



**Corpus Christi College Preparatory High School**

**Student Handbook**

**2017-2018**



**Corpus Christi College Preparatory High School (CCCPHS)** is an Academic High School that has been approved as one of the Open-enrollment Charter Schools in the State of Texas.

### **Equal Opportunity**

CCCPHS and its educational programs do not discriminate with regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law in accordance with applicable federal laws, including, but not limited to Title VII, Title IX Section 504, and Title VI, the American with Disabilities Act, 422 U.S. 12112 (a) (b), and Section 504 of the Rehabilitation Act of 1973, in its educational programs, employment, and activities. In addition, CCCPHS complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, training, educational programs and school activities.

If you have any questions concerning this policy or feel that the policy has been violated, please contact the school administrator, Mr. Stephen Mora at  
**361-225-4240 or (210) 833-2748**

Any student interested in attending **CCCPHS** must complete the application packet and process available in the school office.

Corpus Christi College Preparatory High School  
3501 S. Padre Island Dr.  
Corpus Christi, Texas 78415  
Phone: **361-225-4240** Fax: **361-561-5654**



### **Our Vision**

**We share the passion and belief that our efforts  
inspire tomorrow's leaders**

### **Mission Statement**

**Corpus Christi College Preparatory High School focuses on  
empowering students in becoming tomorrow's leaders.**

**Responsibility, good judgment, and commitment reflect character in  
pursuit of leadership.**

**By providing an innovative, relevant curriculum we promote a positive  
self-image and lifelong learning for our students and community**

## School Hours

Monday-Friday      8:20 AM – 4:05 PM

## Important Dates to Remember

September, 11 2017    First day of school  
May 25, 2018        Last day of school

## General Information

Admission is based on a first come first served basis. If our maximum enrollment of 200 students is at capacity, a student waiting list will be generated. Students will then be accepted in the order of application accepted.

Corpus Christi College Preparatory High School reserves the right to refuse admission to any student that has a documented history of discipline/behavior issues that is not consistent with the goals and mission of CCCPHS. Implementation of this handbook and all other policies of CCCPHS will comply with all applicable state and federal laws including laws relating to special education.

**\*\*\*If it is found out later that a student has knowingly falsified their application and/or they are found to have a documented discipline/behavior issues they will immediately be withdrawn from CCCPHS\*\*\***

**CCCPHS reserves the right to perform searches of students, their property or vehicles on school property.**

**CCCPHS is not responsible for student-to-student theft. Students are encouraged to keep valuable items and money at home.**

## **Attendance and Tardies**

Regular and punctual attendance is the greatest single factor in a student's success in school. Excessive absences or tardiness places a handicap on the student and the teacher. It also indirectly encourages the development of poor attitudes toward one's work and obligations. Additionally, attendance at school provides a student with the classroom experience. This experience is composed of participating in class activities and direct classroom instruction conducted by the classroom instructors. The instructional program designed by each instructor is a progressive and sequential experience. It is generally impossible for that experience to be "made up". For this reason, failure of a student to attend class is a serious problem and will be addressed accordingly.

## **School Days**

Students involved in extra-curricular activities may need to start the day earlier or may need to stay later than the times outlined above in order to participate in practices and/or games.

**Students are not allowed to stay after school unless they have administrator/teacher approval or if they are staying for a school sponsored activity. All students must be off campus by 4:30 pm, unless prior permission to remain on campus after this time has been granted by CCCPHS. Repeated violation.**

## **Absences**

CCCPHS knows that if a student is not present, chances are that the student will not be academically successful. Students are expected to be in school every day and on time. If a student has **(9)** unexcused absences that student will be expelled from CCCPHS. When a student is absent and returns to school, the student must bring to the office written documentation that officially identifies the cause for the absence(s). **Written official documentation (i.e. doctor's note) will need to be in the office before the end of the school day when student returns.** Any unexcused absence(s) will not be tolerated and parents will be informed. Students are responsible for obtaining signatures from ALL teachers on their Admit to Class slip. It is the student's responsibility to turn the slip in at the end of the day. In addition, truancy will also be a reason for student expulsion. Truancy is defined as the act or condition of being absent without permission from school or any other related event.

