will be**

**returned to a parent/guardian only. This also applies if the student lends his/her device(s) to another student and it later becomes confiscated. Repeated violations may result in the cell phone banned for the remainder of the year. Future violations would result in a referral for insubordination.**

\*Electronics and cell phones are brought to school at the risk of the student and parent. Investigations will not occur for lost or stolen cell phones and/or electronics.

### **Communicating with Teachers**

Any classroom questions or concerns should be addressed first with your student's teacher since he or she will have first-hand knowledge of the situation. All teachers have a scheduled conference period. Parents who desire a conference should set up an appointment with the teacher. This may be done by emailing the teacher by [firstname.lastname@killeenisd.org](mailto:firstname.lastname@killeenisd.org) or contacting the front office.

### **Computer Use**

Students will be using the internet at school as part of their academic day. A copy of the Student Acceptable Use Policy may be found in the SCOC. A parent/student permission form is included. Violation of the KISD Student Acceptable Use Policy could result in termination of network access and disciplinary action.

### **Connect Ed**

An automated calling system called Connect Ed is used to send recorded phone calls with announcements and information regarding events and other important information. These calls are typically sent between 6:30-8:00 p.m. from 254.336.2447. Please wait for the message and listen to it in its entirety. An emergency feature may be used for a weather delay, weather closing, or other urgent situation. It is very important that you listen to the entire message and keep us informed of current phone numbers.

### **Discipline**

Students will conduct themselves with integrity and give every task their maximum effort. Students are expected to be Respectful, Responsible and Safe. All students will be treated fairly and equitably. Discipline shall be based upon a careful assessment of the individual circumstance of each event. Guidelines for administering discipline can be found in the SCOC online at [www.killeenisd.org](http://www.killeenisd.org) under the "Students and Parents" section. A parent/guardian is required to sign a Code of Conduct card acknowledging an understanding of the rules and consequences of misbehavior. When a student fails to follow the SCOC, the following system is used by teachers in the classroom for **minor** issues:

Step 1 – Warning- Conference with student; possible parent notification

Step 2 - Warning – Parent notification

Step 3: Office referral

Severe disruption or safety breach may directly require prompt administrative action. Students will not be allowed to remain in a classroom if they are disrupting the learning environment. A campus level conference may be held for severe offenses and could result in an alternative school placement.

### Dress Code

Students shall be dressed and groomed in a manner that is in accordance with the KISD dress code policy. 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 attend R&G (reflection and growth). Student will also be given the opportunity to borrow clean, appropriate clothes available from R&G, in order to expedite compliance.

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 beverage, drugs, or any other prohibited substance.
- 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, and shorts or pants with holes any higher than 6" above the knee are not permitted: (Grades 6-12). 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.
- ✓ 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, hats, bandanas (in any manner to include covering the face), 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.

## Student & Parent Handbook

- ✓ Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
- ✓ Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or 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.

Severe violations may result in immediate in school suspension. Items may be confiscated (to include those not listed above or stated in SCOC) if a student fails to comply with directives and/or they become a distraction in the environment.

### **Exterior Doors**

Students are prohibited from propping open or opening an exterior door for anyone. All visitors will be directed by signage to report to the front office. Students who open doors for anyone including other students, parents, visitors, etc. will be subject to disciplinary action.

### **Grades**

Please note the KISD High School Grading Procedure attachment in this handbook. Students are expected to complete all assignments and submit make up work from any absences. Interim progress reports and report cards are sent home with students (final report card mailed home).

### **HB4545**

Given the disruptions of the 2020-2021 school year, the Texas Legislature has given parents new rights to help support their children. House Bill 4545, signed on June 16, 2021, provides additional learning opportunities for students who did not meet standards on the STAAR exam. One of those learning supports is extra tutoring of 30 hours for every EOC/STAAR test that is failed. The law requires that the tutoring is provided to students individually or in a group of no more than three students. Parents/guardians have the right to grant permission for their student to attend these tutorials in groups larger than 3 students. By acknowledging our handbook, you as the guardian are granting Chaparral High School permission to complete tutoring in a group that is larger than three students. We are asking this permission because we believe we can effectively meet your student's needs in a larger group. Please contact the school if you'd like the tutoring to be at a 3:1 ratio. Your decision will not affect whether your student receives tutoring as it is state mandated that we provide these hours to your student.

### **Home Access Center**

Killeen ISD parents can monitor their student's assignments, grades and attendance using Home Access Center (HAC). Instructions for how to access this site are available online. Our registrar's office can assist with setting up access and can be reached at 254.336.2447.

