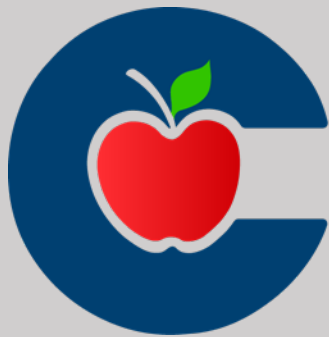


# Elementary & Intermediate Student Handbook



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

2017-2018

# **CISD Elementary & Intermediate Student Handbook**

2017–18 School Year

If you have difficulty accessing the information in this document because of disability, please contact the Director of Communications at:

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## Parent and School Partnership

Parents are an essential component of a child's successful educational experience. You are encouraged to be an active participant in the education of your child. Below are several areas for you to consider in being a successful "partner" with the school staff and your child.

**Communication:** Keep in close communication with the school staff. Review weekly papers coming home. Look for newsletters, notices from the principal, or notes from your child's teacher. Communication should be two-way. Initiate questions, respond promptly and stay informed. If questions do arise, do not hesitate to contact the teacher or the school office.

**Monitor Progress:** Respond to requests from teachers for assistance or to attend conferences. Go over schoolwork with your child on a regular basis. If you detect potential problems, don't hesitate to contact your child's teacher. Be sensitive to changes in work habits, behavior, or feelings. Keep teachers informed of events in your child's life that may impact school performance.

**Become Involved:** Consider volunteering if time allows. Attend parent organization meetings whenever possible. Be a room mother or father.

**Build on Success:** Acknowledge your child's successes. Support from the home is very helpful. Reinforce school rules and provide a positive atmosphere for your child. Set high expectations and reward efforts to accomplish goals. Learn from every experience.

**Set a Regular Routine:** Provide a time and place for your child to complete homework assignments. Identify a location where items to be returned to school are placed. Young children need adequate rest to be at their best. Plan and keep a regular routine whenever possible.

**Attendance:** Attending school regularly helps children feel better about school and themselves. It is important for students to arrive on time so they have time to prepare for instruction. Start building this habit early so they can learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college and at work.

**Keep Education a High Priority:** Hold high the importance of doing one's best, whatever the task. Take any opportunity to link what happens at school to things your child encounters outside of school. Read to and with your child.

Success in the early years in school provides a firm foundation for success in life. Your assistance and support is greatly appreciated. Thank you in advance for your time and effort in making this year a special one for your child.

## Accessibility

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## **Academic Information**

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

Credit by Exam for Acceleration is available to all students in the District in accordance with Section 28.023 of the Texas Education Code. The exams offered by the District are approved by the District's Board of Trustees and state law requires the use of certain exams when applicable. CISD will offer annual centralized testing two times during the summer. The dates on which exams are scheduled during the school year will be published in appropriate District publications and on the District's website along with registration information. During each testing window provided by the District, a student may attempt an exam only once. There is no charge to the student for testing, but CISD will only pay for one testing opportunity per year for each individual grade or course. Registration must be completed at the campus by the posted registration deadline.

A student in grade 6 will earn course credit with a passing score of at least 80% on the exam or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

A K-5 student will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of Language Arts, Mathematics, Science, and Social Studies; a District administrator recommends the student be accelerated; and the student's parent gives written approval of the grade advancement.

### **Counseling/Guidance Program**

Elementary and intermediate school counseling in the District is designed to help meet the needs of all children and focuses on helping children through the developmental stages of childhood. Each school has a school counselor available. Call the school office to talk with or arrange a conference with the school counselor.

### **Curriculum**

The District provides a comprehensive, sound curriculum designed to meet the needs of all students based on the Texas Essential Knowledge and Skills (TEKS). Subjects taught at the elementary level include: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, and Fine Arts (Art, Music, and Theater Arts). Specialists provide instruction in Physical Education, Art, and Music.

In accordance with state law (policies at EHAB, EHAC, and FFA), the District will ensure that students in kindergarten through fifth grade will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week throughout the school year as

## Elementary & Intermediate Student Handbook

a part of the District's physical education curriculum or through structured activity during a school campus' daily recess. Students in sixth grade will be required to have moderate or vigorous physical activity for at least 135 minutes during each school week.

Librarian/ Media Specialists are employed on each campus to teach library skills and staff a comprehensive media center/library.

### Grading Guidelines/Reporting to Parents

Pre-kindergarten and kindergarten students are graded developmentally. Students in grades 1-4 receive numerical grades in Language Arts (Reading and Writing), Mathematics, Social Studies, and Science. Art, Music, and Physical Education are graded using Excellent, Satisfactory, Needs Improvement, or Unsatisfactory.

Reading skills are extremely important in the early grades. The Developmental Reading Assessment (DRA) or the Benchmark Assessment System (BAS) comprises 25% of every quarterly report card for each child's reading grade in first and second grades. For all other grade levels, the DRA comprises a portion of the child's reading grade.

Elementary grade weights are daily 50% and major grades 50%. Homework may account for one cumulative daily grade. The following information includes the minimum number of grades per grading period:

Table 1: Grading Period 1 - Elementary

	Daily Grades	Major Grades
Language Arts	7	3
Mathematics	7	2
Science	4	2
Social Studies	4	2

Table 3: Grading Period 3 - Elementary

	Daily Grades	Major Grades
Language Arts	10	4
Mathematics	10	4
Science	5	3
Social Studies	5	3

Table 2: Grading Period 2 - Elementary

	Daily Grades	Major Grades
Language Arts	8	4
Mathematics	9	3
Science	4	2
Social Studies	4	2

Table 4: Grading Period 4 - Elementary

	Daily Grades	Major Grades
Language Arts	10	4
Mathematics	9	3
Science	4	2
Social Studies	4	2

Intermediate students receive numerical grades for each subject in school, including Fine Arts and Physical Education. Intermediate grade weights are daily work 40% and major grades 60%.

Homework will account for one cumulative daily grade. The following information includes the minimum number of grades per grading period:

*Table 5: Grades per Grading Period - Intermediate*

	<b>Daily Grades</b>	<b>Major Grades</b>
<b>Language Arts</b>	14	3
<b>Mathematics</b>	9	3
<b>Science</b>	9	3
<b>Social Studies</b>	9	3

In grades 1-6, if a student receives a failing grade on either a daily or major grade, an opportunity may be provided to redo the assignment or retake the test.

The teacher will contact parents or guardians at any time during the reporting period when there is a clear indication the student is doing unsatisfactory work. At the end of the fourth week of a nine-weeks grading period, the teacher will provide a notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70, whose grade average is deemed borderline by the teacher, or whose grade average indicates a significant drop in achievement. If a child transfers from another school in Conroe ISD, the report card will reflect an average of the grades from the previous school and the new school. Report cards are sent home with each student at the end of each grading period. Please review these carefully and discuss them with your child in a positive manner. After reviewing the card, please sign and promptly return the school copy indicating receipt of the card. The staff will be happy to meet with you at any time regarding your child's progress.

Progress reports will be sent home during the mid-point of each grading period as communicated by each school. Progress reports are a good indication of a child's academic achievement. The parent or teacher may request a parent/teacher conference if progress report grades indicate an academic and/or behavioral concern.

Please refer to the report card for specifics of coding and grading scales.

## **Homework**

At the elementary/intermediate level, homework serves several purposes – to extend the concept of learning beyond the classroom; to nurture the development of good study habits and initiative; to foster use of independent research skills and to extend time for completing unfinished work. As a parent, you may expect the following guidelines for determining how much time your child will be spending on homework for all subjects combined:

- Kindergarten - 10 minutes
- 1<sup>st</sup> - 10 minutes

- 2<sup>nd</sup> - 20 minutes
- 3<sup>rd</sup> - 30 minutes
- 4<sup>th</sup> - 40 minutes
- 5<sup>th</sup> - 50 minutes
- 6<sup>th</sup> - 60 minutes

The amount of time a child spends on homework varies for each child. Parents/guardians can help their child maximize work done at home by providing a quiet place free of distractions for their child to complete assignments. A location that has necessary school supplies, such as notebook paper, pens, pencils, map pencils, a ruler, etc., will prevent a child having to search for supplies. Occasionally some activities require more time than a child usually spends on assignments. This is understandable. However, if your child is spending more time than you would expect to complete assignments, we recommend you communicate with your child's teachers. Homework may not be assigned daily in all subjects, but reinforcement and practice are encouraged. You may visit the website of your child's teachers for updates regarding homework.

Electives for fifth and sixth graders, such as band and orchestra, require practice time each week. This practice time is not included in the recommended amount of homework for each grade level.

### **Parent Teacher Communication**

Conferences with school staff regarding your child are highly encouraged. If needed, the teacher will request the opportunity to formally meet with you to review your child's progress. Other conferences will be scheduled as needed. All conferences should focus on ways to assist each student to realize their full potential. Parents may initiate a conference at any time. Simply call the school office, send a note or email to make arrangements for scheduling the conference. Close, frequent communication between home and school is of great value to all concerned.

### **Promotion/Retention**

A student will be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the District. A student who meets the academic standards for promotion cannot be retained by the school or parent.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level and grade-level standards

(essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: Language Arts, Mathematics, and either Science or Social Studies. [EIE (Local)]

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above. However, for federal accountability purposes, a student may be required to take both the grade level assessment and the EOC assessment. If a student in grades 3-6 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled unless otherwise required to do so by federal law.

Parents of a student at any grade level at or above grade 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. A student in grade 5 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted based on standards previously established by the District, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See [policies at EIE.](#)] Students will also have multiple opportunities to retake EOC assessments. Certain students—some with disabilities and some classified as English Language Learners —may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet the satisfactory performance after the first STAAR administration in reading or math. For more information, see the principal, school counselor, or special education director.



A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or who is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

### **Report Card Schedule**

The school year is divided into four quarters. Progress reports will be issued in the middle and at the end of each quarter.

### **Re-teaching/Re-testing**

Re-teaching is an integral part of good instruction. Teachers should continuously monitor the progress of students to make sure the concepts and skills are mastered. When teachers identify students who do not understand the concepts presented, either by formal or informal assessment, they will select re-teaching activities that present the content in a new or different learning modality. When a student receives a failing grade on test, a retest may be given.

### **Removing a Student from Class for Tutoring or Test Preparation Purposes**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal. The school may also offer tutorial services for students whose grades are below 70. These students will be required to attend.

### **STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8

- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the Reading and Math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a Reading or Math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student's individual education plan (IEP). See Promotion and Retention for additional information. STAAR Alternate, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee. STAAR-L is a linguistically accommodated assessment that is available for certain students classified as English Language Learners (ELL's), as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is available to students through grade 5 who need this accommodation.

## **Student Work**

Completed student work is sent home with students on a weekly basis or as designated by the teacher(s). Often a note to parents or a conduct slip will be attached for your information. Please review the week's work with your child. If questions arise, feel free to contact the teacher or school office.

## **Physical Fitness Assessment**

The District conducts physical fitness assessments of students in grades 3-12 who are currently enrolled in a PE or PE alternative class.

## **Excused from P.E. Participation**

Physical education is an important part of a child's educational experience and is required by state law. A written excuse is required in the event a child needs to be excused from participation in physical education. If he or she cannot participate for a period of more than five days, a doctor's statement must be presented to the school. A note from the physician releasing the student to return to regular participation in physical education will also be required.

## **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification.

You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **Student Records**

### **Access to Student Information**

Both federal and state law safeguards student records from unauthorized inspection or use and provides parents and “eligible” students certain rights of privacy. Before disclosing personally identifiable information from a student’s records, the District must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education.

### **Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, allows the District to disclose appropriately designated “directory information” from a student’s education record without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school-wide or classroom recognition; a student’s name and photograph posted on a District-approved and managed social media platform; and the names and grade levels of students submitted by the District to a local newspaper or other community publication to recognize academic achievement.

The District has designated the following information as “directory information”: Parent(s) name, parent email, student name, student email, address, telephone numbers, photograph, school the student attends, current grade level, degrees/honors/awards, participation in officially recognized activities and sports, and height/weight of an athlete.

This “directory information” will be released to those groups set out below that follow the procedures for requesting it. The release of a student’s directory information to these groups may be prevented by the parent or eligible student. This objection can be made by completing and submitting the Educational Record Restriction form found on the [District’s Policies, Procedures & Forms webpage](#) or in the school’s main office. The form should be returned to the campus within 10 school days of the child’s first day of this school year. Once a request has been made to make all student directory information private, the student’s records will remain private until a written request from the parent or eligible student to remove the privacy flag has been received by the District.

The Conroe Independent School District will only release directory information regarding its students to:

- military recruiters;
- accredited colleges or institutions of higher learning; and
- groups that are affiliated with the District and need such information to provide education services to students or the District (school photographers, PTO/PTA, booster clubs, Big Brothers & Big Sisters, District consultants, vendors, advisors, and the like).

If you do not object to your child's information being provided to these groups, the school will release directory information to them when requested for school purposes. To restrict release of your child's directory information to the above named groups submit a written request to do so to your child's campus within 10 days from enrollment. A form to restrict release of your child's information can be found on the [District's Policies, Procedures & Forms webpage](#).