**It is the student's responsibility to arrange for all make-up work including tests.**

Example Letter:

**To Whom It May Concern:**

**Please excuse John Smith from school on Friday, August 28, 2017, at 11:00 a.m., as he has an 11:30 a.m. doctor's appointment. John will return to school immediately after the appointment.**

**Thank you,  
Mrs. Kay Smith**

## **Excused Absences**

Excused absences are defined as:

- Illness
- Medical/Dental related, including appointments
- School activities
- Absences related to the legal system
- Family emergency
- Bereavement/funeral
- Religious observances

## **Tardies**

Students are expected to be at school on time and are expected to attend every class on time. It is very important that students are in their classrooms when the tardy bell rings. After 15 minutes, without written excuse, a student will be considered absent as per district policy.

1. All late students must report to the office to request Admittance to Class slip.
2. **Four** (4) tardies will constitute as one unexcused absence and **16 tardies** will constitute as grounds for withdrawal from CCCPHS.
3. Students must get their admit slips for absences **BEFORE** school and not wait until entering class. They will not be admitted to class without an admit slip (excused or unexcused) and will be counted tardy if not in class with the permit slip before the bell rings.

## **Early Leave/Early Dismissal**

Students are encouraged to schedule non-school appointments after 10:30 am. When it is necessary to leave school before the school day has ended, all students are required to show documentation that identifies the reason the student must leave early, and the name and phone number of a person (Parent/Guardian) to contact to verify this information. In the absence of documentation, the parent/guardian must come into the front office and “sign out” the student and must show valid identification, such as valid ID or driver license. Any 18-year-old student signing out for lunch will not be allowed to return to campus.

## **Emergency Procedures**

At the time of enrollment, each student is given instructions of who should be contacted in case of an emergency. CCCPHS will honor these instructions; however, CCCPHS reserves the right to use prudent judgment in cases where the safety/health of any student is concerned. If EMS is called to attend to a student, the expense of this call shall be borne by the student. CCCPHS reserves the right to call the local police, EMS, etc. in any instance where the safety or well being of any student is in question.

## **Closed Campus policy**

Providing a safe and orderly environment is important at CCCPHS. Therefore, students are not allowed to leave campus for lunch. Lunch is served in the cafeteria and all students are expected to remain on campus. No outside food may be brought in unless the student's parent or guardian brings it ONLY for their child. Lunch guests are restricted to parents/guardians.

## **Food/Drinks**

No outside food/drink should be taken into classrooms unless prior approval has been given by the teacher/administration. Water in bottles with screw tops or leak proof bottles are allowed in the classroom. Snacks may be purchased from school clubs thirty minutes before and thirty minutes afterschool. In the event that the privilege of purchasing snacks becomes abused by students, administration will discontinue the practice.

## **Food Services**

CCCPHS participates in the National School Breakfast Program. Students that qualify will receive free/reduced breakfast (40 cents- seconds will be at regular price).

Breakfast will be served from 7:45 to 8:15 am  
Lunch will be served from 12:15 pm – 12:45 pm  
Breakfast for students is \$1.00  
Lunch for students is \$2.00

A student will be allowed to charge and the parent/guardian may deposit money weekly or monthly into the students account to purchase meals. Student will be allowed to bring their lunch from home or have lunch brought in by a parent/guardian.

## **Educational Excursions/Enrichment Activities**

Educational excursions are used within the school curriculum as a means to create and/or present another educational setting. Students are expected to participate on these trips as they would in a productive classroom environment. An educational excursion does not imply a “fun trip” away from school. Educational excursion should be enjoyable, but will have a specific educational focus. Students are expected to show courtesy, respect and cooperation when on an excursion. Keep in mind, an educational excursion is an extension of the classroom and all rules apply.

## **Fire Drills**

Included in emergency procedures are regularly scheduled fire drills. Fire drill procedures are posted in each classroom and office areas. Emergency equipment, such as fire extinguishers and fire bells are located throughout the school buildings.

