

2020 -  
2021

# Secondary Student Handbook



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

## Accessibility

2020 - 2021 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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## Accountability under State and Federal Law

Conroe ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

The Texas Academic Performance Report (TAPR) for the District, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;

A School Report Card (SRC) for each campus in the District compiled by TEA based on academic factors and ratings;

The District's financial management report, which includes the financial accountability rating assigned to the District by TEA; and

Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the District website at [www.conroeisd.net](http://www.conroeisd.net). Hard copies of any reports are available upon request to the District's administrative office. TEA also maintains additional accountability and accreditation information at <https://tea.texas.gov/Home/>.

## Academic Information

### Program of Study

A District-wide extensive course description guide which provides more detailed information on the topics contained in this section as well as a description of the course offerings at a particular campus is posted on the District's website as well as each campus' webpage.

### Courses of Study

Conroe ISD encourages teachers, school counselors, and principals to make equitable access a guiding principle for their advanced academic programs. Conroe ISD is committed to the principle that all students deserve an opportunity to participate in rigorous and academically challenging courses and programs. All students who are willing to accept the challenge of rigorous academic curriculum should be considered for admission into Pre-AP courses, AP courses, and Dual Credit courses. Conroe ISD encourages the elimination of barriers that restrict access to these programs for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented in the advanced programs. Schools put forth a concerted effort to ensure that AP and Pre-AP classes reflect the diversity of the campus population.

The District's high schools offer Level Courses, Pre-Advanced Placement/ Honors Courses, Dual Credit Courses, Advanced Placement Courses, Career and Technology Courses, and Resource Courses. A brief description of each follows:

### Level Courses

Level courses are designed to provide students a high level of academic preparation that will enable the student to prepare for post-secondary educational opportunities and/or joining the community work force.

## Pre-Advanced Placement /Honors Courses

Honors courses are accelerated courses with enriched content. Honors/Pre AP courses are offered in English, foreign languages, mathematics, social studies, science and computer science. Careful consideration should be given before deciding to take advanced courses as class sizes may limit a school's ability to allow a student to change levels. These courses require more individual initiative, analytical reading, student interaction, research, and outside class preparation than Level courses. Students are better prepared for Advanced Placement and Dual Credit courses upon successful completion of Honors/Pre-AP courses.

## Dual Credit Courses

Students in their junior and senior years may enroll in the partnership programs between the Conroe Independent School District and Lone Star College Montgomery. Students enrolled in dual credit courses earn college credit and high school credit simultaneously. Dual credit courses transfer to most public colleges and universities in Texas and many private or out-of-state universities. Specific course offerings vary from year to year and campus to campus. Consult the Program of Studies Guide to determine what dual credit courses are available at each campus. Students are required to pass the ACCUPLACER (TSI) before enrolling in college courses. The TSI will be offered at every District high school. Students are oftentimes required to purchase college text books for dual credit courses.

## Advanced Placement Courses

These courses provide students the opportunity to pursue college-level studies while still in high school and possibly receive college credit. Course credit or Advanced Placement credit is awarded by many colleges and universities to students who score a 3, 4, or 5 on the Advanced Placement examination that is given in the late spring of each year. Students are not required, but strongly encouraged to take these examinations upon completion of the course. There is a fee, borne by the student, for each examination. AP courses are taught at the college level. As a result, students should anticipate extra hours of homework per day per course. Students are encouraged to progress from Pre-AP/Honors courses to Advanced Placement courses. Students are encouraged to check with the colleges and universities they are interested in attending to learn more about AP score requirements.

## Resource Courses

These courses are specially designed for students who have a modified curriculum in accordance with their individualized education plan (IEP).

## Career and Technical Education (CTE) Courses

The District offers career and technical education programs in a variety of areas. A wide range of courses are available on specific high school campuses. The courses offered are listed in the Program of Studies Guide. These courses are designed to meet a variety of needs and interests in technical and practical areas. Students from all academic levels enroll in these courses that integrate academic and application skills. Lone Star College and the District have established the method by which students in identified articulated courses will receive credit toward certain programs and/or degrees when the student completes high school and is enrolled in the program at the college. It is the policy of the District not to discriminate on the basis of race, color, national origin, sex, or disability in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Further, it is the policy of the District not to discriminate on the basis of race, color, national origin, sex, disability, or age in its employment practices as required by Title VI 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; and Section 504 of the Rehabilitation Act of 1973, as amended. The District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability.

### Insurance for Career and Technical Education (CTE) Programs

If the District purchases accident, liability, or automobile insurance coverage for students or businesses involved in the District's CTE programs, the District will notify the affected students and parents.

### Parenting and Paternity Awareness Instruction

A student under the age of 14 must have parental permission to receive instruction in the District's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the District's health education classes.

### Removing a Student from Human Sexuality Instruction

As a part of the District's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus, HIV or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Parents have a right to review the curriculum materials and to remove their child from any part of the human sexuality instruction with no disciplinary action, academic penalty, or other sanction imposed by the District or the student's school.

### Tutoring or Test Preparation

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, which students whose grades are below 70 will be required to attend.

### Questions Regarding Grades

Grades are closed nine weeks after the end of any course. This allows parents and students ample time to request a grade review. (Due to summer schedules, questions may be submitted for grades earned during the final grading period until August 1 of the same calendar year.) Since grade changes affect GPA, and ultimately student rankings, it is very important to take care of these matters in a timely fashion.

### Cheating and Plagiarism

Cheating is defined as giving or receiving and/or using unauthorized information on a test or submitting duplicate work for individual assignments. Any student involved in an instance of cheating will have his paper taken and a grade of zero given. A discipline consequence may be assigned to a student found guilty of cheating. Plagiarism consists of representing another person's ideas or writing as one's own. Plagiarism will be considered cheating and the student may be subject to disciplinary action.

### Grading Guidelines

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy EIA (LOCAL). Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

### Grade Reporting

The District uses an electronic program to communicate academic information about your child, including for report cards and progress reporting purposes. Report cards and progress reports are available electronically through Parent Access. Report cards are typically available within 5 to 7 days following the end of each grading period. Progress reports to parents are sent at the end of the third, sixth, twelfth, and fifteenth weeks of each semester. The state allows parents to electronically sign for report cards and progress reports. If a progress report indicates your child is failing or near failing, or has had a significant drop in performance, please contact the teacher for more specific information regarding your child's progress. For information about setting up a Parent Access account please see the District's Website at [Resources for Parents](#).

## Final Examination Exemptions

The decision to allow examination exemptions is a campus decision. Any questions regarding should be directed to individual campuses.

## High School Courses Taken in Junior High

High school courses taken in 7th and/or 8th grade will be given the actual grade earned on the student's high school transcript. The grade will not count in the calculation of the student's GPA, but high school credit will be awarded if the student passes the course. Credits for high school courses are awarded in semester units.

Junior high school students who do not successfully pass both semesters of a two-semester high school course (ex. Algebra I) will be required to repeat the entire course in high school. A student who successfully completes the fall semester of a two- semester high school course but does not pass the spring semester, or passes the spring semester after failing the fall semester but does not have a 70 or better average for the full year, must repeat the entire course in high school.

## Courses for Non-Credit

A student may not earn credit for a course in which he/she has previously earned credit. In general, classroom space is reserved for students who need the course to meet the graduation requirements. In rare instances, a student may be allowed to register for a class and receive no credit for the class provided there is space available and both the administration and classroom teacher approve.

Taking a course for no credit is a privilege that may be withdrawn at any time. Reasons for removing a student from a non-credit course arrangement include, but are not limited to, misbehavior, poor attendance, and failure to complete assignments. Taking a course for no credit is not a permissible way of circumventing a grade point average issue. Students should be aware that their eligibility may be affected by taking a course for no credit.

## Local Credit Courses

Courses receiving "local credit" do not qualify as state requirements for graduation. This means that local credit courses do not count toward the total number of required credits for graduation. The student's school counselor can best assist in determining whether or not the individual should take a "local credit" course. While local credit courses do not count toward graduation requirements, these courses do count for no pass/no play eligibility for extracurricular activities.

## Correspondence Courses and Distance Learning

The District permits high school students to take up to two credits via state approved correspondence and/or distance learning courses. Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television. Typically students are permitted to only take required elective offerings. Students are not permitted to take core academic subjects by correspondence or distance learning, and may be enrolled in only one correspondence course and distance learning course at a time. The campus principal must approve any exceptions. The District reserves the right to deny credit for any correspondence or distance learning course taken without obtaining prior approval from campus

administration. The Superintendent or designee may waive these limitations on an individual basis for extenuating circumstances.