## **Education Records**

Virtually all other information pertaining to student performance, including grades, test results, and disciplinary records, are considered confidential educational records. Release of these records is restricted only to the following:

- The parents—whether married, separated, or divorced— unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights;
- Federal law requires that as soon as the student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health or safety of the student or other individuals;
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student's records. “Legitimate educational interest” in a student's records includes working with the student; considering disciplinary or academic actions; an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. School officials would include trustees and employees such as the superintendent, administrators, and principals, teachers, school counselors, diagnosticians, District police officers, attorney, and support staff; a person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, Communities in Schools staff, or volunteer); a third party vendor that offers online programs or software; a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties;

- Various governmental agencies including juvenile service providers, the U.S. Comptroller General's Office, the U.S. Attorney's Office, the U.S. Secretary of Education, The U.S. Secretary of Agriculture, TEA and Child Protective Services (CPS) caseworkers or other child welfare representatives;
- A school to which a student transfers or in which he or she subsequently enrolls, including a post-secondary education institution;
- Individuals or entities granted access in response to a subpoena or court order;
- In connection with financial aid for which a student has applied or which the student has received;
- Accrediting organizations to carry out accrediting functions;
- Organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, administer student aid programs or improve instruction, or
- Appropriate officials in connection with a health or safety emergency.

Release to any other person or agency, such as a prospective employer or a scholarship application, will occur only with written parental or student permission as appropriate. The District's General Counsel is the custodian of all records for currently enrolled students and for students who have withdrawn or graduated.

Copies of student records are available at a cost of ten cents per page. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. In most circumstances, records will be made available for inspection or a copy will be provided within 45 days of the day the request is received. The address of the District's Records Custodian in the General Counsel's office located at 3205 W. Davis, Conroe, TX 77304.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the District's Records Custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is

inaccurate. If the District refuses to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to parents or students.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the District's grading policy.

Parents or eligible students who believe the District is not in compliance with the law regarding records have the right to file a complaint with the following federal agency: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Forms to further restrict the release of student information can be obtained in the main office of each campus or on the [District's Policies, Procedures & Forms webpage](#).

## **Contact Information**

Campuses will request that you provide contact information such as home address, phone number and email address, in order for the campus to communicate items specific to your student, your student's campus or the District. By providing a phone number, you are consenting to receive such information through a wireless or landline. The district or campus may generate automated or pre-recorded messages, text messages, real-time phone or email communication that are closely related to the school's mission. Should there be a change in home address, telephone numbers, email addresses or emergency contact information, please notify your child's campus immediately. Note: Standard messaging rates of your carrier will apply. If you have specific requests or needs related to how the District or campus contacts you, please notify your child's principal.

## **Parent Access Center**

Parent Access Center (PAC) is a free program available to all CISD parent/guardians that allows viewing of helpful information regarding student attendance, report cards, progress reports, daily grades, state test results, Students Achieving Excellence (SAE), discipline and available lunch money. Parents can also sign up to receive an email alert when an assignment score is input or updated. To access this service, parents must have a valid email address. Parents are

encouraged to sign up for Parent Access Center by visiting the District’s website at [www.conroeisd.net/parents](http://www.conroeisd.net/parents).

## **Enrollment and Withdrawal**

### **Registration**

Parents may register students who are new to the district by accessing the online registration by visiting the [District’s Enrollment and Transfers webpage](#). Students previously enrolled in Conroe ISD schools are not required to register each year. Student records are transferred from one Conroe ISD school to the next. Students enrolling in Conroe ISD schools for the first time should present the following documents:

- Birth certificate of student or other legal proof of identity
- Immunization records (See “Health”)
- Proof of residency—current utility bill, purchase or lease agreement
- Child’s Social Security Card
- Custody papers (if applicable) signed by a judge
- If a child is not living with both parents, an identification document of the parent or guardian enrolling the student

### **Residency Requirements**

Students must enroll in the school in the attendance zone in which they reside. Students may apply for an intradistrict transfer in accordance with Local Board Policy FDB.

### **Interdistrict Transfers**

In general, no nonresident students shall be eligible to attend Conroe Independent School District schools. However, the Board of Trustees has approved the following exceptions: Children of full-time nonresident District employees; resident students who become nonresidents during the course of a semester are permitted to continue in attendance for the remainder of the current grading period; and a student residing outside the District may enroll in the District if the student’s parent or guardian has a signed contract for the lease or purchase of a home within the boundaries of the District that will be occupied within 90 days from the date of enrollment. (See [FDA Local](#) for further requirements.) The deadline for submitting an interdistrict transfer request for the following school year is July 1. A transfer student whose placement in the District becomes a detriment to his/her learning or the learning of other students because of disciplinary or attendance problems may have his/her transfer revoked. Transportation is not provided to students attending a campus on an interdistrict transfer.

## **Intradistrict Transfers**

Attendance areas are determined by the Board of Trustees. The District does allow intradistrict transfers in certain situations. The deadline for submitting an intradistrict transfer request for the following school year is July 1. Please [see Local Board Policy FDB](#) for further information. Students whose legal residence changes from one attendance zone to another during the school year may remain at the school in which they are currently enrolled until the end of the semester in which the change of residence occurred. Parents should complete the appropriate intradistrict transfer paperwork. Transportation is not provided to students attending a campus on an intradistrict transfer. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. The District is not required to provide transportation to the other children in the household.

## **Immunization Requirements for Enrollment**

Students must present records validated by a physician or health clinic for the following immunizations:

- Polio:
  - PK & PPCD: 3 doses
  - K-12th: 4 doses
  - Fourth dose on or after the 4th birthday. If the third vaccination occurs after the 4th birthday, three doses are acceptable.
- DTaP/DTP/DT/Td/Tdap (Diphtheria/Tetanus/Pertussis):
  - PK & PPCD: 4 doses
  - K-6th: 5 doses of diphtheria-tetanus-pertussis vaccine; one dose must be on or after the 4th birthday. Four doses meet the requirement if the 4th dose was received on or after the 4th birthday. Students 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.
  - 7th grade: 3 dose primary series and 1 Tdap/Td booster within last 5 years.
  - 8th-12th: 3 dose primary series and 1 Tdap/Td booster within the last 10 years.
  - Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- MMR (measles, mumps and rubella):
  - PK & PPCD: 1 dose
  - K-12th: 2 doses



- First dose must be received on or after the first birthday. Serologic evidence of the disease is acceptable in lieu of immunization.
- Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.
- Hepatitis B: All grades 3 doses
- Hepatitis A: PK-8th 2 doses. First dose must be received on or after the 1st birthday.
- Meningococcal Conjugate (MCV4): 7th-12th 1 dose. Required on or after the 11th birthday. Vaccination received at 10 years of age will satisfy the requirement.
- Varicella:
  - PK & PPCD: 1 dose
  - K-12th: 2 doses
  - First dose must be received on or after the first birthday.
  - Varicella Immunization is not required if the student has had the disease (chicken pox). Parents, guardians, school nurses and physicians may document history of illness.
- Haemophilus Influenzae (HIB): A complete series; 1 dose on or after 15 months of age, 2 doses from 12-14 months of age, or 3 doses with one dose on or after 12 months of age. This vaccine is required for any student starting school 4 years old and younger.
- Pneumococcal (PCV): A complete series; 3 doses with one dose on or after 12 months of age, 2 doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. This vaccine is required for any student starting school 4 years old and younger.

Doses required on or after the first or fourth birthdays can be received up to and including 4 days before the birthday.

Students who received 4-year boosters before August 1, 2004, could have received them any time in the month prior to the birth month to be accepted.

## **Exemptions for Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the District can honor only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or on the [TDSHS website](#).

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Please refer to the [Conroe ISD Health Services' webpage](#) for a list of the required immunizations. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or stamp validation. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. Each school will maintain a list of students exempted from immunizations. In the event an outbreak of a vaccine preventable disease, state health officials may order un-immunized students be excluded from attending school. For further information please see [Board Policy FFAB](#) and the [TDSHS website](#). Serologic confirmation of immunity for measles, mumps, rubella, hepatitis B, or hepatitis A or serologic evidence of infection is acceptable in lieu of vaccine.

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by state law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of a vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance, and the school must exclude the student from school attendance until the required dose is administered.

### **Grade Level Eligibility**

A child is eligible to attend pre-kindergarten if he/she is four years of age on or before September 1 of the current school year and meets one or more of the following qualifications:

- Limited English Proficient: the child is unable to speak or comprehend the English language;
- Educationally Disadvantaged: the child would be eligible to participate in the National Free and Reduced
- Lunch program (based on family's gross income);
- Homeless – the child is homeless;

- Child of an active duty member of the armed services of the United States;
- Child has a parent eligible for the Star of Texas Award;
- Child of a member of the armed services who was injured or killed while on active duty;  
or
- Child has been under conservatorship of the Department of Family and Protective Services following an adversarial hearing.

A child is eligible to attend kindergarten if he/she is five years of age on or before September 1 of the current school year. A child is eligible to attend first grade if he/she is six years of age on or before September 1 of the current school year.

## **Withdrawal of Students from School**

A student under the age of 18 may be withdrawn from school only by a parent or the legal guardian. The campus registrar will initiate the withdrawal paperwork. The campus must receive notice of intent to withdraw at least three days in advance of the withdrawal. A copy of the withdrawal form will be provided to the parent and a copy will be placed in the student's permanent record. The District may initiate withdrawal of a student under the age of 18 for nonattendance if the student has been absent ten consecutive school days and repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

## **Attendance and Absences**

### **Absences**

In the event a student is absent, parents must contact the front office as soon as possible. Following an absence, parents must send a note explaining the reason for the absence. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. (See [policy FEC \[Local\]](#).)

Attendance for elementary schools is officially recorded at 9 a.m. each day. Afternoon pre-kindergarten attendance is recorded at 1 p.m. Attendance is taken at 10 a.m. at intermediate schools. If possible, routine medical appointments should be scheduled before or after this time period. If a child is absent at 9 a.m. in the elementary or 10 a.m. in intermediate due to a doctor's appointment or begins classes and leaves for a doctor's appointment, he/she will be counted present if the parent brings the child back to school on the same day with a doctor's statement that verifies the appointment. Texas law states that it is the parent's duty to monitor the student's school attendance and require the student to attend school. It also requires the campus to request a conference to discuss the student's absences.

## **Attendance for Credit**

To receive credit in a class or be promoted to the next grade level, the student must attend at least 90% of the days the class is offered. The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year. A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit for the class if he/she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 90% of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. (See [policies at FEC.](#))

In determining whether there were extenuating circumstance for the absences, the attendance committee will use the following guidelines: All absences whether excused or unexcused must be considered in determining whether a student has attended the required percentage of days; if makeup work is completed, absences listed as exemptions to compulsory attendance will be considered days of attendance for this purpose; a transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District; for a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered. In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student. The committee will consider the acceptability and authenticity of documented reasons for the student's absences. The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. The parent may appeal the committee's decision to the Board of Trustees by filing a written request with the Superintendent in accordance with policy [FNG \(LOCAL\)](#).

## **Official Attendance-Taking Time**

The District must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken at elementary schools at 9:00 a.m. and at intermediate schools at 10:00 a.m.

## **Compulsory Attendance**

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their nineteenth birthday shall attend school for the entire

period the program is offered, unless exempted as indicated in [Board Policy FEA \(LEGAL\)](#). A child enrolled in pre-kindergarten or kindergarten is required to attend school and is subject to compulsory attendance requirements as long as they remain enrolled.

School employees must investigate violations of the state compulsory attendance law. A student absent without permission to be absent from school; from any class; from any required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. 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 without excuse from school on 10 or more days or parts of days within a six-month period in the same school year. For a student younger than 12 years of age, the student’s parent is subject to prosecution under Texas Education Code Section 25.093 and the student is subject to referral to a truancy court for truant conduct under Section 65.003(a) of the Family Code if the student is absent for 10 or more days or parts of days within a six-month period. School officials will notify parents or guardians of these absences and request a conference with the parent or guardian to discuss the absences.

The District has a truancy prevention facilitator. If you have questions about your student and the effect of his or her absences from school, please contact the truancy prevention facilitator or any other campus administrator.

State law requires that students must be in attendance for a minimum of 90% of the instructional days per year in order to be promoted. A student who attends fewer than 90% of the instructional days per year may be referred to the campus attendance committee for review. State law also requires attendance in accelerated reading instruction program when K, 1st or 2nd grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

## **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up the work. These include the following activities and events:

- Documented health care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health care provider must be submitted to the campus upon the student’s arrival or return to campus.
- Mental health or therapy appointments
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school

hours, if the child is in the conservatorship of the Department of Family and Protective Services

- Accommodations for Children of Military Families
- Authorized school sponsored activities
- Religious holiday observance
- Required court appearances
- Activities related to obtaining United States' citizenship
- Services as an election clerk
- To sound "Taps" at a military honors funeral for a deceased veteran

When a student is absent from school, the student – upon return to school – must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from a parent may be accepted, but the District reserves the right to require a written note. The campus will document in its attendance records for the student whether the absence is considered by the District to be excused or unexcused. Please note that unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence, even if the parent provides a note explaining the absence. Should a student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health care provider verifying the illness or condition that caused the student's absence from school.

### **School Day Hours of Operation**

Students attending the full day kindergarten program through sixth grade attend school for at least seven hours each day, including intermissions and recesses. All pre-kindergarten programs are half-day. Elementary school hours are from 8:05 a.m. - 3:10 p.m. The hours for half-day pre-kindergarten program are 8:05 - 11:05 a.m. and 12:05 - 3:10 p.m. Intermediate school hours are from 8:50 a.m. - 4:00 p.m. Some campus start/end times will vary to accommodate transportation needs. Please contact your school or visit the campus website for more information regarding start/end times.