## **Medications**

Students who are required to take prescription medications during the school day are required to register these medications in the original containers to the school administration. Instructions for administration of the medication are part of the registration. Medication will not be carried on the student's person. Medications will not be shared with anyone whose name does not appear on the container prescription label.

## **Office Phone Use**

All office and classroom phones are reserved for school business purposes. Students **will not** be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students are not allowed to use the office or classroom phone at any time. Phone calls made from the office will only be made by office personnel.

## **Transportation**

### **Driving to school**

Driving to school is a CCCPHS school privilege. Students are expected to follow all driving safety guidelines as set by state and local authorities. Any student caught driving wrecklessly or burning out on school grounds will not be permitted to drive to school and parents will be informed.

Students who drive a vehicle to school must also possess a valid Texas Driver's License and proof of insurance. Failure to possess these documents means that the student may not drive onto the campus. Vehicles must be parked in the designated parking area. The speed limit on campus is 5 miles per hour. Students are not allowed to go to their vehicle without prior approval from the main office.

## **ACADEMICS**

### **Textbooks**

The textbooks are the property of CCCPHS. Students MAY be issued a textbook for each subject they are taking if a textbook is needed. The book will have a number and it is the responsibility of the student to take excellent care of the textbooks. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued.

### **Academic Progress**

In order to be considered for Valedictorian or Salutatorian a student must earn 14 consecutive credits at CCCPHS or complete their junior and senior years at the school. Therefore, any incoming seniors will not be eligible for class ranking.

Any new student who enrolls or transfers after the first semester to CCCPHS will not be given their half credit on a full credit courses.

If a student enrolls after Feb. 10, the student will be placed in audit classes and after one (1) week of academic observation, the teachers will meet and discuss if the student will be awarded credit for that class.



Students must maintain satisfactory academic standing of a B average at all times. Students who fall below the academic standard in at least one class will be subject to academic probation for a designated period of time (2 weeks). A Student Review Board (SRB) will be held to notify parents and student of academic standing and possible consequences. Students who continue to fall below the academic standard are subject to withdrawal from CCCP.

## **Homework & Student Progress Folders**

Students will be given homework as a means of assessing what the student learned in that class. Please refer to teacher syllabus regarding late work policy. Check student folders sent home for updates on student's grades and behavior in class. Folders must be signed by the parent/guardian and returned to school the next day.

## **Graduation**

To receive a high school diploma, students must complete the required units of credit indicated by the Texas Education Agency and pass all parts of the STAAR EOC TESTS.

## **Academic Advisor**

An academic advisor is available to meet with students to assist or answer any questions concerning prior transcripts, the academic standing or to help project a graduation date and discuss post-high school plans.

## **Transcripts**

Transcripts of a student's scholastic achievement records and test scores may be obtained upon request. Upon entering CCCPHS, students are required to provide an official transcript showing credits and test scores from schools they have attended.

## **College Preparatory/Dual Credit**

Because CCCPHS focuses on the college-prep concept, students are encouraged to pursue post-secondary education. Students will receive assistance in exploring postsecondary education, completing proper documentation in order to apply for admissions, financial aid, and scholarships. Students will visit various colleges and universities during the school year. Incoming freshman will be required by the time of graduation, to have been accepted into a college or university in order to receive a high school diploma from CCCPHS. All decisions to ADD/DROP dual credit classes will be made by administration. Cost of textbooks for dual credit classes will be assumed by the parent/guardian. The campus will pay for initial college entrance exam (TSI). Any additional retesting fees will be assumed by the parent.

## CODE OF CONDUCT

**Since CCCPHS is A SCHOOL OF CHOICE, we expect our students to be serious about their education. We appreciate attitudes of respect and cooperation. Students may be withdrawn from school for any behavior that administrators and staff determine, after due process, is not consistent with the goals and mission of CCCPHS.**

### **DRESS CODE GUIDELINES:**

CCCP students MUST be dressed and groomed in a manner that is clean and neat and in line with the school's mission. A CCCP student's manner of dress shall not be a health or safety hazard to themselves or others. CCCP prohibits any clothing or grooming that may reasonably cause disruption of or interference with classroom instruction.

Dress Code requirements below apply to ALL students enrolled at CC College Preparatory.