The deadline for graduating students to complete correspondence and distance learning coursework and take required examinations is January 31 of each school year. Correspondence and distance learning course grades are entered on the student's transcript and counted in the GPA calculation as level grade points unless the course is approved as an Advanced Placement course. Distance learning and correspondence courses count toward academic UIL "No Pass/No Play" eligibility and are evaluated in accordance with the District eligibility calendar that can be found on the District's website.

### Texas Virtual School Network

The Texas Virtual School Network (TXVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation. Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. Enrollment in courses through the TXVSN is not subject to limitations the District imposes for other distance learning courses.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Depending on the situation, a student may not be allowed to enroll in a TXVSN course if the school offers the same or similar course. A copy of Board Policy EHDE can be found in the appendix of this Handbook. If you have questions about this policy, please contact the school counselor.

### Credit by Examination

There are two types of credit by examination (See below.). For either type, students should consult the National Collegiate Athletics Association (NCAA) as to whether these examinations count for core Grade Point Average. If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date.

**Credit Recovery With Prior Instruction** (the student has previously taken the course): A student who has previously taken a course or subject – but did not receive credit or a final grade for it – may, in certain circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an examination approved by the District's Board of Trustees on the essential knowledge and skills defined for the course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery." If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities. Students may not take a credit by exam for the purpose of recovering credit while they are still enrolled in the course. For seniors, this means that students are not eligible to take an exam for recovering credit until final exams begin. Students are

responsible for the cost of this exam. The student will have the grade and grade point for the test recorded on his/her transcript.

Acceleration Without Prior Instruction (the student has not previously taken the course): A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e. for advancement, or to accelerate to the next grade level. The examinations offered by the District are approved by the District's Board of Trustees. The dates on which examinations are scheduled during the school year will be published in appropriate District publications and on the District's website. If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. The only exceptions to the published dates will be for any examinations administered by another entity besides the District or if a request is made outside of the timeframes by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the District must comply with the testing schedule of the other entity. During each testing window provided by the District, a student may attempt a specific examination only once.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 60 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, as applicable. A student may take an examination to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable examination before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course. If such credit is given, the District shall enter the examination score on the student's transcript. These scores are not computed in the Grade Point Average (GPA).

### Homework

Homework is routinely required of students as assigned by the teacher. The purpose of homework is to provide reinforcement, extra practice and supplement classroom instruction. Homework also fosters the development of good study habits, a practice that is critically important for students who are planning to pursue advanced educational opportunities.

### Tutoring

Tutoring is generally available during the week either before or after school. Students should check with each teacher to determine his or her tutoring schedule.



## Grade Point System, Class Rank and Other Grade Related Issues

Final GPA calculations for seniors are determined after the conclusion of the 3rd nine weeks.

In an effort to recognize those students who have taken a more rigorous course of study, CISD has developed the following system for calculating GPAs:

Grade Range	Letter Sem	AP/DC*	Core PreAP/H**	Level & All Other
<b>90-100</b>	A	6.0	5.0	4.0
<b>80-89</b>	B	5.0	4.0	3.0
<b>75-79</b>	C	4.0	3.0	2.0
<b>70-74</b>	D	3.0	2.0	1.0
<b>Below 70</b>	F	0	0	0

*\*Includes all AP courses, present and future plus dual credit required courses taught on the high school campus.*

*\*\* Five point classes*

All PreAP and honors core academic courses. Additional academic honors/PreAP courses include:

- Anatomy and Physiology
- Organic Chemistry
- Independent Study in Engineering Math
- Introduction to Health Science Technology (*Academy for Science and Health Professions*)
- Health Science Technology (*Academy for Science and Health Professions*)
- Computer Science I, II
- Dual Credit College Algebra
- Medical Microbiology
- Pathophysiology
- Dual Credit Spanish taught on high school campus

Awards: CISD high schools will include all mid-year graduates in the third nine-week 12th grade class membership for the sole purpose of determining and maximizing the total number of end-of-year awards/honors.

Summa Cum Laude: Students who rank in the top 5% of their graduating class according to GPA. In order for a student to be considered for Summa Cum Laude honors, he/she must have completed the final three semesters at the awarding school, beginning in January of the year prior to graduation.

Magna Cum Laude: Students who rank between the top 5% and 10% of their graduating class according to GPA

Cum Laude: Students who rank between the top 10% and 15% of their graduating class according to GPA.

Valedictorian and Salutatorian:

- Must be selected from the Summa Cum Laude graduates.
- In the event that two or more students have the same grade point average, the awards will be determined by calculating numerical averages.

### Academic Lettering

Academic awards including academic lettering are presented only to students currently enrolled in the District. Students meeting the following are eligible to receive an application for academic lettering:

- A sophomore student having a cumulative average of 90 for all subjects or a GPA of 4.1 or greater during his/her freshman year is eligible to receive a jacket and/or letter with no bars;
- A junior student having a cumulative average of 90 for all subjects or a GPA of 4.2 or greater during his/her sophomore year is eligible for a letter jacket and/or letter with the appropriate number of bars;
- A senior student having a cumulative average of 90 for all subjects or a GPA of 4.3 or greater during his/her junior year is eligible for a letter jacket or a letter with the appropriate number of bars.

Transfer students will become eligible to receive the appropriate award only after completing one full year at a District high school in which the grade requirements (as outlined above) are met. A student must complete the academic letter application and return it to the campus counseling center by the designated date. A student may receive only one jacket during his or her high school career. Students must be currently enrolled to receive a jacket or a letter.

### Grades from Other Countries

Foreign transcripts will be evaluated in the following manner:

- Transcripts from American or International schools with grading systems equivalent to the District's will be transcribed as any other domestic transcript;
- Transcripts that reflect grading systems dissimilar to the District's will be evaluated and grades of "P" or "F" will be awarded. These grades will not be assigned grade points nor computed in the student's GPA;
- For those records coming from countries who administer examinations rather than award course grades, course curriculum will be evaluated, examination grades noted, and "P's" or "F's" recorded for equivalent courses on the receiving campus.

### Grades from Virtual Learning or Campus Computer-Generated Courses

Students taking courses on the virtual learning computer program to recover a semester (or more) credit for a course previously failed, will be awarded a numeric grade and level grade points for that virtual learning course. Students not finishing a virtual learning course by the designated deadline will receive a “WF” (“Withdrawn Failing”) and zero grade points for the course. In special circumstances a course may be taken as a first-time offering on a virtual learning program. Courses taken through a virtual learning environment may not satisfy core course requirements for NCAA. Students should visit with their school counselor prior to enrollment in these courses.

### Dual Credit Courses – Grade Points

Students taking dual credit courses will receive grade points according to the following:

- Courses taught off of the high school campus receive level grade points commensurate with the grade earned;
- Required academic courses taught on the high school campus receive the maximum grade points available for the grade earned;
- All other courses will be awarded level grade points with the exception of College Algebra and Spanish which will receive “honors” grade points.

### High School Credit Awarded Through Average of Two-Semester Grades

High school students failing the fall semester of a two semester course, but who pass the spring semester of that course, shall receive credit for both semesters when the average of the two semesters of the course is at least 70. Students who pass the fall semester but fail the spring semester must repeat the spring semester of the course. Students passing the fall semester of a math or foreign language course, but failing the spring semester, must repeat the spring semester in an approved summer school earning a passing grade, or repeat the entire course the following school year (taking the fall semester for no credit) earning a passing grade of 70 or better for the spring semester. Grades may only be averaged if the second semester immediately follows the first, as part of a one-credit offering. Subsequent grades in the second semester of the course will not be averaged. Summer school grades will not be averaged with grades awarded during the regular school year.

### Retroactive Awarding of Credit for Foreign Language

Credit for sequenced foreign language courses may be given retroactively for first-time credit according to the following:

- A student is recognized, through evaluation/assessment, as having prior knowledge and skills in a foreign language;
- Based on the evaluation/assessment, the student is placed in the appropriate level of the foreign language course;
- Credit for levels I and/or II will be awarded retroactively when a student earns a grade of 70 or above in the next successive level of the same language;
- A grade of “P” (proficiency), for which graduation credit shall be awarded, shall be placed on the transcript for the appropriate level or levels of the language;

- Credit for the course(s) shall not be included in the calculation of the student's Grade Point Average (GPA). However, if the student chooses to take Credit by Examination with Prior Instruction (see above), the numeric grade earned on the examination shall be placed on the student's transcript and the grade shall be included in the calculation of the GPA using level grade points.