### **Leaving Campus**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as possible. Also note that picking up a child 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 be released before the end of the school day. State rules require that parental consent be obtained before any student is

allowed to leave campus for any part of the school day. The District has put the following procedures in place in order to document parental consent:

- For students in elementary through junior high school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up a student. If the student returns to campus the same day, the parent or authorized adult must sign back into the main office upon the student's return. Documentation regarding the reason for the absence will also 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. Under no circumstances will a child in elementary through junior high school be released unaccompanied by a parent or adult authorized by the parent.
- 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.

### **Tardies and Early Dismissal**

Punctuality is an important trait that shows respect and consideration for fellow students and teachers and prepares students for the academic day. The student who is excessively tardy or the student who consistently leaves the campus early will miss valuable instructional time. This loss of instructional time in a class could result in the student not receiving credit for the class or possibly for the school year. Each campus may have specific tardy policies that will be communicated to students and parents. Compulsory attendance regulations apply to students who may miss a portion of the school day as well as those who are absent.

### **Truancy**

The grade for assignments and/or tests given during an absence determined to be truancy shall be a zero. Truancy is defined as any absence in which neither the parent nor the school know the student's whereabouts as defined in [Board policy EIAB \(LOCAL\)](#).

### **Make-Up Work**

Students are expected to make up any work missed and will receive grades earned on the make-up work. Students will have the same number of days to complete assignments as they

were absent. Make-up work will not be given in advance, however during a lengthy illness (no less than three days), special arrangements may be made with the teachers and/or principal.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including: immunization requirements; grade level, course, or educational program placement; eligibility requirements for participation in extracurricular activities; and graduation requirements. In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the District. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment. Additional information may be found at Military Family Resources at the Texas Education Agency.

### **Emergency School Closings and Openings**

Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio, TV stations, the District's web site, its mass notification service, and social media. Please utilize these resources, rather than calling the School District office or school for information. Weather-related decisions are usually not made until shortly before 6:00 a.m. since conditions that make roads hazardous may moderate overnight. If weather conditions worsen after buses have begun their scheduled runs, schools will operate on a regular schedule unless utility or weather conditions make the building unsafe. If the campus must close or restrict access to the building because of an emergency, the District will alert the community through its mass notification service, email, or social media.

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the school has changed.

### **Safety and Security**

Your child's safety is of the utmost importance to CISD. The cooperation of parents is solicited in emphasizing such common safety hazards such as talking to or riding with strangers; careless operation of bicycles; ensuring your child wears a properly fitted helmet while riding his/her bicycle or skateboard; and street safety by looking both ways, not running into the street, and looking for moving vehicles. Please be sure you emphasize safety to and from school with your child.



Information on sex offenders is disseminated through the classified ads in our local newspapers or through a written request to the Sheriff's Department. In addition, the school appeals to parents to use extreme care around the school while driving in and around the schools and be mindful of the state law prohibiting the use of cell phones in school zones. Parents should pick up and drop off students in the front of the school only. Because it is extremely dangerous, students will not be allowed to load or unload in a vehicle on a street or bicycle path.

### **Applicability of School Rules**

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct regardless of time or location. The District's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members. In addition, in some instances involving criminal conduct, the District's jurisdiction extends 300 feet beyond the property line of the campus(es).

As required by law, the Board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior – both on and off campus – and consequences for violation of these standards. Students and parents should be familiar with the standards set out in the Student Code of Conduct as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purpose of summer instruction.

### **Authorized Person Picking Up Students**

Under normal circumstances, either parent of the student will be allowed to pick up a student at school. In the event the parents are separated or divorced, and the school is furnished with a copy of a court order wherein one of the parents is granted custody of the child, the child will be released only to the parent who has possession under the order at that time. Anyone picking up a child other than their own should have a note signed by the child's parent or guardian giving them permission to do so. In addition, a picture ID may be requested when picking up a student.

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the District to Use electronic communication with students within the scope of the individual's professional responsibilities, as described by District guidelines. For example, a teacher may set up a social networking page

for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

If you prefer that your child not receive any one-to-one electronic communications from a District employee or if you have questions related to the use of electronic media by District employees, please contact the campus principal.

## **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody under the following circumstances:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## **Searches**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. In order to prevent students from bringing weapons to school, students shall be subject to random, suspicion less, administrative searches for weapons. Such random searches shall be for weapons and nothing else. Refusal of a student to cooperate in a random search shall be considered and treated as insubordination and conduct that substantially disrupts the school environment (See [FOB \[LEGAL\]](#)) and shall subject the student to suspension. Students assigned to the District's Disciplinary Alternative

Education Program (DAEP) shall be searched on a daily basis upon entering the facility. Refusal of a student who has been placed in DAEP to cooperate in this search shall subject the student to possible expulsion pursuant to the provisions of policies [FOD \(LEGAL\)](#) and [\(LOCAL\)](#).

## **Students and their Personal Belongings**

School officials may conduct the search of a student's person or personal items if they have a reasonable cause to believe that the student is in possession of evidence of a crime or an item or substance prohibited by law and/or District policy. Parents may or may not be contacted if their child or his or her belongings are searched.

## **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that their locker is locked and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not the student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Questioning of Students**

Administrators, teachers, and other professional personnel may question a student with or without the student's parent or guardian present regarding the student's own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Parents may or may not be notified when their child is questioned at school. The nature of the questioning will dictate whether or not parents are notified. When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school. If the principal determines that a necessity exists for the law enforcement officer or other lawful authority to interview the student at school during the school day, the principal will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection. Ordinarily, the principal or other administrator will be present for the interview unless the interviewer raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

## **Electronic Devices**

Use of District-owned equipment and its network systems is not private and will be monitored by the District. Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to

determine whether a crime has been committed. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime.

Each campus will provide more detailed information regarding the possession and use of cellular telephones and other electronic devices on your child's campus.

### **Video/Pictures on Social Media**

Social media allows parents to share special moments and milestones with family and friends. However, it is important to remember that each family approaches posting to social media differently. Parents should be respectful of these choices and not post pictures or videos of other children to social media. During school events, parents should keep this in mind and limit, as much as possible, pictures and video to their own child. Likewise, the District strives to respect the privacy of students on social media. If you do not want your child's photograph on social media affiliated with the school district, notify the campus principal in writing.

### **Online Technology Resources**

Students have access to a variety of technology through the District, including online applications for use on or off campus. Resources such as online encyclopedias, instructional videos, interactive tutorials, and many other applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning. All websites, digital subscriptions, and technology tools made available to students through the District have been vetted by District staff for quality and appropriateness, online security, and data privacy. The specific resources available to your child will depend on your child's age and grade level. Additionally, the District contracts with certain providers of online educational services to provide District services and functions, including essential instructional and logistical programs such as the District's online grade book and the online lunch account management system. Where personally identifiable student information is implicated, service providers act as District officials and access only the information needed to perform the contracted service. These outside parties are under the District's direct control with respect to the use and maintenance of student data.

## **Metal Detectors**

In order to maintain a safe school environment conducive to the educational process, the District shall use magnetometers ("metal detectors") to discover and deter violations of the District's policy prohibiting weapons (see [FNCG \[LEGAL\]](#) and [\[LOCAL\]](#).)

## **Trained Dogs**

The District shall use specially trained, non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in [FNCF \[LEGAL\]](#), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education. Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts on a locker, a vehicle, or an item in a classroom, it may be searched by school officials.

## **Video and Audio Recording Students**

State law permits the school to make a video or voice recording without parental permission for the following reasons: school safety, such as in buses and common areas of a campus; relating to classroom instruction or a co-curricular or extracurricular activity such as relating to staff development, improving instructions or providing student or teacher feedback; media coverage of the school; or the promotion of student safety as provided by law for a student receiving special education services in certain settings. Written parental consent will be obtained before any other video or voice recording of your child not otherwise allowed by law is made.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal or the board, a state law requires the District to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the District places a video camera in a classroom, the District will provide notice to you. Please speak directly with the principal or Legal Department, who has been designated by the District to coordinate the implementation of and compliance with this law, for further information or to request the installation of this equipment.

## **Notification of Law Violations**

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate District personnel in regards to a student who is required to register as a sex offender.

## **Child Sexual Abuse and Other Maltreatment of Children**

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at [www.conroeisd.net](http://www.conroeisd.net). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse or neglect, it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options available in your area for you and your child. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see the [DFPS webpage for available programs](#).

Information available on [The Child Welfare Information Gateway website](#), [KidsHealth website](#), [Texas Association Against Sexual Assault website](#), and [The Attorney General of Texas website](#) might help you become more aware of child sexual abuse.

## **Child Abuse Reporting**

Any person who has cause to suspect that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law to Children's Protective Services at 1-800-252-5400 or on the [Texas Department of Family and Protective Services' website](#).

## **Kid Chat**

The District's police department provides a 24 -hour phone line to receive and react to information relating to drugs, weapons, fighting, bullying, and other crimes or fears of possible crimes occurring on our campuses. The 1-888-Kid Chat (543-2428) phone line provides students, parents, and personnel an avenue for becoming a "Silent Hero." The process ensures confidentiality and anonymity of the caller's identity. The Safe School Crime Stoppers is affiliated with the Montgomery County Crime Stoppers Program.

## **Volunteers**

We appreciate the efforts of parents, grandparents and community volunteers who are willing to serve our District and students. If you are interested in volunteering, you must annually complete a volunteer application and criminal history background check. Information about and the application for volunteering can be found on the [District's Get Involved webpage](#). If the District is unable to obtain a criminal history record for you, you may still volunteer. However, you will not be able to supervise or work with students, have access to student information, or serve as a mentor. You might be able to work in the teacher workroom, help with school events, or other similar activities.

## **Visitors to School**

We welcome visitors to our schools and for the safety of your child we document all visitors through a computerized database. All parents and other visitors should be prepared to show identification when they arrive on campus. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval in advance and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Typically, approved visits to the classroom can be no more than 30 minutes. In accordance with Board policy [GKC \(LOCAL\)](#) all visitors at a school campus shall register at the main office indicating the teacher or area of the building to be visited and the purpose of the visit. Each visitor shall present a valid Texas driver's license or state identification card. The driver's license will be scanned and a visitor's badge with photo identification will be worn at all times while on campus. Visitors on a campus must have a specific purpose, and the principal reserves the right to deny any person access to any classroom, office, or permission to be on the campus. Visitors other than a parent or guardian will be allowed to visit a student as long as the parent/guardian has sent in written permission to do so. In order to visit a child during the school day, including during lunchtime, a parent whose relationship with the child is governed by a court order must have written

permission from the parent who has possession of the child during school hours in accordance with the order issued by the court.

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or District police officer has the authority to refuse entry or eject a person from District property if the person refuses to leave peaceably on request and the person poses a substantial risk or harm to any person, or the person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or rejection. Appeals regarding refusal or entry or ejection from the District property may be filed in accordance with [FNG \(Local\)](#) or [GF \(Local\)](#).

### **Visitors participating in Special Programs for Students**

Business, Civic and Youth Groups. The District may invite representative from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

### **Outdoor Safety/Heat Precautions**

Historically the outdoor temperatures remain hot at the beginning and end of school each year. The heat index becomes an important factor with outdoor activities. Each campus considers the heat factors (temperature, humidity and sunshine) at their campus and will monitor all outdoor activities carefully. Opportunity to drink plenty of fluids will be provided as well as encouraging students to drink fluids during the evening hours at home. The staff of each campus is aware of the signs and symptoms of heat stress. Students will be taken to the school nurse if symptoms of heat stress are suspected. Dehydration is the most common cause and the effects are cumulative. If symptoms of heat stress become severe and persistent it is important to seek medical care immediately. Inclement weather is carefully monitored. Students will remain indoors if there are warnings of thunderstorms and lightning.

### **Preparedness Drills: Evacuation, Severe Weather and Other Emergencies**

The District will rely on contact information on file with the District to communicate with parents in an emergency, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the District has changed. From time to time, students, teachers and other District employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.



## **General Campus Regulations**

### **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials**

Textbooks and other District-approved instructional materials are provided free of charge for each subject or class, with the exception of some college credit courses taught at some high school campuses. Any books must be covered by the student as directed by the teacher and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks or technological equipment until the item is returned or paid for by the parent. However, a student will be provided the necessary instructional resources and equipment for use at school during the school day. Students will be assessed a fee in accordance with District guidelines for damage occurring to any item assigned to them. Textbooks and library books that are lost or damaged must be paid for, returned, or replaced. Please feel free to contact the school for the price of a lost book. If the book is found at a later date, the money will be refunded to you.

### **Student Email/Student Google Apps for Education**

The District assigns each student an email account and a Google Apps for Education account. These accounts are used for school related projects and to teach students communication skills, collaboration and digital citizenship. Student email accounts are restricted so that students are allowed only to communicate with the students and staff at the school they attend. Students are not able to receive or initiate email for other staff or students in the District nor can they send or receive email outside the District. Students are able to view an email directory for all students in their school. If you do not want your student to be listed in the student email directory, your student will not be assigned a District email account. Notify your campus principal in writing if you wish to delete your student's District email account.