1. Skirts and dresses must be no shorter than 3 inches above the knee. There should be NO cuts or slits in the clothing that extend beyond the 3-inch limit.
2. Shorts and skorts may be worn. They must be no shorter than 3 inches above the knee.
3. Basketball shorts, track pants, and sweat pants are prohibited.
4. Appropriate footwear must be worn at all times. Athletic shoes are appropriate for physical education classes; closed toed shoes are mandatory for laboratory classes. Shoes that have toes reinforced with steel or other hard materials and footwear with rollers (i.e. Heelies) are prohibited. Bedrooms slippers are prohibited.
5. Hair must be neat and clean. Extreme hairstyles such as Mohawks, spiked hair, or designs and extremely unnatural hair colors are not permitted due to possible distractions to classroom instruction.
6. All head coverings are prohibited; however, exceptions may be granted by the campus administrator.
7. Tank tops, muscle shirts, halter tops, spaghetti straps, garments that expose the back or midriffs, low-cut blouses/tops, and see-through garments without a shell undershirt are prohibited.
8. The district prohibits pictures, emblems, or writing on clothing, possessions, or the body that:
  - a. Are lewd, offensive, vulgar, or obscene, or
  - b. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under state or federal law.

9. Oversized clothing (i.e. baggy and sagging pants) shall be prohibited on school grounds or school functions. All pants shall be worn at the waist. Exposure of undergarments is prohibited. Tight-fitting pants (i.e. tights, bicycle pants, or spandex) are also prohibited. Tights, spandex, and leggings may be worn only with a top long enough to adhere to the 3 inch rule.
10. Body piercing is prohibited including tongue rings, tongue studs, nose rings, and eyebrow jewelry. Tattoos must be covered at all times.
11. Gang related attire SHALL NOT be permitted.

**\*\* The principal or administrative designee has the final determination of acceptable dress and grooming \*\***

### **DRESS CODE FOR EXTRA-CURRICULAR ACTIVITIES:**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extra curricular activity, may regulate the dress and grooming of students who participate in the activity OR school function. Students who violate dress code standards established for such activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

***The entire staff will enforce the dress code. Students in violation will be sent to the office. (CCCPHS reserves the right to exclude any items of clothing or jewelry deemed as a distraction and/or dangerous to the educational process.)***

#### **Consequences for violations of the dress code:**

**1<sup>ST</sup> OFFENSE – Parents will be called to bring a change of clothes or will be provided by office.**

**2<sup>ND</sup> OFFENSE – Students will be given an office referral. Parents will be called and student must get picked up and will receive an unexcused absence unless a change of clothes is provided.**

**3<sup>RD</sup> OFFENSE – Student will be given an office referral. Student will be subject to a student review board and may be withdrawn.**

**\*\*\*\*\*The Superintendent and/or Principal have the authority to make a ruling on any controversial dress code issue in question. \*\*\*\*\***

#### **Cellular Phones/Electronic Devices**

Students will not be allowed to use cell phones or electronic devices (I-Pods, tablets, PSPs, Gameboys, or other non-school issued equipment) during instructional time in the classroom. Headphones/ear buds of any kind will not be permitted. Students may use their phones or electronic devices before school and afterschool. Cell Phones/electronic devices will be picked up

by staff members and locked up in the administrator's office. Cell phones/electronic devices will be returned to students at the end of the school day. In the event a student is caught using these items during instructional time, the teacher will ask student to surrender the items. If the student refuses, he or she will be sent to the office on a referral. The items will then be confiscated by the administration and will be given to the released to the parent/guardian. Parents will be required to pay a fee to have phones and devices released to them by the administration.

Example:

1<sup>st</sup> offense: A \$20 dollar fee will be charge

2<sup>nd</sup> offense: the fee goes up to \$30 dollars

3<sup>rd</sup> offense: the fee goes up to \$40 dollars (Staff will hold a student review board to determine further action)

### **Make-up & Personal Grooming items**

Are to be applied at home before school. Make-up and grooming supplies used during classroom instructional time will be confiscated.