This provision is not meant to recover failing grades.

### Repeat Courses Effect on Grade Points

Grades in repeated courses will not replace the original grades, nor will grade points be changed if credit has already been earned. The fall semester of a course in which the student needs the spring semester for credit is one example of this situation. Students must pass each grading period to maintain eligibility for extracurricular activities for any course in which he/she is enrolled. When a student fails a course, zero grade points will be calculated into the student's GPA. Upon repeating the course and achieving a passing grade, the student will receive the grade credit and grade points toward the GPA; however, "F" and zero grade points remain on the transcript and are included in calculating the GPA for that student.

### Promotion and Retention

A student will be promoted only 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. 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 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English. If a student in grade 8 is enrolled in a course that earns high school credit for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the grade 8 assessment. The student will instead take the corresponding EOC assessment. If a student in grades 7-8 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 only be required to take an applicable state mandated assessment for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grade 8 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. 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 grades 5-8 fails to meet satisfactory performance after the STAAR administrations 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 intermediate school or junior high level who did not perform satisfactorily on a state-mandated assessment or 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 additional information, see the school counselor and policy EIF(LEGAL). 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.

Parents of a student 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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

### Summer School

Summer school courses are generally offered for remediation. However, some first-time credit opportunities are available. These courses are subject to student interest and availability. Grades in all summer courses will apply to grade point average and eligibility for extracurricular activities. High school courses taken by entering ninth graders who have successfully completed eighth grade will count toward the student's GPA. Students should consult the National Collegiate Athletics Association (NCAA) as to whether these courses count for core Grade Point Average. Students are charged a fee for summer school courses.

### Grade Classification

After ninth grade, students are classified according to the number of credits earned toward graduation. The following classification system is used for academic placement:

<b>Grade Classification</b>	<b>Credits</b>
<b>Freshman</b>	0 to 5.5
<b>Sophomore</b>	6 to 11.5
<b>Junior</b>	12 to 17.5
<b>Senior</b>	18+

For eligibility purposes as determined by the UIL, the following classification guidelines apply:

<b>Grade Classification</b>	<b>Credits</b>
<b>Freshman</b>	0 to 4.5
<b>Sophomore</b>	5 to 9.5
<b>Junior</b>	10 to 14.5
<b>Senior</b>	15+

Classification occurs only at the end of each academic year with one exception. Students classified as 11th graders, but who are able to meet graduation requirements by May or August of the current school year will be reclassified as 12th graders at mid-term.

### Standardized Testing

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT. Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

STAAR (State of Texas Assessments of Academic Readiness) Grades 7–8: In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment called STAAR, in the following subjects:

- Mathematics, annually in grade 7 and 8
- Reading, annually in grades 7 and 8
- Writing, including spelling and grammar, in grade 7
- Science in grade 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grade 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP). STAAR Alternate 2 is available, for eligible students receiving special education services who meet certain state-established criteria, 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.

## End-of-Course (EOC) Assessments for Students in Grades 9–12

STAAR end-of-course (EOC) assessments will be administered in Algebra I, English I and II, Biology, and United States History. Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state, as determined by the student's ARD committee. A student's ARD committee for students receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

## Graduation Programs/Plans

**Foundation Graduation Program:** Every Texas public school student will graduate under the "foundation graduation program." The foundation graduation program features "endorsements," which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student's transcript. A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation graduation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can earn performance acknowledgments on the student's transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course; on an AP or IB exam; on certain national college preparatory and readiness or college entrance examinations; or for earning a license or certificate recognized at the state, national or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the District will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

The District will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by

successfully completing course in the core curriculum of a public Texas institution of higher education. See your counselor for more information.

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of Credits Foundation Graduation Program</b>	<b>Number of Credits Foundation Graduation Program with an Endorsement</b>
<b>English/Language Arts</b>	4	4
<b>Mathematics</b>	3	4*
<b>Science</b>	3	4
<b>Social Studies, including Economics</b>	4	4
<b>Physical Education**</b>	1	1
<b>Language other than English***</b>	2	2
<b>Fine Arts</b>	1	1
<b>Locally required courses</b>	.5 credit in Health	.5 credit in Health
<b>Electives</b>	5.5	5.5
<b>Miscellaneous</b>		Available Endorsements****:  Science, Technology, Engineering, and Math Business and Industry Public Services Arts and Humanities Multidisciplinary
<b>Total</b>	24 credits	26 credits

*\* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student's transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.*

*\*\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will*



*be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.*

*\*\*\* Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. A student may satisfy one of the two required credits by successfully completing a dual language immersion program in elementary school. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.*

*\*\*\*\* A student must specify upon entering grade 9 the endorsement (Science, technology, engineering, and mathematics –STEM; Business and industry; Public service; Arts and humanities; or, Multidisciplinary studies) he or she wishes to pursue.*

Personal Graduation Plans for Students Under The Foundation Graduation Program: A personal graduation plan will be developed for each high school student. The District encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement. A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for all Graduation Programs: Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. Please be aware that not all courses are offered at every secondary campus in the District. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the District will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or the first semester of the senior year.

### Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the District:

- Complete the required number of credits established by the state and any additional credits required by the District;

- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the District, in specific communication skills required by the State Board of Education.

Testing Requirements for Graduation: Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. See the school counselor for more information on the state testing requirements of graduation. If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations. In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee formed in accordance with state law, unanimously determines that the student is eligible to graduate.

Students who wish to graduate in three years should declare their intention to do so with their designated school counselor by the end of their sophomore year.

### 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;
- 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 or contact Ms. Lynda Gowan, the District's Parent Education Program Specialist at 936-709-7831.

### Certificates of Attendance for Special Needs Students

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules. A student who

receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies to receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the end of course (EOC) assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

### Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state mandated tests required for graduation.

### Class Rank

In addition to determining class rank at the end of 10th grade, high school rank for students seeking admission to a college or university or applying for scholarships on the basis of their class rank is determined and reported as follows:

- Class rank shall be based on the end of the eleventh grade, beginning of the twelfth grade, middle of the twelfth grade, and final rank will be determined at the end of the third nine weeks of the senior year in order for graduation honors to be determined by the date of graduation.
- The top ten percent of a high school class shall not contain more than ten percent of the total class size.
- The student's rank shall be reported by the applicant's high school or school district as a specific number out of a specific number total class size.
- Class rank shall be determined by the Texas school or school district from which the student graduated or is expected to graduate. Transfer students will become eligible to be included in the class rankings as soon as transfer grades are received entered, and grade-point averages calculated.

### Academic Requirements for Participation in Student Activities

Participation in school-sponsored activities is a privilege, not a right. Eligibility for participation in student activities is determined by conduct, attendance, and academic progress. Eligibility for initial and continuing participation in many of these activities is governed by state law and The University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or musical activity governed by UIL, the student and parent are expected to know and follow the rules of the UIL organization. <http://www.uil texas.org> The UIL Parent Information manual can be accessed at UIL Parent Information Manual.

Academic eligibility rules apply to all athletic teams, all UIL and vocational competitions, band, drill team, cheerleading, and all school-sponsored clubs and organizations. Students not meeting the established grade and/or conduct requirements may not participate in any of these activities even though that activity would not require the student to miss any class time.

In accordance with UIL rules, during the first six-week grading period, students must have been promoted to the next grade level or have accumulated the required number of units toward graduation to participate. During all subsequent grading periods, students who receive a grade below 70 for that grading period in any English, language arts, mathematics, science, social studies, economics, or a foreign language course or subject other than a class identified as honors, dual credit, or advanced by either the State Board of Education or by the District's Board of Trustees, or students working under an individualized education plan (IEP) who fail to meet the standards established by the IEP, may not participate in extracurricular activities during the following three-week period. The ineligibility from extracurricular activities becomes effective seven days after the last day of the grading period during which the grade lower than 70 was earned. Students will be allowed to participate seven days after the end of any three week grading/ progress reporting period in which the student earns a grade of 70 or above in all courses or subjects. Students may continue to practice during the period of ineligibility, but may not compete or perform during this time. In certain situations, a student may apply for a waiver to be eligible if the student meets all of the following criteria:

- The course(s) that are being waived are on the pre-established District list (AP and Dual Credit);
- The student has earned at least a grade of 60 in the course;
- The student is requesting waivers in no more than two courses; and
- The student has demonstrated a level of sufficient effort to master the curriculum as determined by the principal and/or teacher.

A student will remain ineligible until a decision on the waiver has been determined. The decision of the campus principal regarding whether or not the waiver will be granted is final.