### **Distribution of Materials**

Publications prepared by and for the District may be posted or distributed with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

School newspapers and yearbooks are available to students. All student school publications are under the supervision of a teacher, sponsor or principal. Please see Board policy [GKDA \(LOCAL\)](#) for further information.

### **Non-school Material from Students**

Students must obtain prior approval from the principal before posting, circulating, or distributing copies of printed or written materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring

person or organization. The decision regarding approval will be made within two school days. Each campus will designate a location for approved non-school materials to be placed for voluntary viewing by students (See policies at [FNAA](#)). A student may appeal a principal's decision in accordance with policy [FNG \(LOCAL\)](#). Any student who sells or posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

## **Non-school Material from Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school- support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy [GKDA](#). To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. Prior review will not be required for distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours; distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy [GKD \(LOCAL\)](#) or a non-curriculum- related student group meeting held in accordance with [FNAB \(LOCAL\)](#); and distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law. All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed. Non-school related organizations can make a request to post notices regarding special events, programs and activities designed for school age children on the District's website. These activities and materials are not related to or sponsored by the District. For more information regarding how to make a request, visit the [District's Student Flyers webpage](#).

## **Possession and Use of Electronic Devices**

The District is not responsible for any item brought to school by a student. A student bringing any electronic device including cell phones, smart phones, smart watches, radios, CD players, iPods, MP3 players, video/audio recorders, DVD players, electronic readers, cameras, Apple Watches, etc., does so at his or her own risk.

The District permits students to possess telecommunications devices including cell phones, except at the District's Disciplinary Alternative Education Program (DAEP). Generally, these devices must remain turned off during the instructional day, including during all testing. The use of any device that has the capability to take pictures or audio or video record is prohibited in locker rooms and restroom areas. These items are also prohibited if used to cheat,

audio/video record, or photograph another student or staff member without that person's permission, or when the use creates a disruption.

If a student does have an electronic device, it should be put away in a secured locker and turned off during the school day. Permission to use the device at school should come from the principal or classroom teacher. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The District is not responsible for any damaged, lost, or stolen electronic devices, or other items.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages, images or videos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with the State-developed ['Before you Text' course](#) with your child. This program addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the District's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### **Instructional Use of Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. The District is not responsible for any item brought to school by a student.

## **Items Not Permitted at School**

Physical education equipment is supplied by the school District and items such as footballs, baseballs, etc., should not be brought to school. Radios, CD players, electronic devices and games, laser lights, toy guns, and other toys should not be brought on the school campus unless they are used as part of a classroom project or requested by the teacher. Knives or any other dangerous objects are not allowed. The District is not responsible for any item brought to school by a student.

## **Lost and Found**

It is advisable to label sweaters and coats that are worn to school. In cooler weather, the children tend to wear these to school and take them off as the day grows warmer. If you are missing an article of clothing, please ask in the front office as to the location of the Lost and Found.

## **Deliveries to School**

The delivery of food, flowers, balloons, etc. to students at school is not permitted. However, if a student forgets a lunch, an assignment or project, money to pay dues or fines, deliveries may be made to the front office for the student to pick up during the school day. Class instruction will not be interrupted to deliver items or messages to students, unless an emergency, as deemed by a school administrator, exists. All deliveries are subject to search at the discretion of the campus administrator.

## **Parent/Teacher Organizations**

Elementary and intermediate schools may have a parent-faculty/teacher organization. Meeting times and dates vary with each campus. Contact your school principal or school secretary for more information and watch for information in the school newsletters or campus website.

## **Food at School Functions**

In 2010, the United States Department of Agriculture (USDA) established guidelines for all foods served during the school day. These guidelines are referred to as SmartSnacks. A complete list of these guidelines can be found at the [USDA's Food and Nutrition Service website](#). SmartSnack guidelines apply during the school day from midnight to thirty minutes after the last class is dismissed. Exceptions to the SmartSnacks guidelines are allowed for up to four school-wide events during the school year, which are pre-approved by school administrators. School-approved field trips are exempt from the nutrition policy. Birthday recognitions are also considered an exemption but should be served after the classroom has finished eating lunch. Parents bringing birthday treats should receive prior approval from the classroom teacher and campus principal. Occasionally, special events are celebrated at your child's campus. Often punch or cold drinks, pizza from local restaurants, and/or baked goods from local grocers are part of these celebrations. If you do not want your child to consume these items, you must notify your child's teacher in writing no later September 1. Due to allergy, safety and sanitation

concerns, any items served during the school day regardless of whether it is an exempt or non-exempt day should be limited to store bought items and served using food safe gloves when items are not packaged individually.

## **Celebrations**

Although a parent or grandparent is not prohibited from providing store bought food for a school-designated function, please be aware that students in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with your student's teacher prior to bringing any food to the classroom. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

A party prior to the winter break may be held prior to dismissal for the winter holidays. Each school will provide the details of the arrangements. Valentine's Day may be celebrated by exchanging valentines. Classroom birthdays may be recognized but must be scheduled after the end of the class lunch period with prior approval from the classroom teacher and campus principal. Please do not bring or send deliveries to your child at school that include balloons, flowers, or other potentially distracting items.

## **Student Dress/Grooming**

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. ([FNCA \[LOCAL\]](#)). The District prohibits pictures, emblems, or writings on clothing that are any of the following: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under [FNCF \(LEGAL\)](#). Halter-tops, muscle shirts, and spaghetti-straps tops are not permitted unless covered by another shirt. Midriff shirts, or shirts exposing the midsection of the body, are not permitted. Blue jean cutoffs or unhemmed shorts are not appropriate dress for elementary/intermediate school classes. Make-up/cosmetics may not be worn or applied at school. Hats are not to be worn inside a school. Hair and hairstyle should not be distracting. Pants/shorts may not be worn lower than undergarments. Students who choose to wear shorts to school must wear them at fingertip length when the student rests his/her arms at his/her side. Flip flops may not be worn during P.E. classes. Girls may wish to wear shorts under their dresses. Dresses and skirts should be of appropriate length (fingertip) and tights should accompany shorter dresses, skirts or shorts. A campus may have additional rules regarding dress code. The student and parent may determine the student's personal dress and grooming standards, provided that they comply with these general guidelines.

## District Information

### Protecting Student and Parent Rights

Students will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the students or parents
- Income, except when the information is required by law, will be used to determine the student's eligibility to participate in a special program, or to receive financial assistance under such a program

Parents are able to inspect any survey or other instrument and any instructional material used in connection with such a survey, analysis, or evaluation. (For further information see [Board Policy EF.](#)) Parents also have a right to receive notice and opt their child out of participating in:

- Any survey concerning the private information listed above, regardless of funding;
- School activities involving the collection, disclosure or use of personal information collected from a child for the purpose of marketing, selling, or otherwise disclosing that information (Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions);
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions: hearing, vision, or scoliosis screenings, or any physical exam or screen permitted or required under the law (See [Board policies EF and FFAA.](#)) These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with: Family Policy

Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW •  
Washington, D.C. 20202-5901

Parents also have the right to:

- Request information regarding the professional qualifications of his or her child's teachers, including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived and whether the teacher is currently teaching in the field of discipline of his/her certification. This includes information about the qualifications of any paraprofessional providing services to your child;
- Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to their child. You are also allowed to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so;
- Review their child's student records when needed. These records include: attendance records; test scores; grades; disciplinary records; counseling records; psychological records; applications for admission; health and immunization information; other medical records; teacher and school counselor evaluations; reports of behavior patterns; teaching materials and tests used in your child's classroom; and state assessment instruments that have been administered to their child;
- Request information regarding any state or District policy related to your child's participation in assessments required by federal law, state law, or District policy;
- Inspect a survey created by a third party before the survey is administered or distributed to their child;
- Grant or deny any written request from the District to make a videotape or voice recording of their child. State law does permit schools to make videotapes or voice recordings without parent permission if the recording is to be used for school purposes, if it relates to classroom instruction or a co-curricular or extracurricular activity, or if it relates to media coverage of the school;
- Remove his or her child temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with his or her religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the District and by the state law;

- Request that their child be excused from daily participation in the recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow a child to be excused from participating in the required moment of silence or silent activity that follows;
- Request that their child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) the parent or guardian provides a written statement requesting that their child be excused, (2) the District determines that the child has a conscientious objection to the recitation, or (3) the parent or guardian is a representative of a foreign government to whom the United States government extends diplomatic immunity [See [Board policy EHBK.](#)];
- Request in writing, if the parent is the non-custodial parent that he or she is provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See [Board policies FL and FO](#) and the Student Code of Conduct.];
- Request a transfer to another classroom or campus if their child has been determined by the District to have been a victim of bullying, which includes cyberbullying, as defined by Texas Education Code §25.0341. Transportation is not provided for a transfer to another campus. Contact the District’s Legal Office for more information;
- Request a transfer of their child to attend a safe public school in the District if their child attends a campus identified by TEA as persistently dangerous or if their child has been a victim of a violent criminal offense while at school or on school grounds. [See [Board policy FDD \(LOCAL\)](#)];
- Request the transfer of their child to another campus if their child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See [Board policy FDD \(LOCAL\)](#)];
- Request if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See [FDB \(LEGAL\)](#)]

## **Discrimination, Harassment, Retaliation, and Dating Violence**

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are



free from this prohibited conduct while attending school. Students are expected to treat other students and District employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and in the superintendent's office or on the District's web site at [www.conroeisd.net](http://www.conroeisd.net). (See [policy FFH](#))

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; and graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Two types of prohibited harassment are described below.

## **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include but not be limited to touching private body parts or coercive physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking a child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive

jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct or other kinds of aggressive conduct such as theft or damage to property.

## **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

## **Bullying**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, physical conduct that has the effect of physically harming a student, damaging a student's property or placing a student in a reasonable fear of harm to the student's person or of damage to the student's property; is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student; materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. The District is required to adopt policies and procedures regarding: Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation or students to or from school or a school sponsored or school-related activity; and cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee to obtain assistance and intervention.

The administration will investigate any allegations of bullying or other related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by calling Kid Chat hotline 1-888-Kid Chat (543-2428).

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. [See [FFI \(LOCAL\)](#).]

The principal, may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the District. The parent of student who has been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom or campus with the District. A copy of the District's policy is available in the principal's office and on the District's website, and is included at the end of the Handbook in the appendix. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy [FNG \(LOCAL\)](#).

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, bullying or retaliation should immediately report the problem to a teacher, school counselor, principal, or other District employee. The student's parent may make the report. See policy [FFH \(LOCAL\)](#) for the appropriate District officials to whom the report should be made.

Upon receiving a report of prohibited conduct as defined by [policy FFH](#), the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the District will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted. The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. If the alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

## **Investigation of Report**

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which include dating violence, discrimination, harassment, bullying, and retaliation, will be promptly investigated.

If law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and in some cases corrective action will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy [FNG \(LOCAL\)](#).

## **Suicide Awareness and Mental Health Support**

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please contact the school counselor for more information related to suicide prevention and to find

mental health services available in your area. You may also go to [the Texas Suicide Prevention website](#) and the [Texas Department of State Health Services website](#) for information.

## **Non-Discrimination Statement**

The Conroe Independent School District (District) does not discriminate on the basis of race, color, national origin, sex, gender, religion, age, or disability in providing education services, activities, and programs, including CTE programs and provides equal access to the Boy Scouts and other designated youth groups as required by law. The following District staff members have been designated to coordinate compliance with these requirements: Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: 3205 W. Davis, Conroe, Texas 77304, telephone number 936-709-7752; Section 504 Coordinator for concerns regarding discrimination on the basis of disability: 3205 W. Davis, Conroe, Texas 77304, telephone 936-209-7752.

## **Students Who Are Homeless**

Students who are homeless will be provided flexibility regarding certain District provisions including: proof of residency requirements; immunization requirements; educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness; credit-by-exam opportunities; the award of partial credit (award credit proportionately when a student passes only one semester of a two semester course); eligibility requirements for participation in extracurricular activities; and graduation requirements.

Federal law allows a homeless student to remain enrolled in what is call the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing. For more information, please contact the District’s Homeless Liaison at 936-709-7831.

## **Students in Conservatorship of the State (Foster Care)**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care of the state, sometimes referred to as substitute care, or who is in conservatorship of the state with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the District. A student who is placed in foster care and who is moved outside of the District’s or school’s attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district, but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district. Students who are in foster care and who enroll after the beginning of the school year will be allowed credit-by-examination opportunities outside the District’s established testing windows, and the District will grant proportionate course credit by semester. Please contact the District’s Parent Education Program Specialist at 936-709-7831 for more information.

## **School Safety Transfers**

As a parent you may request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the Assistant Superintendent for information.

You also have a right to consult with District administrators if your child has been determined by the District to have engaged in bullying and the District decides to transfer your child to another classroom or campus. Transportation is not provided in this circumstance. See the campus principal for more information.

Parents can request a transfer to attend a safe public school in the District if their child attends school at a campus identified by TEA as persistently dangerous or if their child has been a victim of a violent criminal offense while at school or on school grounds. Parents can request a transfer to another campus if their child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

## **Complaints and Concerns**

Usually student or parent complaints or concerns can be addressed informally —by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District’s Board of Trustees has adopted a standard complaint policy at FNG (LOCAL), in the District’s policy manual. Please be aware that this policy requires that the formal complaint process be initiated within 15 days of the time the person first knew or should have known of the event giving rise to the complaint. A copy of this policy as well as the District complaint form can be obtained in the general counsel’s office or on the District’s website at <http://www.conroeisd.net/department/legal/public-complaints/>.