## **Controlled Substances, Alcohol & Drugs**

CCCPHS is a smoke-free campus (Senate Bill # 30-59, 64<sup>th</sup> Legislature). No student shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by law), or any other substance prohibited under the Texas Controlled Substance Act or the Federal Drug Abuse Prevention Control Act:

1. On school grounds during any school term.
2. Off school grounds at a school activity, function, or event.

If a student is in possession of any drug, then the school will notify the proper authorities and the student will then be withdrawn from CCCPHS.

If the student is under the influence or is suspected of being under the influence of any drug, then he/she will be removed from class and be required to have a parent conference with the school administrators and notify the proper authorities at which time a citation may be given. The student will then be withdrawn from CCCPHS.

If a student is selling or suspected of selling drugs, then the school will notify the proper authorities and the student will be withdrawn from CCCPHS.

### **Tobacco/Nicotine Delivery Devices/Electronic Cigarettes**

Tobacco and/or nicotine delivery devices of any kind are not allowed on campus or school events. All tobacco and/or nicotine delivery devices will be confiscated. (i.e. cigarettes, chewing tobacco, electronic cigarettes, vaporizing pens, etc.)

### **Assault**

Students are prohibited from assaulting any individual. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the student knows that the other will regard the contact as offensive or provocative.

Actions or threats of actions that constitute verbal or physical assaults or abuse of any individual on school property or at a school-related function by a student or any other individual will not be tolerated. Offenses of this nature may result in legal prosecution. A student may be withdrawn from CCCPHS for any of these offenses or may have a Student review Board (SRB) meeting. A student that threatens a staff member or guest will be withdrawn for the rest of the school year and will not be allowed for re-admission.

### **Sexual Harassment**

It is the intent of CCCPHS to provide an environment free of intimidation, hostility or other offensive conduct, which might interfere with the learning environment. Harassment of any sort, verbal, physical or visual, of students, staff members, and guests will not be tolerated. CCCPHS prohibits any and all acts of harassment or intimidation whether based on one's race, national origin, color, sex, age, creed, religion, or disability on students, staff members, and guests.

Examples of conduct that may constitute sexual harassment include, but are not limited to verbal, physical, or visual harassment or abuse (degrading sexual comments, unwelcome propositions, and sexually offensive jokes, materials, or tricks), unwelcome requests for sexual favors or activity, inappropriate touching in a sexual or abusive nature (pinching, hugging, patting, or repeated brushing against another person's body), or a suggestion, threat, or action that makes the affected individual's opportunities, or benefits subject to submission to sexual demands, harassment, or sexually offensive conduct.

Examples of conduct which may constitute harassment on account of race, color, religion, gender, national origin, age, or disability include but are not limited to, epithets or slurs; negative stereotyping; threats, intimidation, or hostile acts based on a prohibited factor; written or graphic materials that denigrate, show hostility to or show aversion toward an individual or group because of a prohibited factor which are placed on walls, bulletin boards, or elsewhere on the property of CCCPHS.

Any student found to have engaged in this type of harassment will be subject to immediate disciplinary action, up to and including withdrawal from school.

Any student who wants to report an incident of sexual or other unlawful or unwelcome harassment should immediately report the matter to an administrator with details of the incident (s). Students can raise concerns and make reports without fear of retaliation.

Any student who becomes aware of possible sexual or other unlawful or unwelcome harassment on other students, employees and/or guests, **MUST** immediately advise an administrator. Any and all reports of harassment received by CCCPHS will be immediately and thoroughly investigated and prompt action will be taken. All students have an obligation to cooperate in such investigations. The student will be advised that he/she will not be retaliated against and that any information given will be restricted as much as possible. However, no guarantee of absolute confidentiality can be provided. The student who submits a charge of harassment to CCCPHS will be advised of the outcome of the investigation when appropriate, but will be advised in all cases when an investigation has been completed.

### **Gambling**

Gambling is defined as playing games of chance for stakes or risking something of value with hope of making a gain, wagering. Gambling of any form will not be permitted on the school campus or any place at which a school contest or activity is taking place. State law controls gambling. Administrators and staff will enforce the law. Any student caught gambling may be withdrawn from school or may have to face the SRB.