For the purpose of determining whether a student may participate in an extracurricular activity on the evening of a school day, the student must be in attendance at school for at least half of the day. The principal or designee may make exceptions to this rule. There may be additional and/or more stringent campus requirements for participation.

### Non-Academic Requirements for Participation in Student Activities

Students are required to comply with any standards or additional codes of conduct for the group or groups in which the student participates that has rules of conduct and consequences for behavior that are stricter than those for students in general. If a violation committed by a student is both a violation of the District's Student Code of Conduct and the additional standards required for participation in an organization/activity, the consequences specified by the school shall apply in addition to any consequences specified by the student organization/activity.

Participation in some of these activities may result in events that occur off-campus. When the District arranges transportation for these events, students are required to use the transportation provided by the District to and from the events unless the activity's coach or sponsor has made an exception.

Extracurricular trips by bands, choirs, drill teams, cheerleaders or other approved student groups are, for the most part, not funded by the District. Participation by a student in these activities is voluntary and could require the student and/or his family to participate in fundraising activities or make payment toward funding of a trip or activity. Failure or refusal to participate in fundraising activities or to provide required funds can result in denial of the student's right to attend the trip or participate in the activity.

Student safety in extracurricular activities is a priority of the District. The equipment used in football is no exception. As a parent, you are entitled to review the District's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, contact the curriculum division of the Texas Education Agency at (512)-463-9581).

### Athletics Participation

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including: athletics, marching band, JROTC, color guard, cheerleading, and drill team. This examination must be submitted to the District annually. Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request his or her physician perform an electrocardiogram (ECG or EKG) to screen for such disorders, when the student has his or her annual physical examination. Costs for such a screening and physical examination are borne by the student.

### Progress Reports & Eligibility Dates for UIL Participation

Please see the District's website for this information. [Conroe ISD Calendars](#).

### Physical Activities Which May Substitute for Physical Education

Students participating in the following activities may receive physical education credit for their participation:

- Athletics – 4 credits
- Drill Team – 1 credit maximum
- Cheerleading – 1 credit maximum
- Approved Off-Campus Programs, such as ice skating, which receive CISD approval (See below)
- Junior ROTC
- Marching Band - 1 credit maximum

### Private Physical Education Program Guidelines

Students may obtain physical education credits through participation in private programs. The District does not endorse any private program or the quality of its instruction or instructors. Inclusion of any program on the District's private P.E. list merely means that the facility has completed required paperwork and made representations to the District that they will provide the required instruction.

Students wanting to participate in a private program to obtain physical education credit must meet the following criteria:

#### Individual Activities

- Must be an Olympic-type activity;
- Student and facility must be registered with the District Athletic Director's office prior to the student's participation in the program and within the established time frames;
- In order to receive .5 credit, the student must complete entire 18-week (one semester) program. If a student quits a private PE program in which he/she was being released early from school (Category I), he/she must be scheduled into the campus PE program;
- Two different programs cannot be combined to satisfy time requirements;
- Students may not change programs without campus approval;
- Students may not participate in programs for outside PE credit if there is an extracurricular option available in the school.

#### Team Sports

- No Physical Education credit will be given for participation in a team sport for which Conroe ISD fields a UIL team;
- Physical Education credit will be given for participation in non-UIL activities on campuses which sanction a club in that activity. Examples are lacrosse, ice hockey, field hockey, and roller hockey. In order for a club to be sanctioned:
  - It must be approved by the campus principal;
  - It must have an adult sponsor/coach from the campus faculty;
  - Students must comply with participation requirements as set forth by the "No Pass, No Play" rule and the UIL.
- Students attending a campus that does not have a club sport in an activity must be given an opportunity to participate at a campus that does have that club. A student can only receive credit on a team sanctioned by CISD.

The private physical education program is coordinated and monitored through the District Athletic Director's office.

#### Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

#### 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.

## College Admissions and Counseling

Colleges and universities vary greatly in their requirements in regard to grades, class rank, courses taken and entrance examination requirements. It is important for students and their parents to visit college websites for specific entrance requirements. Students or parents are responsible for mailing all college applications. Official transcripts, which are required by most colleges and universities as a part of the application process, must be requested through the appropriate campus personnel on the form and in the time frame required. All official transcripts must be mailed by school personnel. Official transcripts will not be provided to students, their parents or representatives. Information contained on transcripts includes courses taken, semester grades, class rank, grade point average, and results of state tests taken. Families may, however, request an unofficial transcript.

## College and University Admissions and Financial Aid

For two years following their graduation, District students who graduate in the top ten percent and in some cases, the top 25 percent, of his/her class are eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Complete the Distinguished Level of Achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least 1500 out of 2400 on the SAT.

The student is ultimately responsible for ensuring that he or she meets the admission requirements for the university or college to which the student submits an application including timely submission of a completed application. The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2020 or spring 2021 terms, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process. As required by law, the District will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements of automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they receive this information. Students and parents should contact their school counselor for further information about automatic admissions, the application process, and deadlines for application.

## Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges and technical schools, as well as to private institutions. For further information, please see the school counselor.



## Scholarship Applications

There is no fee for processing scholarship applications, other than transcript fees.

## Letters of Recommendation

Each high school campus has its own procedures for processing transcripts, college applications and scholarship applications. Many of these documents require letters of recommendation from teachers and/or school counselors. It is important that students give the person(s) writing these letters as much time as possible in order for them to prepare a quality letter. For planning purposes, a minimum of three (3) weeks after the request is made should be allowed before letters of recommendation are due. Letters are sent directly to the college or university.

## College Applications

Campuses will process, at no charge to the student, up to five college applications. Any additional applications may require a fee paid in advance at the time the request is submitted. This fee is waived for students qualifying for the free and reduced lunch program.

## Transcripts

Unofficial Transcripts: Requests for unofficial transcripts must be made in writing to the appropriate campus office. Transcripts list all grades. Typically requests will be filled within 24 hours; however, processing may take up to five school days at certain times of the school year. Students can receive one unofficial transcript at no charge in the fall and spring semester of their junior year and one in the fall of their senior year. For each additional transcript a \$1 fee will be assessed. Students may obtain copies of their unofficial transcript at no charge through their View-It account.

Official Transcripts: Colleges or universities may request official transcripts at any time during the school year. Students requesting official transcripts be sent to colleges or universities must complete the proper transcript request form. These requests should be submitted to the campus registrar. The District will provide, on behalf of each student, three official transcripts at no charge to the student. For each additional transcript a \$3 fee will be assessed. This fee can be waived for students qualifying for the free and reduced lunch program. Official transcripts must be mailed by District personnel. Official transcripts are not provided to students or their parents/guardians.

## Academic Counseling

Students and their parents are encouraged to talk with their child's school counselor, teacher, or principal to learn about course offerings, graduation requirements and early graduation procedures. Each year students will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and career and technology opportunities, as well as information on the importance of postsecondary education. The school counselor can also provide information each year a student is in high school regarding: The importance of postsecondary education; the advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement; the disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma; financial aid eligibility and how to apply for financial aid; automatic admission to state-funded Texas colleges and universities; eligibility requirements for the TEXAS Grant; availability of district programs that allow students to earn college credit; availability of tuition and fee assistance for postsecondary education for students in foster care; and availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.



Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional or mental health issues, or substance abuse. The school counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the school counselor should make an appointment with his or her school counselor.

The District will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency, or for child abuse investigations and reports.

### Student Records

#### 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 your phone number, you are consenting to receiving such information through a wireless or landline. The District or campus may generate automated or pre-recorded messages, text messages, or real-time phone or email communication that are closely related to the school's mission. Should there be any change in home address, telephone numbers, email addresses or emergency contact information, please notify your student's campus immediately. Note that the 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.

#### Transcripts

Grades for all courses taken are placed on the transcript and may not be removed. This includes courses taken at the junior high campuses for high school credit; however, high school courses taken in junior high are not calculated in the high school rank. The transcript is the official student academic record. Transcripts include grades and credits for all courses attempted, grade point averages, and class rank.

Transcripts for currently enrolled students can be requested through the appropriate campus office. Unofficial transcripts may be requested by the student and/or parent or guardian and given directly to the person requesting it. Students may make copies of their unofficial transcripts. Official transcripts are transmitted directly from the campus to an authorized requesting institution. Official transcripts must be mailed by the registrar of the campus and may not be delivered by hand.