## **Displays of Students' Artwork, Photos, Projects and other Original Work Products**

Students’ names, photographs, artwork projects, other original work products and special recognitions may be displayed in community newspapers, classrooms or other areas of the District, including on the District, campus, or classroom website, in printed material, video or any other method of mass communication. Parents may choose not to allow their child’s personally identifiable student information or work product to be displayed. Parents wishing to exercise this option must notify the campus principal in writing.

## **Patriotic Activities and Minute of Silence**

Each school day students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting the pledges. State law also requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage

in any other silent activity so long as the silent activity does not interfere or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

## **Aerosols**

Students should not bring aerosol spray containers to school.

## **Asbestos Management Plan**

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District's Asbestos Management Plan for each of its buildings is available in the administrative offices at each of the District's campuses and other facilities. If you have any questions or would like to examine the District's plan in more detail, please contact the designated Asbestos Coordinator in the District's Maintenance and Custodial Department at 936-592-8897.

## **Pesticides**

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the District's IPM Coordinator at 936-709-8753.

## **Prayer**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school day.

## **District Services**

### **Special Programs**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs can learn more about the programs through the District's website at [www.conroeisd.net](http://www.conroeisd.net) or by calling 936-709-7752.

### **Child Find**

The District shall ensure that all children residing within the District who have disabilities, regardless of the severity of their disabilities, including those attending private schools, who are in need of special education and related services are identified, located, and evaluated. The District shall have a practical method of determining which children are currently receiving needed special education and related services. This requirement applies to highly mobile children (including migrant and homeless children) and children who are suspected of being in need of special education but who are advancing from grade to grade. 20 U.S.C. 1412(a)(3), 1413(a); 34 CFR300.125.

### **Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services**

If a student is experiencing learning difficulties, his or her parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.



If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45 school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, the school must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completion, the school must give you a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Texas Project FIRST](#)
- [Partners Resource Network](#)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is your campus administrator.

The District will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the District for learning difficulties, including intervention strategies, that the District provides assistance to the student.

## **Students with Physical or Mental Impairments Protected under Section 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. The designated person to contact regarding a referral for evaluation applicable to Section 504 is the District's 504 Coordinator. The 504 Coordinator can be reached at 936-709-7752.

## **Request for the Use of a Service/Assistance Animal**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the campus principal before bringing the service/assistance animal on campus. The District will try to accommodate a request as soon as possible but will do so within 10 district business days.

## **Cafeteria**

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the District's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the District that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. Applications for free and reduced price meal service are available online at [www.myschoolapps.com](http://www.myschoolapps.com). Applications may be filled out any time during the school year. Approval is based on federal guidelines. For more information, please call 936-709-8197.

The school cafeteria offers nutritious, appetizing meals daily. Students may select from a variety of menu and a la carte choices. All campuses are equipped with computerized point-of-sale stations where grade K-4 students swipe their assigned cards and grade 5-12 students enter assigned 6-digit student ID numbers, for access to their accounts. Photo IDs are used at the point of sale to identify the student. Meals and a la carte purchases are recorded in the computer. Prices for breakfast are \$1.35 for students and \$2.30 for non-students and second meals. Prices for lunches are \$2.85 for students, and \$3.55 for non-students and second meals. Parents are encouraged to prepay for their child's meals or la carte purchases. Cash needs to be sent or taken to the school in a sealed envelope with your child's name and ID number on it. Check prepayments must be made payable to the CISD Child Nutrition Department. Checks must have your driver's license number and date of birth along with your child's name, ID number, and grade level on the check and envelope to ensure crediting to the proper account. Checks are verified by Paytek Solutions. Checks returned for any reason will be charged a \$30 processing fee. After a check has been returned due to non-payment, the cafeteria will no longer accept checks for payment. Temporary checks and counter checks will not be accepted. Credit or debit card prepayments can be made by going to [www.myschoolbucks.com](http://www.myschoolbucks.com). Access to this site may also be found on the Child Nutrition webpage.

Students who do not have money for a meal will be allowed to continue purchasing meals, according to the grace period set by the District, and the District will present the parent with a schedule of repayment for any outstanding account balance and an application for free and reduced meals. If the District is unable to work out an agreement with the student's parents or replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal. The District will make every effort to avoid bringing attention to such a student. Repayments are accepted online by credit card or the cafeteria by cash/check.

To locate your campus meal stations, daily menus, and other information about Child Nutrition, please visit the [District's Child Nutrition webpage](#).

The District follows the Federal Smart Snacks Nutrition Guidelines for foods being sold on school premises during the school day. Those guidelines can be found on the [Child Nutrition website](#) along with campus menus and other information relating to the Child Nutrition Department.

### ***Special Dietary Needs***

Child Nutrition does not make food substitutions, at their discretion, for individual children who do not have a disability. Students with a life-threatening disability that requires substitution or modification must provide the following to the District's Child Nutrition Department:

- the child's disability;
- an explanation of why the disability restricts the child's diet;
- the major life activity affected by the disability;
- the food or foods to be omitted from the child's diet, and;
- the food or choice of foods that must be substituted.

A physician must review a copy of the Child Nutrition menu with the appropriate changes made for Child Nutrition staff to follow. Food allergies are not considered a disability unless life threatening.

### **English Language Learner**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain statutes and state rules, is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is

entitled. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program. The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, may be administered to a LEP student, or for a student up to grade 5 a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from otherwise required state-mandated assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services. If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **Health Services**

### **Health and Screening**

Each school campus has a health clinic with trained personnel to care for students. The Health Service staff consists of a registered nurse who may be full time on that campus or shared with another campus. There may also be a clinic assistant trained in CPR and first aid assigned half-time or full-time.

Health related services, under the guidelines of the Texas Department of Health, provides a screening program for vision and hearing for all new students and grades Pre-K, K, 1st, 3rd, 5th, and 7th. Scoliosis screening is required in grades 6 and 9. This screening is mandated by the Texas Department of Health. If you would prefer to have this done by your physician, please send the results to the school nurse. Other areas which may be screened are growth and development (height and weight), dental, blood pressures (fourth grade) and pediculosis (head lice). Please communicate any information regarding a student's health condition or concern. The staff of this campus welcomes the opportunity to work closely with the parents of students to maintain a healthy, safe, successful experience in school.

### **Student Illness**

When your child is ill, please contact the school to let them know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until they are fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until he/she is diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full

list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent. The District is also required to report certain contagious diseases or illnesses to the Texas Department of State Health Services (DSHS) or the local health authority. The school nurse can provide information from DSHS on these notifiable conditions. Contact the school nurse if you have questions or are concerned about whether or not your child should stay at home.

In the case of an emergency requiring the care of a physician and school staff are unable to contact you or the person(s) you have designated as your emergency contact, school officials will determine what steps will be taken to protect the health of your child, including calling 911 and transporting your child to a medical facility. Note that the District has no financial responsibility for the emergency care or transportation of your child.

## **Medication at School**

The District will not purchase medication to give to a student. Conroe ISD policy allows the school nurse to train authorized school employees to administer medication to students during school hours. All medications dispensed at school should be necessary for the student's optimum health as well as maintain maximum school performance. The District encourages parents to administer medication at home before and/or after school whenever possible. Any medication must be brought to school and picked up by a parent or designated adult, when the student is withdrawn or before the last day of school, the parent should make arrangements to pick up the medication from school. Any unclaimed medications will be safely discarded in accordance with state and federal guidelines.

## **Prescription Drugs and Non-prescription Drugs**

The school must receive a written and dated request from the parent or legal guardian to administer any medication. Prescription and non-prescription drugs must be in the original container and properly labeled. Only the guidelines printed on the container will be followed unless a physician order is present. The Surgeon General, the Food and Drug Administration and the Center for Disease Control have recommended that due to the increased risk of developing "Reye's Syndrome", aspirin or products containing aspirin not be given to children under 18 years. If your physician orders aspirin for your child, please send a copy of the physician order. The Texas Nurse Practice Act allows registered nurses to refuse to administer prescription medications anytime the nurse believes the medication is contra-indicated for the student. Additional guidelines for medication to be administered at school are:

- All medication must be kept in the clinic during the school day.

- Over-the-counter medication dosage must not exceed the dose recommendation listed on the bottle. Exception: If your physician, dentist or orthodontist has directed a certain dosage to be given that is greater than that recommended on the bottle, a written order will need to be included with the written permission from the parent.
- The use of “sample” medication from the physician, dentist, or orthodontist must have signed written instructions from that doctor accompanied by the parent written permission.
- In the interest of safety for all students, students may not bring their medication to school.
- Should your child need to have medication at school, please bring or make arrangements for the medication to be brought to the clinic by a parent or a guardian. For your convenience, many of the local pharmacies will provide a second labeled container for medications needed at school. Please note: Medication required “daily”, or “twice a day”, should be administered at home. Many “three times a day” orders should also be given at home unless the doctor requests a specific time during the school day. Medication must be signed into the clinic by the parent or guardian.
- A record of each medication given at school is maintained in the clinic.
- Students that have asthma or anaphylaxis may experience times when the symptoms worsen and the physician requests the student carry an inhaler or anaphylaxis medication to be used when needed. Please provide a letter from the physician with complete instructions for use of the inhaler or anaphylaxis medication and permission for the student to carry the inhaler or anaphylaxis medication. It is strongly recommended that a spare inhaler or anaphylaxis medication be kept in the clinic for emergencies.
- Students with diabetes will provide a Diabetes Management Plan developed by the physician and parents. The campus nurse will consult with the student and family to develop an Individual Health Plan for the school year. In accordance with a student’s Individual Health Plan for management of diabetes, a student will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity. See the school nurse for information.

## **Insect Repellant**

Concerned parents are strongly encouraged to use a repellant on their child before they leave for school, especially young children who may have difficulty applying the repellant safely. Conroe ISD staff will not provide or apply insect repellant during the school day. Parents who are concerned about mosquito exposure during the school day may send a lotion, wipe-on, or wristband type of repellant for use by their child. For safety reasons, pump spray repellants are

discouraged and should not be used indoors. No aerosols are allowed due to the dangers with pressurized cans and aerosols stay airborne longer, thus exposing students with respiratory issues. Parents should label repellent product containers with student's name. Repellent products should be stored away when not in use, such as in totes, lockers, backpacks, or some other reasonable location. Students with special needs will be given assistance, with parent permission, on a case by case basis.

## **Sunscreen**

Students may possess and use an FDA approved topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun. Conroe ISD staff will not provide or apply any sunscreen product to a student without parent permission. Parents who are concerned about sun exposure during the school day may send a lotion, or wipe-on sunscreen product for use by their child. For safety reasons, pump spray sunscreen products are discouraged and should not be used indoors. No aerosols are allowed due to the dangers with pressurized cans and aerosols stay airborne longer, thus exposing students with respiratory issues. Parents should label sunscreen product container with student's name. Sunscreen products should be stored away when not in use, such as in totes, lockers, backpacks, or some other reasonable location. Students with special needs will be given assistance, with parent permission, on a case by case basis.

## **Emergencies and Illness at School**

A Student Health Information Form will be sent home with your child at the beginning of the school year. It is very important you complete and return this form immediately. This form will give you an opportunity to list any medical conditions, allergies, medications and concerns you may have. It also includes emergency information for the clinic staff. This information is used to contact you or a person you designate if needed for your child. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher needs to know.

In the case of an emergency requiring the care of a physician and school staff are unable to contact you or the person(s) you have designated as your emergency contact, school officials will determine what steps will be taken to protect the health of your child, including calling 911 and transporting your child to a medical facility. Note that the District has no financial responsibility for the emergency care or transportation of your child.

## **Food Allergies**

The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse and inform them of any known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed in the nurse's office at each campus.

## **Head Lice**

Head lice, although not an illness or a disease is very common among children and is spread very easily through head-to-head contact during play, sports, and when students share things like brushes, combs, hats and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone a treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information on head lice can be obtained from the [DSHS website](#).

Notice will also be provided to parents of elementary school students in the affected classroom.

## **Crutches and Wheelchairs**

Students who require the temporary use of crutches or a wheelchair at school must have an order from their physician.