### **ID Cards - Students**

Students are required to wear their ID card on a school appropriate lanyard. It should be visible from the front mid-chest or higher and worn always on campus, while riding on buses, and at school events. Student who do not have their ID card will not be permitted to enter the building through the student



entrance (south of the building) and will need to walk to the front of the building. Mutilated, altered, or lost ID cards must be replaced at a cost of \$6.00. Students without their ID must secure a temporary ID. Multiple violation will result in disciplinary action.

Students who show up to school without their student ID must obtain a temporary one before school starts with no consequence. Students who report to any class without an ID card or students who obtain a temporary one at any other time during the day may receive a temporary ID but will also obtain a tardy as a consequence.

### **Leaving Campus**

Students may not leave the school grounds once they have arrived on the campus except with a parent, guardian, authorized person, or law enforcement personnel. Parents and designated persons on the registration card are required to show identification before signing a student out through the front office. Parents who wish to allow their student who drives to check themselves out during the day for an appointment, must contact the Attendance Office in advance. Beginning with the 2022-23 school year ALL KISD CAMPUSES ARE CLOSED FOR LUNCH.

### **Lost and Found**

General items (jackets, binders, gloves, and lunch boxes) might be found in the cafeteria. High value items (jewelry, glasses, and electronics) might be found in the Front or AP offices. Students are responsible for maintaining and securing their items. We will donate lost and found items that are not picked up to charity at the end of each nine weeks period.

### **Parking Permits**

All student drivers will be required to obtain a parking permit and park in the designated student parking lot. Students will need to present a valid driver's license and proof of liability insurance to receive a permit. For the 2022-23 school year, parking permits are free of charge.

### **Power Hour**

Power hour is approximately one hour during the school day during which students may eat lunch, attend tutoring, go to club meetings, or participate in other activities. It is designed to allow students to make the most of their lunch time and receive the extra help they need without having to stay after school as often. It also allows students the opportunity to manage and make good use of their time in preparation for real-world experiences and life beyond high school.

Please refer to the "Power Hour Handbook" on the CHS website for guidelines and more information.

### **Student Activities**

Attendance at extra-curricular activities is a privilege. Transportation arrangements should be made in advance. Any student not picked up within 30 minutes after the end of the activity may not be allowed to attend future events. Students are given at least a 15-minute reminder before the end of the activity.

### **Suspension**

Students may be assigned either R&G (ISS) or out of school suspension (OSS) as a disciplinary consequence for misconduct. **They are not allowed to participate in or attend extracurricular activities**

**until the completion of their assigned suspension.** Please see SCOC and athletic code of conduct for additional information.

**Tardy Policy**

Any student not in his/her assigned classroom when the tardy bell sounds is considered tardy. The student will report to a designated location to obtain a tardy pass. Students may clear tardies by attending any teacher tutorial during Power Hour or late-night-library. If a student receives 4-uncleared tardies, the student will receive a referral and be assigned a disciplinary consequence. Students who are consistently tardy will receive additional consequences at the discretion of their Assistant Principal.

**Textbooks**

State approved textbooks are provided free of charge. Students are responsible for checking out and returning them. Fines may be assessed for minor damage, lost, or destroyed textbooks. This policy also applies to library books. State law allows the right to deny textbooks to students with any outstanding balances.

**Visitors**

It is strongly suggested that all visitors set up an appointment in advance to visit the campus for any reason. All visitors must enter through the front doors and must check-in to the front office.

**Volunteers**

Volunteers must follow the approved KISD volunteer policy. Please contact our Student Activities office for more information.

**KILLEEN INDEPENDENT SCHOOL DISTRICT HIGH SCHOOL GRADING PRACTICES**

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 formative and three summative grades per nine-weeks grading period.
2. Grades shall be posted/recorded in a timely manner ***no later than five instructional days from date received with exception given for projects.***
3. Grades shall be based on individual student mastery of 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: Admission, Review, and Dismissal (ARD); 504 Plan; Language Proficiency Assessment Committee (LPAC), etc. Qualified 18 Plus and C.R.E.W. (Career, Readiness, Employability, Work) program students will receive a Pass/Fail each nine-weeks for Individualized Education Program (IEP) goal completion on the job site for employability classes and will not be required to receive nine formatives and three summatives.
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. A student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria.
7. 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. Each assignment shall carry a grade weight of not more than 1.0.
8. Nine-week and semester examinations should be cumulative and assess the material taught for that semester.
9. Nine-week grades are determined by the following percentages:

| Assignment Type | Regular | PreAP / Honors | AP / IB |
|-----------------|---------|----------------|---------|
| 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 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 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.

***Acknowledgement***

Any student enrolled at Chaparral High School is expected to adhere to and accept the guidelines and/or responsibilities as outlined in this handbook. Parents/Guardians are expected to reinforce and support these guidelines and responsibilities.