#### Parent Access

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, standardized test results, and discipline. To access this service, parents must have a valid e-mail address. All parents are strongly encouraged to sign up for PAC by visiting the District's website at [Resources for Parents](#).

## Access to Student Information The Family Educational Rights and Privacy Act

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and “eligible” students certain rights of privacy. Before disclosing any 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 form found on the [District’s website](#) or in the school’s main office. The form should be returned to the campus within ten 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, UIL/Texas Sports Concussion Registry, 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 at <http://www.conroeisd.net/about/policies-procedures/>.

Virtually all other information pertaining to student performance, including grades, test results, and disciplinary records, is 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” typically means that the person needs access to student education records to perform job related duties. Working with a student; considering disciplinary or academic actions; implementing an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs are all examples of “legitimate educational interest”. School officials include trustees and employees, such as the superintendent, administrators, principals, teachers, school counselors, diagnosticians, District police officers, attorneys, 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;
- To accrediting organizations to carry out accrediting functions;
- To 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
- To 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.

Parents or eligible students may obtain copies of student records at a cost of ten cents per page by submitting a written request to the campus. 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.

### Display of Student's Names, Photos, Artwork 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.

## Enrollment and Withdrawal

### Enrollment Requirements

The parent or guardian of a student wishing to enroll in a District school must provide proof of legal responsibility for the student in the form of a birth certificate, divorce decree or some other legal document. The parent or legal guardian of a student under the age of 18 must be present with the student at enrollment to complete necessary paperwork including the registration form, and release of records form. Parents should be prepared at the time of enrollment to provide school officials with copies of any court orders that affect the child and must provide emergency notification information. Parents must also bring with them proof of residency (utility bill), birth certificate or other document suitable as proof of the child's identity and proof that the child has received the age appropriate immunizations as required by the Texas Health Department. (See below).

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-9th 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 Influenza (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.

## 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 online at [Exemptions for Immunizations](#).

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 [Conroe ISD Health Services](#) 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 lifelong 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 Web site](#). 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.

### 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. (See below.)

### Intradistrict Transfers

Attendance areas are determined by the Board of Trustees. The District does allow intradistrict transfers in certain situations. Intradistrict transfers are not granted for differences in course offerings or class scheduling, family history of attendance, participation in extracurricular activities or convenience. The deadline to apply for an intradistrict transfer is May 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. The District does not provide transportation to students attending a campus outside of their attendance zone.

### 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;

- A nonresident senior student who was a resident of the District and attended that same District high school during the preceding three years shall be allowed to continue to attend that high school until the student graduates, provided academic, disciplinary, and attendance records are satisfactory;
- 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.)

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. July 1 is the deadline to apply for an interdistrict transfer.

### Parents of Students with Disabilities with Other School-Aged Children in the Home

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. However, the District is not required to provide transportation to the other children in the household.

### Foreign Exchange Students

Students who have graduated from any other school are not eligible for admission. The purpose of a foreign exchange program is cultural and social, not for graduation purposes. The District limits the number of foreign exchange students at each of its high schools to no more than six per school year. The exchange student must reside within the school's attendance zone to be enrolled. Foreign exchange students are classified as 11th grade students and are not placed on a graduation plan.

Foreign exchange students are encouraged to take courses such as Government as well as elective courses which enhance the cultural and social experience of school. Courses will be assigned upon registration. Foreign exchange students must meet the same guidelines for class placement and level changes as all other District students. All students who have English as a second language must be tested for English proficiency. Foreign exchange students who wish to apply for graduation must request an official transcript from the last school the student attended. Transcripts should be received prior to the student enrolling in the District. The transcript will be evaluated to determine eligibility for graduation. Foreign exchange students who apply for graduation must meet the same course and testing requirements as all other District students.

The District does not complete I-20 forms. These forms require that the District acknowledge the acceptance of tuition from students who attend District schools, but are not residents of the United States. Conroe ISD does not accept tuition. As a result, the District cannot complete I-20 forms.

### Withdrawing from School

When a student under the age of 18 withdraws from school, the parent or legal guardian must submit a written request to the principal, specifying the reasons for the withdrawal and the final day the student will be in attendance. Withdrawal forms are available at each school.



A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. The District may revoke for the remainder of the school year the enrollment of a person 19 or older who has more than five unexcused absences in a semester. The person's presence on school property thereafter would be unauthorized and may be considered trespassing.

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

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with the required presence of school-aged children in school, e.g. compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit, are of special interest to students and parents. Each is discussed below.

### Compulsory Attendance

State law requires that a student between the ages of 6 and 19 attend school as well as any applicable accelerated instruction programs, extended year programs and District-required tutorial sessions unless the student is otherwise legally exempt or excused.

A student who voluntarily attends or enrolls who has 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). If a student 19 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is thereafter unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission; from any class; from 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 law and subject to disciplinary action.

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

The student's parent is subject to prosecution under 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.

### Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit and/or a final grade 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 75 percent 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 or a final grade lost because of absences. [See policies at FEC].

Keeping the best interest of the student in mind, all absences whether excused or unexcused, will be considered by the committee in determining whether a student has met attendance requirements. The committee, when determining whether there were extenuating circumstances for the absences, will use the following guidelines:

- If makeup work is completed, absences for the reasons listed at Exemptions to Compulsory Attendance will be considered extenuating circumstances for the purpose of attendance for credit or the award of a final grade;
- The acceptability and authenticity of documented reasons for the student's absences;
- Whether the absences were for reasons over which the student or the student's parent could exercise any control;
- 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 student or parent may appeal the committee's decision to the Board of Trustees by filing a written request with the District's Legal Department in accordance with policy FNG. The actual number of days a student must attend in order to receive credit depends on the number of days the class is offered. In junior high some classes are a full year in length.

### Exemptions to Compulsory Attendance

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

- Documented health care appointments for the student or a child of a student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school on the same day as the appointment. A note from the health care provider must be submitted to the campus upon the student's arrival or return to campus;
- For students in the conservatorship (custody) of the state, this includes an activity required under a court-ordered service plan, or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours;
- Mental health or therapy appointments;
- Authorized school-sponsored activities;
- Religious holy days;
- Required court appearances;
- Activities relating to obtaining United States citizenship;
- Service as an election clerk.

In addition a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal or designee, follows campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences, and the student makes up any missed work.

For children of military families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the District of these activities.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the District.

When a student must be 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 the parent may be accepted, but the District reserves the right to require a written note. The campus will document in its attendance records of the student whether the absence is considered by the District to be excused or unexcused. 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.

### Activity Absence

Participation in school-sponsored extracurricular activities is not considered an absence from school. However, students may not miss any class to participate in any one or a combination of such activities more than 10 times during a school year. Students participating in activities approved by the Board of Trustees as extracurricular activities must follow these same guidelines. Approved competitions above the district level are not considered in determining a student's total days of absence from school due to extracurricular activities. For the purpose of determining whether a student may participate in an extracurricular activity on the evening of a school day, the student must be in attendance at school for at least half of the day. The principal or designee may make exceptions to this rule.

### Absences Approved in Advance

Written parental requests for preapproved absences must be made in advance to the appropriate assistant principal. Forms to request preapproved absences are available at the campus. Approval will be based on the student's attendance record, academic standing, and compliance with campus procedures. A maximum of not more than five preapproved absences per school year are allowed. Preapproved absences are included in the calculation to determine if a student has attended class 90% of the days the class is offered in order to receive credit for the class. Make-up assignments are provided for absences approved in advance. Preapproved absences count against final examination exemption privileges.

### Make-Up Work

Students will be given the opportunity to make up work missed due to any absence. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. Students will be permitted one day for each day of absence to complete the assigned work. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignment prior to the absence. Long-term assignments are due even if the student is absent on that day. Students should make arrangements to have long-term assignments turned in on the date due if the student is unable to do so because of an absence. Students in ISS or OSS will be given their course work for foundation curriculum classes.

### Leaving Campus During the Day

All students who leave campus during the school day must sign out in the appropriate office and receive a permit for leaving campus. To receive a permit to leave campus, the student must provide a written note, signed by his or her parent or guardian, containing the student's first and last name, the date, time and reason for leaving campus along with contact information for the parent or guardian or a telephone call from the student's parent or guardian. The permit must be obtained prior to the start of the school day on which the student is requesting to leave campus. To be released from class, the student must present the permit to the classroom teacher to receive permission to leave at the designated time. If the student returns to school that day, he or she must report to the attendance office or designated area and provide written verification from the health care professional (if applicable) along with a written note from the parent or guardian stating the reason for the absence. The student must also sign in into be readmitted to class.