### **Weapons**

Students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school sponsored activity takes place. The administrator will determine an item that constitutes a "weapon" for the purpose of this policy. Common household

items may constitute a “weapon” depending on the scope and nature of the use being made of such items. To ensure the safety of all persons, employees who observe or suspect a violation of CCCPHS school’s weapon policy should report it to an administrator at 361-225-4240. Any student caught with a weapon may be withdrawn from school or may have a SRB meeting.

### **Littering**

Littering and not disposing lunch trays, etc., properly will result in disciplinary action.

### **Gang Colors**

CCCPHS prohibits the wearing of clothing in colors that may be construed to represent membership or participation in a “gang”. If a staff member feels that a student is wearing gang clothing, the student will be asked to remove the clothing. Also, bandanas are strictly prohibited and will be confiscated.

### **Language**

Students shall use language that demonstrates a respect and courtesy to adults and peers. Foul language will not be tolerated while on campus or attending any school function/event.

## **Por Vida School District Anti – Bullying Policy**

Purpose: Por Vida School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional written, cyber, verbal or physical act, when the intentional written, cyber, verbal or physical act:

- Physically harms a student or damages a student/staff’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates and intimidating or threatening, educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic such as gender, race/ethnicity, sexual orientation or physical characteristic, that is perceived basis for the harassment, intimidation or bullying.

Policy: The Board of Por Vida School District has determined that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Procedure:

1. The Board of Por Vida School District expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and other contractors.
2. This policy is not intended to prohibit expression of religious, philosophical or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or rules.
3. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.
4. The Por Vida School District Board requires the principal and/or the principal’s designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees are required to report alleged violation of this policy to the principal or principal’s designee. All other members of the school community, including student’s, parents, volunteers and visitors are encouraged to report any act that may be a violation of this policy.



5. The Por Vida School District Board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing the principal and/or designee shall conduct a prompt, thorough and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.
6. The Por Vida School District Board prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act.
7. The Por Vida School District Board prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies.
8. The Por Vida School District Board requires principals to annually disseminate the policy to all school staff, students and parents along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school – sponsored functions, or on a school bus. The principal shall develop an annual process for discussing the school district anti-bullying policy with staff and students.
9. The school shall incorporate information regarding the policy against harassment or bullying into each student handbook and employee training program/handbook.

### **Grievance Procedure**

CCCPHS recognizes the constitutional rights of all individuals to be heard. CCCPHS has set forth this guide to establish procedures for a student to register a complaint regarding an action taken by a learning facilitator, staff member, or administrator. Prior to the initiation of a formal complaint, an individual must first confer directly (face-to-face) with the staff member or administrator complained against for resolution of the complaint, if further action is desired, the following procedure MUST be followed:

1. The student must prepare a written statement of this complaint to the Administrator requesting a meeting with the staff members or students involved. In the case of minors, this statement must be co-signed by a parent or guardian.
2. The student should then present the written statement to the administrator. The administrator will set an appointment for a meeting with the student (and parents in the case of a minor) within 48 hours (exclusive of weekends or holidays) of receipt of the written complaint.
3. After the meeting between the administrator and student and/or parent/guardian, the administrator will provide a written response to the complaint within three full working days after the meeting.
4. If the student and/or parent is not satisfied with the decision of the Administrator, the student and/or parent may submit a written request indicating to the board the following: (1) followed grievance procedure, (2) specify grievance procedure, (3) request a meeting

with the Charter Board of Trustees within three days of the receipt of the administrator written decision.

Write to Attention: **Charter School Board of Trustees**  
**1135 Mission Road**  
**San Antonio, Texas 78210**

5. The Charter School Board of Trustees will be available to the student and/or parent the following Board meeting to discuss the grievance. The Charter School Board of Trustees reserves the right to seek further information from the administrator and any other concerns individually. Also, to review all documentation regarding the complaint.
6. The student and/or parent will be notified of the decision in writing within three full business days following the board meeting. The decision of the Charter School Board of Trustees is final.