## **Communicable or Infectious Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or campus principal. The school nurse can provide information from the Texas Department of Health regarding these diseases. The following is a list of conditions that are common communicable diseases and infections along with their specific requirements for re-admission to school:



- Chicken Pox (Varicella): Incubation period is 2-3 weeks. Fever and vesicular rash over body. Exclude from school until final eruption of rash is dry and scabbed over. Child must have normal temperature.
- Fifth's Disease (erythema infectiosum): Incubation period is 4-20 days. Redness noted to both cheeks and smooth "lacy" rash appears over body. Fever usually does not occur. Exclude student from school if he/she has fever or does not feel well.
- Impetigo: Incubation period is usually 4-10 days. Open blisters on skin generally covered with yellowish crust. Fever does not usually occur. Exclude from school until after treatment has begun and keep lesions covered.
- Infectious Hepatitis: Incubation period can be 2-6 months. Type A Hepatitis has abrupt onset with fever, malaise, anorexia, nausea, vomiting, abdominal pain, jaundice (yellowing of skin) and dark urine. Exclude from school until physician allows student to return.
- Measles: Incubation period is 7-14 days. A blotchy red rash with runny nose, watery eyes, fever and cough. Exclude from school until 4 days after onset of rash. Serological evidence is required for diagnosis.
- Rubella: Incubation period is 14-23 days. Cold like symptoms. Swollen, tender glands at the back of the neck. Changeable pink rash on face and chest. Exclude from school seven days from onset of rash. Serological evidence is required for diagnosis.
- Mumps: Incubation period is 12-25 days. Acute swelling over jaw and in front of one or both ears. Serological evidence is required for diagnosis. Exclude from school nine days from onset of symptoms.
- Conjunctivitis (pink eye): Red itching eyes accompanied by crusting and discharge. Exclude from school until treatment is started or physician permission.
- Ringworm (scalp-body): Incubation is 4-21 days. Flat scaly, ring shaped lesions located anywhere on body or scalp. Balding in the lesions will be noted if located on scalp. May return to school if treatment is started and lesions are covered.
- Streptococcal Infection (strep-throat): Incubation period 1-3 days. Fever, sore throat, often large tender lymph nodes on neck. Scarlet fever producing strains present with a fine red rash 1-3 days after sore throat. Exclude from school until fever subsides, treatment started and physician permission.
- Scabies: Small mite that burrows under the skin causing fine red bumps or blisters on skin accompanied by severe itching. Exclude from school until treatment given.
- Staphylococcal Infections: This is most commonly seen as an infection on the skin. It has the appearance of an insect bite with signs of infection such as redness, tenderness, and

drainage. Physician evaluation is usually required to care for this infection. Physician indicates when student may return to school. Recently there has been an increase in the number of infections caused by Methicillin Resistant Staphylococcus Aureus. This is a strain of bacteria resistant to many antibiotics. This can occur with any break in the skin however this infection can appear as a bump (boil) with redness, swelling, pain and difficulty healing. A doctor can determine a MRSA infection by culturing the wound. It is very important to obtain and complete medical care with this infection.

## **Bacterial Meningitis**

### **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How serious is bacterial meningitis?**

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

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing; coughing, or sneezing).

### **How can bacterial meningitis be prevented?**

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It is a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit

the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. Please note that the DSHS requires at least one dose of meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### **What should you do if you think you or a friend might have bacterial meningitis?**

Seek prompt medical attention.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may be found at the [Centers for Disease Control and Prevention website](#) or the [Texas Department of State Health Services website](#).

### **Tobacco Prohibited**

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity. The District and its staff strictly enforce these prohibitions.

### **Substance Abuse Prevention and Intervention and Mental Health Support**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. Information regarding children's mental health and substance abuse intervention services can be found on the [DSHS website](#).

### **Check Acceptance Policy**

In the event that your bank returns a check written to any Conroe ISD campus, cafeteria, or District office unpaid, Conroe ISD or its agent (Paytek Solutions) will redeposit your check electronically. The District will electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is acknowledgement and acceptance of this policy and its terms. Checks should include the parent's driver license number and date of birth. Paytek Solutions can be reached at 800-641-9998.

## **Competitive Foods and Snacks**

Schools may allow one nutritious snack per day under the teacher's supervision. The snack may be in the morning or afternoon, but may not be at the same time as the regular lunch period. Schools may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the day until the end of the last scheduled lunch period. This does not pertain to food items made available by the Child Nutrition Department.

## **Student Insurance**

Student insurance is available to all students. The District acts as a service agent only, and is not responsible for claims resulting from student injuries. Parents have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. The school nurse will have insurance applications and will accept the return of these applications. These applications include pricing information and coverage details. Student insurance may be purchased at any time. If you have questions about student insurance, you may contact the District's athletic director at 936-709-7888.

## **Technology**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students will be permitted to use District computers and to appropriately access the Internet only if the student and parent comply with the Acceptable Use Guidelines (See Appendix). Violation of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that email to and from District computers is not private and may be monitored by District staff.

## **Transportation**

The District makes school bus transportation available to all students, including pre-kindergarten. Elementary and intermediate students are provided transportation to and from school if they reside more than one (1) mile from the campus. Bus service is a privilege and a student may lose this privilege for engaging in misconduct. Bus related disciplinary issues are addressed by the campus. Students may not ride another bus except in emergencies and must have a campus administrator complete the Transportation Emergency Request form and give a copy to the school bus driver. Students must provide the campus administration with a signed note from the student's parent giving permission for the transportation change and another signed note from the parent of the student with whom the child is to go home. The campus administration will verify the request and give the school bus driver a completed Transportation Emergency Request form if the change is approved. All students who regularly ride a school bus must ride their bus home unless they either have written permission from their parents or the parent has called the school office stating that the child will be picked up after school. Bus

service is provided at no cost to students. Bus routes and any subsequent changes are posted on the District's web site at [www.conroeisd.net](http://www.conroeisd.net). A parent may also designate a childcare facility or grandparent's residence as the regular pick-up and drop-off location for his/her child if the designated facility or residence is on an approved stop on an approved route. For further information, contact your campus or the Transportation Department at 936-709-7940 and select the appropriate transportation center.

Parents can check the CISD web site ([www.conroeisd.net](http://www.conroeisd.net)) to see what bus their child(ren) rides and for bus stop locations. Transportation personnel can be contacted Monday-Friday from 5 a.m. - 6 p.m. After regular school hours, call CISD Police Dispatch – 936-709-8911 with any concerns regarding your child's arrival home from school.

### **Student Conduct on School Buses**

It is important, for the safety of everyone, that students conduct themselves in a safe and orderly manner on the school bus every day. The bus driver is responsible for order and safety on the bus. Rules for appropriate conduct are distributed at the beginning of each school year to all students. If it becomes necessary, after verbal warnings, the driver will write and submit to a transportation supervisor a Bus Safety Referral Guidelines and Consequences form. A copy of this form is also emailed to the campus administrator. The campus administration is responsible for determining the appropriate disciplinary action for violation of the bus transportation rules. Serious offenses will be dealt with immediately and may result in immediate suspension of privileges. The following standards are established for the student's benefit and safety:

- A parent/guardian must be present at the bus stop for a PK or K student boarding or unloading the bus.
- Band instruments too large to be placed under the seats may not be transported.
- The use of tobacco in any form or of any vaping device will not be permitted while riding buses.
- No toys will be brought on the bus and no toys/objects will be thrown from the bus or on the bus.
- Students shall not fight or scuffle on the bus.
- Students must stand back from the edge of the road or curb.
- Students will depart at their regular stop only. Departure from the bus at any other stop must be requested in writing, signed by the parent and approved by the campus administration.
- Students must arrive at the bus stop five minutes early.

- Students will only ride their assigned bus home, unless they have received an approved exception. (See above.)
- A student found to have defaced the bus will be required to reimburse the District for the cost of repairs.
- A student may be removed from the bus for misconduct only by an administrator.

In addition to the above standards, each bus rider will adhere to the following rules and expectations:

Be Safe:

- Follow school rules
- Follow driver/monitor instructions
- Stay in your assigned seat
- Keep body and objects to yourself and inside the bus
- Keep aisle clear

Be Respectful:

- Use inside voice and appropriate language
- No eating, drinking or gum chewing
- Do not damage the bus

Failure to obey the rules may result in a loss of bus riding privileges.

### **School Health Advisory Council (SHAC)**

During the preceding school year, the District's School Health Advisory Council (SHAC) held four (4) meetings. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, a safe and healthy school environment, recess recommendations, and employee wellness.

## Glossary

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services that meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the Board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.





# Appendix I: CISD Student Code of Conduct

2017-2018 School Year

If you have difficulty accessing the information in this document because of a disability, please contact the District's Communications Department at 936-709-7752.



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## **Student Code of Conduct**

### **Accessibility**

If you have difficulty accessing the information in this document because of a disability, please contact the District’s Communications Department at 936-709-7752.

### **Purpose**

The Student Code of Conduct (Code) is the Conroe Independent School District’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the District to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP) or expulsion from school.

This Student Code of Conduct has been adopted by the District’s Board of Trustees and developed with the advice of the District-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the Board of Trustees becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal/campus behavior coordinator and posted on the District’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the District’s Board of Trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

Throughout the Student Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## **School District Authority and Jurisdiction**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The principal of each campus is the campus behavior coordinator for his her/campus.

School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school- sponsored or school-related activity on District transportation;

2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another District in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the District. The principal/campus behavior coordinator and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus. The District has the right to limit a student's participation in graduation activities for violating the District's Code. In order to be considered as an eligible student speaker at graduation ceremonies, a student shall not have engaged in any misconduct in violation of the District's Code, resulting in an out-of-school suspension, removal to DAEP, or expulsion during his or her last two semesters.

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or District police officer shall have the authority to refuse entry or eject a person from District property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal or entry or ejection.

Appeals regarding refusal of entry or ejection from District property may be filed in accordance with FNG (LOCAL) or GF(LOCAL), as appropriate.

## **Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other District staff and volunteers.
- Respect the property of others, including District property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## **General Conduct Violations**

The categories of conduct below are prohibited at school, in vehicles owned or operated by the District, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting as detailed in that section.

### **Disregard for Authority**

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on District vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
- Threaten a District student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying harassment, or making hit lists. (See glossary for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

- Engage in conduct that constitutes sexual or gender based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a District student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See glossary.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a District student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## **Property Offenses**

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion.)

## **Possession of Prohibited Items**

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A location –restricted knife;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm;
- Mace or pepper spray;
- Pornographic material;



- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

### **Possession of Telecommunications or Other Electronic Devices**

Students shall not use a telecommunications device, including a cellular telephone or other electronic devices in violation of the District and campus rules.

### **Illegal, Prescription, and Over-the-Counter Drugs**

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug (Also see DAEP Placement and Expulsion for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse.”)
- Abuse over-the-counter drugs. (See glossary for “abuse.”) Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by District policy.

### **Misuse of Technology Resources and the Internet**

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable District technology resources including but not limited to computers and related equipment, District data, the data of others, or other networks connected to the District’s system, including off school property if the conduct causes a substantial disruption to the educational environment.

- Use the Internet or other electronic communications to threaten District students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringe on the rights of another student at school.
- Use the Internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringe on the rights of another student at school.

## **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

## **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook or campus rules.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Violate extracurricular standards of behavior.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The District may impose campus or classroom rules in addition to those found in the *Code*. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the *Code*.

## **Discipline Management Techniques**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense, including misconduct in a District vehicle owned or operated by the District, unless otherwise specified by law, may bring into consideration varying techniques and responses.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law shall prevail.

In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct. In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the District shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Techniques**

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or "time-out."
- Seating changes within the classroom or vehicle owned or operated by the District.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.

- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of District transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this *Code*.
- Placement in a DAEP, as specified in the DAEP section of this *Code*.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this *Code*.
- Expulsion, as specified in the Expulsion section of this *Code*.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
- Other strategies and consequences as determined by school officials.
- Loss of participation in senior privileges including prom and graduation ceremonies.

## **Notification**

The principal/campus behavior coordinator or other appropriate administrator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The principal/campus behavior coordinator or appropriate administrator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the principal/campus behavior coordinator or appropriate administrator shall send written notification by U.S. Mail. If the principal/campus behavior coordinator or appropriate administrator is not able to provide notice to the parent, the principal or designee shall provide the notice. Before the principal or appropriate administrator assigns a student under 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or principal/campus behavior coordinator, as appropriate. Appeals of the assignment of disciplinary consequences must be made to the campus principal whose decision is final. Consequences are not deferred pending the outcome of an appeal or during the complaint process.

## **Removal from the School Bus**

A bus driver may refer a student to the principal's/campus behavior coordinator's or appropriate administrator's office to maintain effective discipline on the bus. The principal/campus behavior coordinator or appropriate administrator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges. Since the District's primary responsibility in transporting student in District vehicles it to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal/campus behavior coordinator or appropriate administrator may restrict or revoke a student's transportation privilege, in accordance with law.

## **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal. A routine referral occurs when a teacher sends a student to the principal's/campus behavior coordinator's or appropriate administrator's office as a discipline management technique. The principal/campus behavior coordinator or appropriate administrator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

### **Formal Removal**

A teacher may initiate a formal removal from class if:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the principal/campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the principal/campus behavior coordinator or appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The student shall have an opportunity to give his or her version of the incident. When a student is removed from the regular classroom by a teacher and a conference is pending, the principal/campus behavior coordinator or other administrator may place the student in another appropriate classroom, in-school suspension, out-of-school suspension or

DAEP. A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

## **Returning a Student to the Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent. When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Out-of-School Suspension**

### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The District shall not use out-of-school suspension for student in grade 2 or below unless the conduct meets the requirements established in law.

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Before being suspended a student shall have an informal conference with the principal/campus behavior coordinator or appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is

made. The number of days of a student's suspension shall be determined by the principal/campus behavior coordinator or appropriate administrator, but shall not exceed three school days. In deciding whether to order out-of-school suspension, the principal/campus behavior coordinator or appropriate administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Any work missed during suspension must be made up in accordance with campus and classroom rules. The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities. The decision to suspend a student is appealable to the campus principal. The decision of the campus principal is final.