Students, who fail to sign in or out before leaving campus or furnish false information, including a forged parent or guardian signature, will be considered truant. Students are not allowed to leave campus during meal periods for the purpose of eating lunch off campus.

### 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. In the absence of a court order, a student will generally be released to either parent unless the parents give conflicting instructions regarding release of the student. In this instance, the campus will generally maintain the status quo and allow the parents to seek legal intervention to resolve the conflict. 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.

### 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.

### Tardies

It is very important to the educational process that students arrive to school and to each of their classes on time each school day. See the individual campus insert for specific information regarding how tardies will be handled at your child's campus.

### Driver License Attendance Verification

To obtain a driver's license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus. Requests are typically processed within 24 hours. Students should remember that buildings are closed during spring and winter break as well as holidays and should plan accordingly.

## Safety and Security

### Applicability of School Rules

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. 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. 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 purposes of summer instruction.

### 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 will 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, trainer, or designated staff member 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.

### Child Sexual Abuse, Trafficking and Other Maltreatment of Children

**Warning Signs of Sexual Abuse:** 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, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including difficulty sitting or walking, pain in the genital area, and claims of stomachaches and headaches; 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; or withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

**Warning Signs of Trafficking:** Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services. Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online. Possible warning signs of sexual trafficking in children include: changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude; sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology); tattoos or branding; refillable gift cards; frequent runaway episodes; multiple phones or social media accounts; provocative pictures posted online or stored on the phone; unexplained injuries; isolation from family, friends, and community; and, older boyfriends or girlfriends.

**Warning signs of labor trafficking in children include:** being unpaid, paid very little, or paid only through tips; being employed but not having a school-authorized work permit; being employed and having a work permit but clearly working outside the permitted hours for students; owing a large debt and being unable to pay it off; not being allowed breaks at work or being subjected to excessively long work hours; being overly concerned with pleasing an employer and/or deferring personal or educational

decisions to a boss; not being in control of his or her own money; living with an employer or having an employer listed as a student's caregiver; and, a desire to quit a job but not being allowed to do so.

**Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children:** Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, 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.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. 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 [Texas Department of Family and Protective Services, Programs Available in Your County](#). Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

**Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children:** The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

### 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.

### Preparedness Drills, Evacuations, Severe Weather, and Other Emergencies

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. 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 procedure. 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.

### CPR and Traumatic Injury Training

The District will annually offer instruction in CPR at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR certification. The District will also annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injuries.

### Outdoor Safety

The District monitors the heat index to determine if it is safe for students to participate in outdoor activities. Students are encouraged to drink plenty of fluids at home and at school during the hotter months of the school year. Staff members are trained to recognize the symptoms of heat stress. Those symptoms are: extreme sweating or lack of sweating; paleness; muscle cramps; fatigue and weakness; dizziness; headache; nausea and vomiting; rapid pulse rate; shallow, fast breathing; and fainting. Students exhibiting these symptoms will be taken to the school nurse. Students are kept indoors if there is a threat of thunderstorms and lightning.

### Visitors to the School

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the campus' main office. All visitors must present a valid drivers' license or state identification card and must follow campus regulations for checking in and out of the campus. Student visitors from other campuses are not permitted.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Typically, approved visits to the classroom can be no more than 30 minutes.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

### 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).

### Volunteers

The District appreciates the efforts of its volunteers. Each campus has a volunteer program and campus contact. We encourage your involvement in your child's education as a school volunteer. For the safety of our students, all volunteers must complete an application that includes a criminal history background



check prior to volunteering or working with students. The background check is confidential and will be processed through the CISD Department of Human Resources. The following link will provide you more information about volunteering in CISD: <https://apps.conroeisd.net/volunteer/>. 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.

### 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, or 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 the school administrator, exists. All deliveries are subject to search at the discretion of the campus administrator.

### 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 or adjudication, or has been 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.

### 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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 from a juvenile court to take a student into custody;
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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 or his designee 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 custody action, notification will most likely be after the fact.

### 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.

### Searches

Desks, lockers, District-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in District property.

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, school officials may from time to time conduct searches. School officials may conduct searches of students, their belongings, and their vehicles in accordance with law and District policy. Searches of students will be conducted without discrimination, based on reasonable suspicion, voluntary consent, or pursuant to District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on District property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a school official may conduct a search in accordance with law and District regulations.

To maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector searches when entering a District facility, and at off-campus, school sponsored activities.

Students assigned to the District's Disciplinary Alternative Education Program (DAEP) are searched on a daily basis upon entering the facility.

**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.

**Vehicles on Campus:** A student has full responsibility for the security and content of his or her vehicle parked on District property and must make certain that it is locked and that the keys are not given to others. Vehicles parked on District property are under the jurisdiction of the District. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the presence of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the District will turn the matter over to law enforcement. The District may, in certain circumstances, contact law enforcement even if permission to search is granted.

### Trained Dogs

The District will use trained dogs to screen for concealed prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dog will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as classrooms, common areas, lockers, or vehicles. If a dog alerts on an item or area, it may be searched by school officials.

### Video Cameras

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. School administrators will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

State law permits the school to make video or voice recordings of students without parental permission when the video or voice recording relates to classroom instruction (including staff development, improving instruction or providing student or teacher feedback), co-curricular or extracurricular activities; promoting student safety, and media coverage of the school. Written parental consent will be obtained before any other video or voice recording of your child not otherwise allowed by law is made.

In addition, state law allows 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, to make a written request for the District to place video and audio recording equipment in certain self-contained special

education classrooms. The District will provide notice before placing a video camera in a classroom or other setting in which your child receives special education services. 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.

## General Campus Regulations

### 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.

**Student Non-school Materials:** Students must obtain prior approval from the principal before selling, posting, circulating, or distributing copies of written or printed 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 nonschool 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 nonschool materials to be placed for voluntary viewing by students. (See policies at FNAA.)

A student may appeal a decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes, nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

**Non-student Non-school Materials:** 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, 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).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

### Use of School Facilities

**Use by Students Before and After School:** Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

**Conduct Before and After School:** Teachers and administrators have full authority over student conduct at before or after school activities on District premises and at school sponsored events off District premises, such as play rehearsals, club meetings, athletic practices, and study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### 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, Google Glass, etc. does so at his or her own risk.

The District permits students to possess electronic 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.

A student who uses any item, electronic or otherwise contrary to campus or District rules may have the device confiscated. Confiscated devices that are not retrieved by the student or student's parent will be disposed of after the notice required by law. Any disciplinary action will be in accordance with the Student Code of Conduct. 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.

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.

### Instructional Use of Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). 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.

### 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.

### 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.

### 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 to/from 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.

### Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from sending, posting, accessing, or displaying 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, 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, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, 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. 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 your child 'Before you Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

### Fundraising

Student clubs or classes and/or parent groups, including booster clubs, may be permitted to conduct fund-raising activities for approved school purposes. Requests for permission must be made to the campus principal at least 10 days before the event. Funds collected by school organizations must be processed through the campus activity account. Funds must be deposited with the campus financial clerk on the day they are collected. Disbursement of collected funds must be by the financial clerk with written approval of the campus principal or his or her designee.

Booster clubs must conduct their fundraising efforts without the use of students. If students are involved in the fundraising activity, the money earned from the fundraiser must be deposited in the campus student activity account.

A campus may establish a fund-raising calendar so that the number of fund-raising activities will be spread out over the entire school year. Campuses may also establish additional guidelines limiting the number or type of fundraisers that may be conducted each school year. Fundraisers may not last longer than a two-week period. All student and parent groups are limited to two major fundraisers per school year.

Except as approved by the Assistant Superintendent, fundraising by outside, non-school related groups is not permitted on school property.

### Automobiles and Parking Permits

Student parking at campuses is a privilege not a right. Students may be required to complete a safe school driving course as a condition for obtaining a parking permit. Parking privileges are for students registered at the campus he or she attends. Each campus may charge a parking fee. If a student's parking privilege is suspended temporarily or permanently, no part of the parking fee will be refunded. Any student having his or her vehicle booted during the school year may be fined and/or have his or her

parking privilege suspended. Each high school will provide more detailed information regarding parking at your student's campus.

### Extracurricular Codes of Conduct

Sponsors of student clubs, performing groups such as band, choir, and drill team, and athletic teams may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by Board policy shall apply in addition to any consequence specified by the organization's standards of behavior.

### Student Elected Positions

Elections are held each year to elect certain student leaders and to select students for student honor positions. Students must meet the criteria for the particular organization. Students should contact the faculty sponsor to find out what the criteria are.