### **School Discipline Policy**

As a college preparatory school, we hold certain expectations of our students. Our goal is to create an academic atmosphere that is safe, positive, and challenging. As a staff, we work diligently to create such an environment in which our students want to attend. We hold our students to a higher standard to achieve these goals. Students who chose to behave in a manner that does not promote our mission and uphold the policies of CCCPHS will be subject to certain disciplinary actions. Students will be subject to disciplinary action for behaviors outlined in this handbook and for actions deemed inappropriate that may not be stated within this document.

## Expulsion/Withdrawal

The following acts will constitute immediate grounds for expulsion.

**Please note that this is not an exhaustive list and that the school reserves the right to expel a student for offenses not included on this list.** In addition, this applies to students while they are on campus, on school sponsored activities, educational excursions, service projects, etc.

1. Commission of a felony
2. Possession or use of any dangerous weapon or object
3. Assault of, or threats to, another student or staff member, including physical, verbal, and written forms
4. Extortion or intimidation of another student or staff member
5. Use of, possession of, distribution of, or under the influence of, tobacco, alcoholic beverages, drugs or narcotics not prescribed by a physician, and other controlled substances on school grounds or at any school sponsored event
6. Destruction or defacing of property
7. Gambling
8. Theft, possession, or sale of stolen property
9. Sexual harassment, including but not limited to, verbal, written, or physical conduct of a sexual nature
10. Acts of retaliation
11. Truancy
12. Repeated misbehavior or violation of code of conduct

## Student Review Boards (SRBs)

Before any student is withdrawn from school for any reason, he/she and their parent/guardian will be given a due process hearing. Students that are being considered for withdrawal from school for academic or behavioral issues will be asked to meet with the Student Review Board, a panel of campus administration and teachers. If the school is unable to contact the student and/or parent/guardian after three attempts or if the parent/student fails to show for the SRB, then the student will be withdrawn.



**CORPUS CHRISTI COLLEGE PREPARATORY HIGH SCHOOL**  
**Corpus Christi, Texas**

**STUDENT/PARENT-GUARDIAN**  
**STATEMENT OF UNDERSTANDING**

By signing below, we understand and consent to the policies and guidelines outlined in the Corpus Christi College Preparatory High School Student Handbook.

We also understand and agree that the student \_\_\_\_\_ shall be held accountable for the behavior and consequences outlined in the Student Handbook, on transportation, and at school sponsored activities, including school sponsored travel, and for any school related misconduct, regardless of time or location.

We understand that any student who violates the Student Handbook shall be subject to disciplinary action including possible withdrawal.

Regarding student records, I (parent) \_\_\_\_\_ understand that certain information about my child will not be released to anyone who requests unless I have authorized it with my signature.

We further indicate by signing below that we have also read and understand the policies and regulations contained in the parent/student handbook.

\_\_\_\_\_

**Signature of Student**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Parent/Guardian**

\_\_\_\_\_

**Date**



**2017-2018 ACCEPTABLE USE GUIDELINES FOR ON-LINE ACCESS  
(STUDENTS)**

**Corpus Christi College Preparatory High School**

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Student Name (Please print)

Student Signature

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Parent/Guardian Signature

Grade

Social Security No.

Use of school computers and the Internet provides great educational benefits to students. Action has been taken to block inappropriate sites on the Internet; however, no software can be fully effective. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. CCCPHS requires that students and parents/guardians read, accept, and sign the following rules for acceptable on-line behavior prior to accessing CCCPHS technology resources and network. Students are responsible for good behavior on school district computers and the Internet just as they are in a school building. General school rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators/teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.

The following are not permitted during online usage:

- Accessing personal e-mail accounts
- Sending or displaying offensive messages or pictures
- Creating, accessing, or processing obscene or threatening language or harassing, insulting, or discriminatory remarks
- Damaging or injecting viruses into computers, computer systems, or computer networks

- Violating copyright laws including illegal installation of copyrighted software for use on campus computers
- Using another person's password without authorized permission
- Trespassing, deleting, examining, copying, or modifying files, data, or work belonging to others without the prior consent
- Intentionally wasting limited resources, including the use of "chain letters" and messages transmitted to mailing lists or individuals
- Employing the network for commercial purposes or private business
- Installing unauthorized software on campus computers including messenger software
- Revealing the personal address, social security number, account number(s), or phone number of the individual student or any other person without permission.