## **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. For purposes of DAEP, elementary classification shall be kindergarten-grade 6 and secondary classification shall be grades 7-12. Summer programs provided by the District shall serve students assigned to a DAEP in conjunction with other students. A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion. In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the principal/campus behavior coordinator or appropriate administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

## **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

### **Misconduct Identified in State Law**

In accordance with state law, a student may be placed in a DAEP for any one of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.

- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student’s consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student may be placed in a DAEP if the superintendent or the superintendent’s designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student’s presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The principal/campus behavior coordinator or appropriate administrator may, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student must be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence.”)
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)



- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - a. The student receives deferred prosecution (see glossary),
  - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  - c. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

## **Sexual Assault and Campus Assignments**

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the District. If there is no other campus in the District serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

### **Process**

Removals to a DAEP shall be made by the principal/campus behavior coordinator or other appropriate administrator.

### ***Conference***

When a student is removed from class for a DAEP offense, the principal/campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal. At the conference, the principal/campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. Following valid attempts to require attendance, the District may hold the conference and make a placement decision regardless of whether the student or the

student's parents attend the conference. Until the conference is held, the principal may place a student in another appropriate classroom, in-school suspension or out-of-school suspension.

### ***Consideration of Mitigating Factors***

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the principal/campus behavior coordinator or appropriate administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### ***Placement Order***

After the conference, if the student is placed in the DAEP, the principal/campus behavior coordinator or appropriate administrator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent. Not later than the second business day after the conference, the Board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code. If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

### **Length of Placement**

The duration of a student's placement in a DAEP shall be determined by the principal/campus behavior coordinator or other appropriate administrator. The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements. The maximum period of DAEP placement shall be 15 successful school days, unless a recommendation is made by the campus principal and approved by the appropriate assistant superintendent for a longer placement, not to exceed one school year. Unless otherwise specified, days absent from DAEP shall not count toward fulfilling the total number of days the student is assigned to DAEP. The District shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established District administrative procedures for administering other diagnostic or benchmark assessments. Placement in a DAEP may exceed one year when a review by the District determines that:

1. The student is a threat to the safety of other students or to District employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the Board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### ***Exceeds School Year***

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the principal/campus behavior coordinator, appropriate administrator or the Board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the District's Code.

### ***Exceeds 60 Days***

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the Board or the Board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Student or parent appeals regarding a student's placement in a DAEP that does not extend beyond the end of the next grading period following placement in a DAEP or into the next school year shall be made to the campus principal in accordance with policy FOC(LEGAL and LOCAL). The decision of the campus principal is final. Student or parent complaints regarding the process used for the placement decision, such as issues related to the administration's handling of the conference or proper notice being provided, should be addressed in accordance with policy FNG(LOCAL). Copies of these policies can be obtained from the principal's office or on the District's Web site. Disciplinary consequences are not deferred pending the outcome of an appeal or during the complaint process.

### **Restrictions During Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities. The District shall provide transportation to students in DAEP. For seniors who are eligible to graduate and are assigned to DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### **Placement Review**

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the principal/campus behavior coordinator or Board's designee at intervals not to

exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal/campus behavior coordinator or appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

### **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the District if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student's parent may appeal the superintendent's decision to the Board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the Board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The Board shall make a record of the proceedings. If the Board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

## **Withdrawal During Process**

When a student violates the District's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a placement order is completed, the principal/campus behavior coordinator or other appropriate administrator may complete the proceedings and issue a placement order. If the student then reenrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another District. If the principal/campus behavior coordinator, other appropriate administrator, or the Board fails to issue a placement order after the student withdraws, the next District in which the student enrolls may complete the proceedings and issue a placement order.

## **Newly Enrolled Students**

The District shall continue the DAEP placement of a student who enrolls in the District and was assigned to a DAEP in an open-enrollment charter school or another District. A newly enrolled student with a DAEP placement from a District in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving District. If the student was placed in a DAEP by a school District in another state for a period that exceeds one year, this District, by state law, shall reduce the period of the placement so that the total placement does not exceed 15 successful school days. After a review, however, the placement may be extended beyond a year if the District determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

## **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive,, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

## **Placement and/or Expulsion for Certain Offenses**

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

## **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester. If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the Board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the District's students.

### ***Review Committee***

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the District shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the Board or its designee must follow the committee's recommendation. The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### ***Newly Enrolled Student***

If a student enrolls in the District during a mandatory placement as a registered sex offender, the District may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### ***Appeal***

A student or the student's parent may appeal the placement by requesting a conference between the Board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the Board or its designee under this section is final and may not be appealed.

### **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the Board, principal/campus behavior coordinator or appropriate administrator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;

- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The District may expel the student and order placement under these circumstances regardless of:

1. The date on which the student’s conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### ***Hearing and Required Findings***

The student must first have a hearing before the Board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student’s presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the District’s students.

Any decision of the Board or the Board’s designee under this section is final and may not be appealed.

### ***Length of Placement***

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### ***Newly Enrolled Students***

A student who enrolls in the District before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the principal/campus behavior coordinator or appropriate administrator will take into consideration:

1. Self-defense (see glossary),

2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### **Discretionary Expulsion: Misconduct That May Result in Expulsion**

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See DAEP Placement)

#### ***Any Location***

A student may be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Breach of computer security. (See glossary)
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
  - Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

#### ***At School, Within 300 Feet, or at a School Event***

A student may be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See glossary for "under the influence.")
- Selling giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.



- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary.)

### ***Within 300 Feet of School***

A student may be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Carrying on or about the student’s person a handgun, location-restricted knife, or a club, as these terms are defined by state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See glossary.)
- Possession of a firearm, as defined by federal law. (See glossary.)

### ***Property of Another District***

A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another District in Texas or while the student is attending a school-sponsored or school-related activity of a school in another District in Texas.

### ***While in DAEP***

A student may be expelled for engaging in documented serious misbehavior that violates the District’s Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by Section 1.07 Penal Code; or
- Conduct that constitutes the offense of:
  - Public lewdness under Section 21.07 Penal Code;
  - Indecent exposure under Section 21.08, Penal Code;
  - Criminal mischief under Section 28.03, Penal Code;
  - Personal hazing under Section 37.152, Penal Code; or

- Harassment under Section 42.07(a)(1), Penal Code, of a student or District employee.

### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student must be expelled under federal or state law for any of the following offenses that occur on school property or which attending a school-sponsored or school-related activity on or off school property:

#### ***Under Federal Law***

Bringing to school or possessing at school, including any setting that is under the District's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See glossary.)

#### ***Under the Texas Penal Code***

- Carrying on or about the student's person the following, as defined by the Texas Penal Code:
  - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See glossary.) Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department.
  - A location-restricted knife, as defined by state law. (See glossary.)
  - A club, as defined by state law. (See glossary.)
  - Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana,

a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.

- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

## **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

## **Process**

If a student is believed to have committed an expellable offense, the principal/campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the principal/campus behavior coordinator or appropriate administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

## ***Hearing***

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the District,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the District's witnesses.

After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student's parent attends. The Board of Trustees has designated to a hearing officer the authority to conduct hearings and expel students.

## ***Board Review of Expulsion***

After the due process hearing, the expelled student may request that the Board review the expulsion decision. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. The Board shall review the record of the expulsion hearing in a closed

meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also hear a statement from the student or parent and from the Board's designee. The Board shall hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board shall make and communicate its decision orally at the conclusion of the presentation. Consequence shall not be deferred pending the outcome of the hearing.

### ***Expulsion Order***

Before ordering the expulsion, the Board, principal/campus behavior coordinator or appropriate administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

If the student is expelled, the Board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student. Not later than the second business day after the hearing, the hearing officer shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code. If the length of the expulsion is inconsistent with the guidelines included in the *Student Code of Conduct*, the expulsion order shall give notice of the inconsistency.

### **Length of Expulsion**

The length of an expulsion shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the District determines that:

1. The student is a threat to the safety of other students or to District employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### **Withdrawal During Process**

When a student has violated the District's Code in a way that requires or permits expulsion from the District and the student withdraws from the District before the expulsion hearing

takes place, the District may conduct the hearing after sending written notice to the parent and student. If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another District. If the principal/campus behavior coordinator, appropriate administrator the Board, or the Board's designee fails to issue an expulsion order after the student withdraws, the next District in which the student enrolls may complete the proceedings.

### **Additional Misconduct**

If during the expulsion, the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal/campus behavior coordinator, appropriate administrator, the Board, or the Board's designee may issue an additional disciplinary order as a result of those proceedings.

### **Restrictions During Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. No District academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another District-approved program.

### **Newly Enrolled Students**

The District shall continue the expulsion of any newly enrolled student expelled from another District or an open-enrollment charter school until the period of the expulsion is completed. If a student expelled in another state enrolls in the District, the District may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state District provides the District with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the District in which the student is enrolling.

If a student is expelled by a District in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or District employees, or
2. Extended placement is in the best interest of the student.

### **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days

after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

## **DAEP Placement of Expelled Students**

The District may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## **Glossary**

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-piercing ammunition** is defined by Texas Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Texas Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - i. Knowing that it is within the limits of an incorporated city or town,
    - ii. Knowing that it is insured against damage or destruction,
    - iii. Knowing that it is subject to a mortgage or other security interest,
    - iv. Knowing that it is located on property belonging to another,
    - v. Knowing that it has located within it property belonging to another, or
    - vi. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:

- a. Recklessly damages or destroys a building belonging to another, or
- b. Recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; 22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and 22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of Computer Security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined in Section 38.0832 of the Texas Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the education process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's education opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Chemical dispensing device** is defined by Texas Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse

psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Texas Penal Code 36.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**Criminal street gang** is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** is defined by Section 37.0832 of the Texas Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.



**Explosive weapon** is defined by Texas Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm silencer** is defined by Texas Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Texas Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** is:

1. Conduct that meets the definition established in District policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code.

**Hazing** is defined by Section 37.151 of the Texas Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is defined in Section 37.001(b)(3) of the Texas Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Texas Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Texas Penal Code 21.08 as an offense that occurs when a person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Knuckles** are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Location restricted knife** is defined by Texas Penal Code 46.01 as a knife with a blade over five and one-half inches.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any school property used by the student, including but not limited to a locker or desk.

**Prohibited weapon** under Texas Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to the at registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
  - a. An explosive weapon;
  - b. A machine gun;
  - c. A short barrel firearm;
2. Knuckles;
3. Armor-piercing ammunition;

4. A chemical dispensing device;
5. A zip gun;
6. A tire deflation device;
7. An improvised explosive device; or
8. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

**Public Lewdness** is defined by Texas Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate, violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07 Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07., Texas Penal Code;
  - b. Indecent exposure under Section 21.08, Texas Penal Code;
  - c. Criminal mischief under Section 28.03, Texas Penal Code;
  - d. Personal hazing under Section 37.152, Texas Education Code; or
  - e. Harassment under Section 42.07(a)(1), Texas Penal Code, of a student or District employee.

**Serious or persistent misbehavior** includes but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete work as assigned.

- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Texas Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Texas Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**Tire deflation device** is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 felonies** are those crimes listed in Title 5 of the Texas Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Section 19.02-19.05, Texas Penal Code;
- Kidnapping under 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Codes;
- Smuggling or continuous smuggling of persons under Sections 20.05-.06, Texas Penal Code;
- Assault under Section 22.01, Texas Penal Code;
- Aggravated assault under Section 22.02, Texas Penal Code;
- Sexual assault under Section 22.011, Texas Penal Code;
- Aggravated sexual assault under Section 22.021, Texas Penal Code;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02 Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;

- Improper Relationship between educator and student under Section 21.12, Texas Penal Code;
- Voyeurism under Section 21.17, Texas Penal Code;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code;
- Disclosure or promotion of intimate visual material, under Section 21.16, Texas Penal Code;
- Sexual coercion under Section 21.18, Texas Penal Code;
- Injury to a child, an elderly person, or a disabled person under Section 22.04, Texas Penal Code;
- Abandoning or endangering a child under Section 22.041, Texas Penal Code;
- Deadly conduct under Section 22.05, Texas Penal Code;
- Terroristic threat under Section ss.07, Texas Penal Code;
- Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
- Tampering with a consumer product under Section 22.09, Texas Penal Code. [[See FOC\(EXHIBIT\)](#)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one’s body, by any means, a prohibited substance.

**Zip gun** is a defined by Texas Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## **Appendix II: CISD Acceptable Use Guidelines for Students**

The Conroe Independent School District makes a variety of communications and information technologies available to students through network/internet access. These technologies, when properly used, promote education excellence in the District by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines (AUG) are intended to minimize the likelihood of such harm by educating CISD students and parents and setting standards which will serve to protect students.

Parents and students should realize that with this educational opportunity comes responsibility. As much as possible, access from school to Internet resources will be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to learning objectives.

The Children's Online Privacy Protection Act (COPPA) prohibits children under the age of 13 from creating Internet accounts and providing information about themselves online. From time to time there are educational applications that teachers utilize in the classroom that require the creation of an account. In compliance with COPPA, no personally identifiable student information will be used to access these programs. By agreeing to the Acceptable Use Guidelines, you are granting permission for your child's teacher to supervise and facilitate your child's use of appropriate Web-based applications and tools that are for educational purposes. Parents are expected to monitor student use of these Web tools at home. Please notify your child's campus administration in writing if you do not want your student to access these applications/tools while at school.