### Student Fees

Materials that are a part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep;
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities;
- Security deposits;
- Personal physical education and athletic equipment and apparel;
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.;
- Voluntarily purchased student health and accident insurance;
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District;
- Personal apparel used in extracurricular activities that becomes the property of the student;
- Parking fees and student identification cards;
- Fees for lost, damaged or overdue library books;
- Fees for driver training courses, if offered;
- Fees for optional courses offered for credit that require use of facilities not available on District premises;
- Summer school for courses that are offered tuition-free during the regular school year;
- In some cases a course taken through the Texas Virtual School Network (TXVSN).



Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

### Dress and Grooming

Each campus' dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students in grades 3 through 12 are required to wear face coverings while at school, in accordance with campus and District rules. Students should provide their own face covering. Students who arrive at school without a face covering will be provided a face covering before they are admitted to class. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the guidelines established by the student's campus. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

### COVID-19 Requirements

Requirements relating to students wearing face coverings are based on guidance from state and local health authorities. The most up-to-date guidance is located on the [District's COVID-19 webpage](#).

Students who cannot wear a face covering due to a medical condition or disability must provide documentation from a physician to the campus principal prior to the student attending school in-person, so that options to protect the health and safety of staff and students at the school can be determined. Remote Instruction is available for students who are unable to wear a face covering. Families are required to screen each of their children for COVID-19 symptoms, as well as take their child's temperature before sending them to school each day. The campus and District will provide a screener that will ask if a child has experienced COVID-19 symptoms within the last 10 days or had close contact with a person who is lab confirmed to have COVID-19 in the past 14 days. Close contact is defined by the Texas Education Agency as: (a) being directly exposed to infectious secretions (e.g., being coughed on); or (b) being within 6 feet for a cumulative duration of 15 minutes, if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Students will not be admitted to class until the screener is completed. More information regarding screening requirements will be provided by the student's campus.

### Public Displays of Affection

Public displays of affection are not allowed.

### Celebrations

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's class for his or her birthday, 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.

## Tobacco and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other 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.

The District and its staff strictly enforce prohibitions against the use of all tobacco products e-cigarettes, or any other vaporizing device by students and all others on school property and at school sponsored and school-related activities.

## Parent Conferences

Parents are encouraged to call the school counselors' office to arrange for a parent-teacher conference. Unscheduled visits may not result in a conference with the teacher due to the teacher having other duties or commitments. The parent or guardian can leave his or her name and contact information and the teacher will respond. Teachers are only able to meet during their conference period and before or after school unless special arrangements have been made. Appointments to meet with staff should be made at least 24 hours in advance. This allows the teacher to be adequately prepared for the conference. Parents must report to the front office and sign in before proceeding to the conference.

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

Textbooks and other District-approved instructional materials are provided to students 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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. 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 and technological equipment until the item is returned or the damage 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.

## Requesting Limited or No Contact with a Student Through Electronic Communication

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. However, text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with the student participating the extracurricular activity. If you prefer that your child not receive any one-to-one electronic communications from a District employee or if you have a question related to the use of electronic media by District employees, please contact the campus principal.

## Voter Registration

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

## Field Trips

The District periodically takes students on field trips for education purposes. A parent must provide permission for a student to participate in a field trip. The District may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip. The District may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

## 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, and will be used to determine the student's eligibility for a program.

Parents are able to inspect the 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.] Likewise, parents may inspect a survey created by a third party before the survey is administered or distributed to their student.

Parents also have a right to receive notice of and deny permission for their child to participate 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 to others;
- 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 spinal screenings, or any physical examination 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 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)]

### School Safety Transfers

The District will grant a parent's request to transfer his or her child to another classroom or campus if the child has been determined by the District to have been a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. Parents of students who the District has determined to have engaged in bullying should be aware that the District can transfer their child to another classroom or campus. In such a circumstance transportation would not be provided. 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. If the victim does not wish to transfer, the District will transfer the assailant, in accordance with Policy FDE.

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

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, sex, gender, national origin, disability, age, 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 website. [See policy FFH]

**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. 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, 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.

**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; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. In addition to dating violence described above, two other types of prohibited harassment are described below.

**Sexual and Gender-Based Harassment:** Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. 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. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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.

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. A person who makes a false claim or offers a false statement or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishment or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### 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 report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate District officials to whom to make a report.

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 includes dating violence, discrimination, harassment, bullying, and retaliation, will be promptly investigated. If law enforcement or another 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 or corrective action will be taken to address the conduct. The District may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Records and Privacy Act (FERPA). A student or parent

who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

### Nondiscrimination Statement

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, gender, disability, or any other basis prohibited by law, in providing educational services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

In accordance with Title IX, the District does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment inquiries about the application of Title IX may be referred to the District's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The District has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Dr. Jamie Bone, Assistant Director of Human Resources, 3205 W. Davis, Conroe, TX 77304, 936-709-7752, [TitleIX@conroeisd.net](mailto:TitleIX@conroeisd.net). Reports can be made at any time by any person, including during non-business hours, by mail, phone, or email. During District business hours, reports may also be made in person. Upon the District receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in Board Policy FFH (Local).

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator, Dr. Kendra Wiggins at 3205 W. Davis, Conroe, TX 77304, 936-709-7752. For all other concerns regarding discrimination see your campus principal.

### Bullying

Bullying is defined in state law 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 or will have 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 in state law 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.

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 the student be transferred to another classroom or campus within 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).

## Hazing

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;

- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to an unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the District. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

## Health Related Resources, Policies, and Procedures

**Physical and Mental Health Resources:** Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources: The District's Health Services Department at 936-709-7757; Guidance & Counseling Department at 936-709-7846; the nurse or school counselor on your child's campus; the Montgomery County Public Health District at 936-523-0540; or Tri-County Behavioral Healthcare at 1-800-550-8408.

**Policies and Procedures that Promote Student Physical and Mental Health:** The District has adopted policies that promote student physical and mental health. Local policies on the topic's below can be found in the District's policy manual, available at <https://pol.tasb.org/Home/Index/909>.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH

- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the District's strategies to improve student performance through evidence-based practices that address physical and mental health. [The District's Improvement Plan can be found here.](#)

### Physical Fitness Assessment

Annually, the District will conduct a physical fitness assessment of students in grades 3-12 enrolled in a PE or PE alternative class. This assessment is called a FITNESSGRAM. The results of your child's FITNESSGRAM can be viewed through Parent Access at the end of the school year.

### Physical Examinations/Health Screenings

Any student that participates in, or continues participation in, the District's athletics program governed by the UIL and all co-curricular and extra-curricular activities that involve physical activity, including but not limited to band, drill team, and JROTC, must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This examination is required to be submitted annually to the District.

### Pledges of Allegiance 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 a pledge. State law requires that one minute of silence follows 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.

### Prayer

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

### 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-examination 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.

If a student in grade 11 or 12 is homeless and transfers to another school 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/she meets the criteria to graduate from the previous district. Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the District's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). 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 (temporary or permanent custody of the state, sometimes referred to as substitute care), with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District. A student who is currently in the conservatorship of the state 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.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the District will assist the student with the completion of any applications for admission or for financial aid; arrange and accompany the student on campus visits; assist in researching and applying for private or institution-sponsored scholarships; identify whether the student is a candidate for appointment to a military academy; assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by DFPS; and coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

### 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). 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 [Conroe ISD Legal Department](#).

### Posters and Signs

The posting of any signs, posters or other commercial advertisements relating to activities not connected with the Conroe Independent School District is not permitted. This applies to buses as well as buildings, parking lots or any other area on the school campus. The principal or assistant principal must approve any poster before it can be displayed. For additional information please see Local Board policies FNAA and GKDA which are available online through the District's website at [Policies and Procedures](#).

## Pest Management Plan

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, periodic indoor and outdoor 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 U.S. 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. Should you have questions about the District's pest management program or wish to be notified in advance of pesticide applications you may contact our IPM Coordinator at 936-709-8753.

## 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.

## 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 website, electronic communication to families, and social media. Please utilize these resources rather than calling the District 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 in the following ways: electronic communication, postings, 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.

## Returned Checks

In the event that a check written to any Conroe ISD campus, cafeteria, or District office is returned unpaid by your bank, Conroe ISD or its agent (Paytek Solutions) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. You may reach Paytek Solutions at 800-641-9998.