Violations of technology etiquette may result in the loss of online access as well as withdrawal from CCCPHS.

**I have read the rules for acceptable on-line behavior, understand the rules, and agree to comply with the above-stated rules. Should I violate the rules, I understand that I may lose network privileges at my school.**

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**As the parent/guardian of the minor student signing above, I grant permission for my child to access networked computer services and the Internet, understanding these are for educational or instructional purposes, not private or personal purposes. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet use both inside and outside the school setting and conveying standards for the student to follow when selecting, sharing, or exploring information and media.**

**Parent/Guardian signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Student Laptop Computer/School Computer and Internet Use Policy 2017-2018

Por Vida Charter provides laptops, school computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. Use of school computers and laptops and the Internet provide great educational benefits to students.

Student use of a school laptop or school computers, networks, and Internet services is a privilege, not a right. Students are responsible for good behavior on school district computers (laptops or other computer systems) and the Internet. **Before a student is loaned a laptop computer or allowed to use school computers and Internet services, the student and the student's parent/guardian must read, sign, and return this Computer and Internet Use Policy acknowledgment form.**

- **All Corpus Christi College Preparatory High School** computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computers and Internet activity by students. While action has been taken to block inappropriate sites on the Internet, the school and district cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school and district policies. **The School and Charter are not responsible for the accuracy or quality of information that students obtain through the Internet.**

Network storage areas may be treated like school lockers. Network administrators/teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.

### **The following are not permitted during online usage: Internet Usage**

- Accessing personal e-mail accounts
- Sending or displaying offensive messages or pictures
- Creating, accessing, or processing obscene or threatening language harassing, insulting, or discriminatory remarks
- Damaging or injecting viruses into computers, computer systems, or computer networks
- Violating copyright laws, including illegal installation of copyrighted software for use on school or campus computers
- Using another person's password without authorized permission
- Trespassing, deleting, examining, copying, or modifying files, data, or work belonging to others without the prior consent
- Intentionally wasting limited resources, including the use of "chain letters" and messages transmitted to mailing lists or individuals
- Employing the network for commercial purposes or private business
- Installing unauthorized software on campus computers including messenger software
- Revealing the personal address, social security number, account number(s), or telephone number of an individual student or any other person without permission

### **Rules for Laptops and Electronic Equipment for Student Use**

1. Laptops are loaned to students as an educational tool and may be used for purposes authorized by the school and charter.
2. The student and parent must sign the Student Laptop/Computer and Internet Use Policy before equipment can be used.
3. Students and their parents/guardians or families are responsible for the proper care of the laptop at all times, whether on or off school property, including costs associated with the repair or replacement of the laptop. **Parents are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.**
4. The student and parent should report any and all problems with the laptop immediately to a teacher or the principal.
5. Violation of any of the laptop/computer and Internet user policies may result in the student's laptop computer being confiscated and the student being subject to disciplinary action.
6. Violations of the laptop or Internet acceptable user policy may result in loss of online access as well as withdrawal from Corpus Christi College Preparatory High School.
7. Students should remember that a laptop and access to the Internet are privileges, not rights.





## Student Laptop/Computer and Internet Use Acknowledgement Form

No student shall be issued/loaned a laptop computer or allowed to use school computers or the Internet until the student and parent/guardian have read, signed, and returned this acknowledgment form to the school.

**Student:** I have read the Student Computer/Laptop and Internet Use Policy and Rules and agree to comply with them. I further understand that violation of the policy and/or rules may result in the loss of my computer privileges and may also be subject to further disciplinary and/or legal action or withdrawal from school.

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Signature of Student

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Date

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Legibly Printed Name of Student

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School

**Parent/Guardian:** I have read the Student Computer/Laptop and Internet Use Policy and Rules. I understand that my son/daughter's use of school computers and a laptop are subject to compliance with these rules. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

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Signature of Parent/Guardian

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Date

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Printed Name of Parent/Guardian