CISD uses a Web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain materials that are inappropriate, illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible.

Students will be provided email and Internet accounts, including access to cloud-based document storage and collaboration space. Some students may be given access to District-owned technology resources for use at home. Students are responsible for not sharing the password of their account with others. CISD accounts are to be used only for identified educational purposes. Students and parents should be aware that the District monitors all use and communication on its computer system. No communication on the system is private. Students are held responsible at all times for the proper use of their account. The District may suspend or revoke a student account if District rules are violated. Network/Internet access is available to student in the District as a privilege, not a right. The following standards will apply to all users of the Network/Internet.

Users of the District's Network/Internet will not:

- Use the system for any illegal purpose.
- Bypass, disable or attempting to bypass or disable any Internet filtering device.
- Encrypt communications to avoid security review.
- Borrow someone's account without permission.
- Use chat rooms without authorization.
- Post personal information such as addresses, photographs or telephone numbers about yourself or others.
- Download or use copyrighted information without permission from the copyright holder.
- Intentionally introduce a virus or any malicious software or program to the computer system.
- Post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or could be characterized as bullying.
- Waste school resources through the improper use of the computer system.
- Gain unauthorized access to restricted information or resources.
- Using someone's account or credentials without permission.

The following consequences may result from inappropriate use of the District's Network/Internet:

- Suspension of access to the system;
- Revocation of the computer system account; and
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

## Acknowledgment of Electronic Distribution of Student Handbook, Student Code of Conduct, and Acceptable Use Guidelines

My child and I have been offered the option to receive a paper copy or electronically access at [www.conroeisd.net](http://www.conroeisd.net) the Conroe Independent School District Student Handbook, Student Code of Conduct, and Student Acceptable Use Guidelines.

### I have chosen to:

- Accept responsibility for accessing these documents by visiting the Web address listed above.
- or**
- Receive a paper copy of these documents.

I understand that the Student Handbook, Student Code of Conduct, and Acceptable Use Guidelines contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in these documents. If I have any questions regarding these documents, I should direct my questions to my child's campus principal.

\_\_\_\_\_  
*Printed name of student*

\_\_\_\_\_  
*Signature of student*

\_\_\_\_\_  
*Signature of parent*

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

## Acuse de recibo de la versión electrónica del Manual del Alumno, Código de Conducta del Alumno y Guía de Uso Aceptable

A mi hijo y a mí se nos ha ofrecido la opción de recibir una copia en papel o consultar la copia electrónica en la dirección [www.conroeisd.net](http://www.conroeisd.net) del Manual del Alumno y del Código de Conducta del Alumno del Distrito Escolar Independiente de Conroe, y de la Guía de Uso Aceptable.

### La opción que he seleccionado es:

- Aceptar la responsabilidad de consultar estos documentos en la dirección electrónica antes mencionada.
- o**
- Recibir una copia en papel de estos documentos.

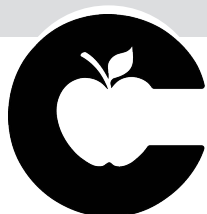
Entiendo que el Manual del Alumno, el Código de Conducta del Alumno y la Guía de Uso Aceptable contienen información que mi hijo y yo podríamos necesitar durante el año escolar y que todos los alumnos son responsables de su propia conducta y quedarán sujetos a las consecuencias de disciplina que establecen estos documentos. Si tengo preguntas sobre estos documentos, las dirigiré al director de la escuela de mi hijo.

\_\_\_\_\_  
*Nombre del alumno (letra de molde)*

\_\_\_\_\_  
*Firma del alumno*

\_\_\_\_\_  
*Firma del padre*

\_\_\_\_\_  
*Fecha*



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT



## Board of Trustees

**Melanie Bush**  
President

**Datren Williams**  
1st Vice President

**Skeeter Hubert**  
2nd Vice President

**Ray Sanders**  
Secretary

**Scott Kidd**  
Assistant Secretary

**John C. Husbands**  
Immediate Past President

**Scott Moore**  
Trustee

Trustees meet regularly  
at 6 p.m. on the  
third Tuesday of every month  
in the Board Room of the  
CISD Administration Building,  
3205 W. Davis in Conroe.

## CISD Administration

**Don Stockton, Ed.D.**  
Superintendent

**Chris Hines, Ed.D.**  
Deputy Superintendent of Operations

**Curtis Null, Ed.D.**  
Deputy Superintendent of Schools

**Debbie Phillips, Ed.D.**  
Assistant Superintendent for  
Elementary Education

**James Kacur**  
Assistant Superintendent for  
Secondary Education

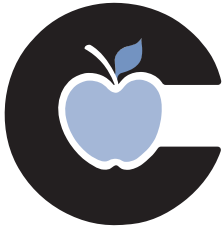
## Straight to the Source

If you have questions or concerns, the staff members listed below will be glad to help.

Assessment and Evaluation.....	Dr. Tamika Taylor	936.709.7686
Athletics.....	Danny Long	936.709.7888
Attendance Zone Information.....	Georgette Anderson	936.709.7621
Bilingual/ESL Information.....	Dayren Carlisle	936.709.7843
Board Policies.....	Carrie Galatas	936.709.7700
Budget.....	Darrin Rice	936.709.7777
Calendar.....	Dr. Curtis Null	936.709.7839
Career and Technical Education.....	Greg Shipp	936.709.7821
Challenge Course.....	Dr. Sharon Sterchy	936.709.7717
Child Nutrition.....	Robyn Hughes	936.709.8193
Communications.....	Sarah Blakelock	936.709.7707
Community Outreach/Drop Out Prevention.....	Rod Chaves	936.709.7769
Crisis Counseling/Intervention & Prevention Programs.....	Manuel Texidor	936.709.7844
Curriculum and Instruction.....	Dr. Hedith Saucedo-Upshaw	936.709.7822
Custodial/Maintenance.....	Marshall Schroeder	832.592.8897
Deputy Superintendent of Operations.....	Dr. Chris Hines	936.709.7727
Deputy Superintendent of Schools.....	Dr. Curtis Null	936.709.7839
Dyslexia.....	Dr. Sharon Henry	936.709.7838
Early Childhood.....	Jepilyn Matthis	936.709.7817
Elementary Education.....	Dr. Debbie Phillips	936.709.7714
Facility Rental.....	Lou Padilla	936.709.7829
Federal Programs.....	Dr. Pam Zoda	936.709.7818
Fine Arts.....	Dr. Robert Horton	936.709.7806
Gifted and Talented/Advanced Academic Programs.....	Christina Reichelt	936.709.7817
Guidance and Counseling.....	Denise Cipolla	936.709.7846
Health Services.....	Barbara Robertson, R.N.	936.709.7757
Human Resources.....	Dr. Kathy Sharples	936.709.7854
Employee Benefits.....	Paula Green	936.709.7847
Language Arts (grades pre.k through 6).....	Jepilyn Matthis	936.709.7834
Language Arts (grades 7-12)/Advanced Placement.....	Debbie McNeely	936.709.7824
Lead Counselor (k-12).....	Denise Cipolla	936.709.7846
Legal.....	Carrie Galatas	936.709.7700
Library Services.....	Krissy Calhoun	936.709.7607
Maintenance/Custodial.....	Marshall Schroeder	832.592.8897
Math.....	Holly Berger	936.709.7825
Natatorium.....	Kevin Witt	936.709.7529
Newcomers Center.....	Rod Chaves	936.441.5010
Physical Education, Health, and Wellness Programs.....	Dr. Sharon Sterchy	936.709.7717
Planning and Construction.....	Easy Foster	936.709.7884
Police (Conroe ISD).....	Bill Harness	936.709.8905
Printing/Graphics.....	Ki Clarke	936.709.7730
Purchasing.....	Rick Reeves	936.709.7798
Science.....	Sheryl Hime	936.709.7923
Secondary Education.....	James Kacur	936.709.7883
Section 504.....	Grisel Bodden	936.709.7741
Social Studies/ROTC/Junior Achievement.....	Richard Woodruff	936.709.7830
Special Education.....	Teresa Canon	936.709.7672
Staff Development.....	Dr. Hedith Saucedo-Upshaw	936.709.7822
Student Support Services.....	Kim Earthman	936.709.8254
Student Attendance/Tuancy.....	Earlesia Nowlin	936.709.7755
Student Transfers (in-district) (Elementary).....	Shellie Winkler	936.709.7737
Student Transfers (in-district) (Secondary).....	James Kacur	936.709.7883
Student Transfers (out-of-district).....	Dr. Curtis Null	936.709.7839
Superintendent.....	Dr. Don Stockton	936.709.7701
Technology - Information Systems.....	Teri Ross	936.709.7627
Technology - Instructional.....	Krissy Calhoun	936.709.7607
Technology - Network Systems.....	Terry McLaugherty	936.709.7632
Transportation.....	Sam Davila	936.709.7940



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT



# CONROE INDEPENDENT SCHOOL DISTRICT

# 2017-2018 School Calendar

7/10/17

## Days of Instruction

	Students	Teachers
1st Semester	84	90
2nd Semester	94	97
<b>Total Days</b>	<b>178</b>	<b>187</b>

## Grading Periods

### 1st Semester

Grading period	Ends
1st	October 6
2nd	December 20

### 2nd Semester

Grading period	Ends
1st	March 9
2nd	May 31

## Students

Starting date ..... August 16  
Ending date ..... May 31

## Staff

Starting date ..... August 8  
Ending date ..... June 1

## Student Holidays

Labor Day ..... September 4  
Holiday ..... October 9  
Thanksgiving ..... November 20-24  
Winter Break ..... Dec. 21-Jan. 8  
Martin Luther King, Jr. Day ... Jan. 15  
Presidents' Day ..... February 19  
Spring Break ..... March 12-16  
Holiday ..... March 30  
Memorial Day ..... May 28

## Teacher Work Days

August 11  
January 8  
June 1

## Staff Development

August 8-15  
February 19

## Student Early Release

October 6  
December 20  
March 9  
May 31

## Staff Make-up Days

Make-up days for inclement weather (if needed), are:

Staff: June 2  
Flex

### August 2017

S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2017

S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October 2017

S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November 2017

S	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### December 2017

S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### January 2018

S	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2018

S	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

### March 2018

S	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### April 2018

S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### May 2018

S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June 2018

S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### July 2018

S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Report Cards** Individual campuses will report distribution date for report cards after each grading period.

Holiday	Workday for staff (Student holiday)	Staff development (Student holiday)	Inclement weather day (Staff)	Early release (students)

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

## **Appendix VI: Student Welfare-Freedom from Discrimination, Harassment, and Retaliation**

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit the [Board Policy website](#). Below is the text Conroe ISD's policy FFH (LOCAL) as of the date that this handbook was finalized for this school year.

### **Student Welfare: Freedom from Discrimination, Harassment, and Retaliation**

Policy FFI(LOCAL) adopted on 3/8/2016.

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

#### ***Statement of Nondiscrimination***

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, nation-al origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

#### ***Discrimination***

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

#### ***Prohibited Harassment***

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

## Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### *Sexual Harassment by an Employee*

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [\[See DH\]](#)

### *By Others*

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or non-verbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

## **Examples**

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

## ***Gender-Based Harassment***

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

## **Examples**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## ***Dating Violence***

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

### **Examples**

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

### ***Retaliation***

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

### **Examples**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### ***False Claim***

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

### ***Prohibited Conduct***

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

### ***Reporting Procedures***

#### **Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

## **Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

### *Definition of District Officials*

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

### *Title IX Coordinator*

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [\[See FFH\(EXHIBIT\)\]](#)

### *Ada / Section 504 Coordinator*

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [\[See FFH\(EXHIBIT\)\]](#)

### *Superintendent*

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

## ***Alternative Reporting Procedures***

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

## ***Timely Reporting***

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

## ***Notice to Parents***

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

## ***Investigation of the Report***

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

## **Initial Assessment**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at **Criminal Investigation**.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

## **Interim Action**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

## **District Investigation**

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

## **Criminal Investigation**

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

## **Concluding The Investigation**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.



### *Notification of Outcome*

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

### *District Action*

#### **Prohibited Conduct**

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

#### *Corrective Action*

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

#### **Bullying**

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

#### **Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

#### *Confidentiality*

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

#### *Appeal*

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

### ***Records Retention***

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

### ***Access to Policy and Procedures***

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

## Appendix VII: Freedom from Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit the [Board Policy website](#). Below is the text Conroe ISD's policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

### Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 3/22/2012.

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, [see FFH](#). Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, [see FFG](#).

#### *Bullying Prohibited*

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

#### Definition

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

#### Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

#### *Retaliation*

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

## **Examples**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### ***False Claim***

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

### ***Timely Reporting***

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

### ***Reporting Procedures***

#### **Student Report**

To obtain assistance and intervention, 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.

#### **Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

#### **Report Format**

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

### ***Prohibited Conduct***

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

### ***Investigation of Report***

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

### *Concluding the Investigation*

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

### *Notice to Parents*

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

### *District Action*

#### **Bullying**

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

#### *Discipline*

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

#### *Corrective Action*

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

#### *Transfers*

The principal or designee shall refer to FDB for transfer provisions.

#### *Counseling*

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

## **Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

## ***Confidentiality***

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

## ***Appeal***

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

## ***Records Retention***

Retention of records shall be in accordance with [CPC\(LOCAL\)](#).

## ***Access to Policy and Procedures***

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.