## District-Level Staff and Contact Numbers (See Appendix)

### School Health Advisory Council (SHAC)

During the preceding school year, the District's School Health Advisory Council (SHAC) held two (2) meetings. Additional information regarding the District's SHAC is available on the District's website at <https://www.conroeisd.net/about/school-health-advisory-council/>

### Steroids

State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## District Services

### Counseling

The District has a comprehensive school counseling program that includes a guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives; a responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational care, personal, or social development at risk; an individual planning system to guide a student as the student plans, monitors, and manages the student's own education career, personal, and social development; and systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students. Parents can review any materials and curriculum during school hours.

### Food and Nutrition Services

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. The District may share a student's name and eligibility status to help enroll 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. Participating students will be offered the same meal options as their peers and will not be treated differently from the peers. Applications for free and reduced price meal service are available online at [www.myschoolapps.com](http://www.myschoolapps.com). Applications may be filled out anytime 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 students enter their student ID number, 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 \$1.50 for students and \$2.50 for non-students and second meals. Prices for lunches are \$3.00 for students and \$3.75 for non-students and second meals.

Parents are encouraged to prepay for their child's meals or a la carte purchases.

- Cash needs to be sent or taken to the school in a sealed envelope with your child's name and student 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. Both the check and envelope should have your child's name, student ID number, and grade to ensure crediting to the proper account. Checks are verified by Paytek. 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 payments can be made by going to the [My School Bucks webpage](#). Access to this site may also be found on the [Child Nutrition webpage](#).
- Parents should continually monitor their child's meal account balance. When a student's meal account balance is depleted, the District will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. 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 a meal. The District will make every effort to avoid bringing attention to such a student. Repayments are accepted online by credit card or in the cafeteria by cash/check.

Delivery of food to students from outside vendors is not permitted. Parents cannot provide food for other students. Students may not leave campus during lunch. All students, during their lunch period, must be in the cafeteria or other designated area by the time the tardy bell rings at the beginning of each lunch period. Food services are offered on a first- come-first- serve basis. Students may not save places in line for other students. Students are expected to help keep the eating areas as clean as possible. Students who misbehave in the cafeteria may receive disciplinary consequences.

No students are permitted at their lockers or in the parking lots during lunch periods without a pass from an administrator. All food must be consumed in the cafeteria or areas designated for eating and drinking. No food may be consumed in other areas of the campus.

The District follows the Federal Smart Snacks Nutrition Guidelines for foods being served or sold on school premises during the school day. Please visit the Child Nutrition website for more information.

### Special Dietary Needs

If, due to a life threatening medical condition, a student requires a food substitution, the student's parent, in conjunction with the student's physician, must complete and submit to the school nurse a *Meal Substitution Request Form*. This form is available at each campus in the nurse's office.

### Health Services

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. Any



information regarding a student's health condition or any health concerns should be communicated to the campus nurse. Campus staff welcome the opportunity to work closely with the parents and 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 or communicable or infectious diseases for periods of time as identified in state rules. (See below.) For example, if your child has a fever of 100 degrees or higher, 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 or online on the [TDSHS webpage](#).

If a student becomes ill or injured 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 (TDSHS) or the local health authority. The school nurse can provide information from TDSHS 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.

### Emergencies and Illness at School

An electronic Student Health Information Form should be completed by the parent or guardian for each child at the beginning of the school year. It is very important you complete 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.

If, in the judgement of the nurse or other appropriate school staff, emergency transportation is required, a call will be made to 911. 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.



## Screenings

Health Services, under the guidelines of the Texas Department of State Health Services, provides a screening program for vision and hearing for all new students and grades Pre-K, K, 1st, 3rd, 5th, and 7th. Additionally, during the school year, all students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature. The requirement, adopted by the Texas Department of State Health Services, helps identify adolescents with abnormal spinal curvature and refers them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. 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).

## 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 old. If your physician orders aspirin for your child, please provide a copy of the physician order. The Texas Nurse Practice Act allows registered nurses to refuse to administer medications anytime the nurse believes the medication is contraindicated 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. Students may not transport medication on the school bus with the exception of asthma, anaphylaxis, and diabetes medications with physician’s orders.
- 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 are at risk for 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.

### 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 and for off-campus school sponsored activities. 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.

### Insect Repellent

Concerned parents are strongly encouraged to use a repellent on their child before they leave for school, especially young children who may have difficulty applying the repellent safely. Conroe ISD staff will not provide or apply insect repellent 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 repellent for use by their child. For safety reasons, pump spray repellents 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.

### 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 prevent / minimize local outbreaks of contagious disease, parents should keep children who have an illness that can be spread from person to person at home, and CISD school nurses will exclude students with symptoms of a communicable illness from school attendance. 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 State Health Services regarding these diseases.

In accordance with Texas Administrative Code Title 25 Part 1 Chapter 97 A rule 97.7, the school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of Health (commissioner) as cause for exclusion until one of the criteria listed in subsection c) of this section is fulfilled.

(c) Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

- (1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting
- (2) submitting a permit for readmission issued by a local health authority; or
- (3) meeting readmission criteria as established by the commissioner.

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, no new lesions in 24 hours, and fever free for 24 hours without the use of fever reducing medications.
- 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 until fever free for 24 hours without the use of fever reducing medications.
- 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 if blisters and drainage cannot be contained and maintained in a clean dry bandage.

- Infectious Hepatitis: Incubation period can be 15-50 days. 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. Exclude from school five days from onset of symptoms. Serological evidence is required for diagnosis.
- Pertussis (Whooping Cough): Incubation period is 4-21 days (usually 7-10 days). Cold like symptoms and mild cough. Coughing worsens and may cause vomiting and “whooping” sound. Exclude until completion of five consecutive days of appropriate antibiotic therapy.
- Conjunctivitis (pink eye): Red itching eyes accompanied by crusting and discharge. Exclude from school until symptom free, 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. No exclusion if infected area(s) can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.
- 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 after 24 hours of effective antibiotic treatment and fever free for 24 hours without the use of fever suppressing medications.
- 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.

### Head Lice

Head lice, although not an illness or disease is very common among children and is spread 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 student 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. Parents may also wish to consult their healthcare provider for effective treatment options. 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 [TDSHS Web Site](#).

### Bacterial Meningitis

[Please see the District's website for information regarding meningitis](#). Please note that the Department of Safety and Human Services requires at least one meningococcal vaccination on or after a student's 11<sup>th</sup> birthday, unless the student received the vaccine at age 10. College students must also show upon entry, 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.

### Suicide Awareness, Substance Abuse Prevention and Intervention, and Mental Health Support

The District has implemented programs to address mental health, behavioral health, and substance abuse concerns including, mental health promotion and early intervention; building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making; substance abuse prevention and intervention; suicide prevention, intervention, and postvention (interventions after a suicide in a community); grief, trauma, and trauma-informed care; positive behavior interventions and supports; positive youth development; and safe, supportive, and positive school climates.

The District has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The school counselor will notify a parent within a reasonable amount of time if a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options. If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the District has procedures to support the student's return to school. Please contact the child's school counselor for further information.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner.

Unless required under state or federal law, a District employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent. The District will not provide mental health care service to a student except as permitted by law.

## Food Allergies

Parents should notify the District when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions by either 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.

## English Learners

A student who is an English learner 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 an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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 that 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. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner 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.

## 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 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](#) or by calling 936-709-7752.

## Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all student 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 district to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school'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 or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the District must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the District agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the District decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days the evaluation period will 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 District 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 District 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 District must give you a copy of the evaluation report at no cost.

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



## Contact Person for Special Education Referrals

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.

## Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of student in the District's Section 504 program. Districts must also implement a system of procedural safeguards that include notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

## Contact Person for Section 504 Referrals

Each campus has a designated 504 Coordinator to contact regarding a referral for evaluation applicable to Section 504.

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](#)
- [Legal Framework for the Child-Centered Special Education Process](#)
- [Special Education Information Center](#)

## Service Animal use by Students

A parent of a student who uses a service animal because of the student's disability and who wants the service animal to accompany the student to school must complete and submit the appropriate District form, which is available on each campus. The request will be considered as soon as possible, but within 10 business days. If the request is approved, the parent, student, and campus staff will develop a plan for the service animal before the service animal is permitted to accompany the student to school or on District transportation.

## Transportation

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

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](#) 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 at 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 and consequences are documented in the student's education record. 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 bus riding privileges. The following standards are established for the student's benefit and safety:

- 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 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 or damaged 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 a campus administrator

**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
- Fasten their seatbelts, if available

**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.**

### Technology

District owned computer technology for instructional purposes may be issued to individual students. Use of these resources including the District's network systems and equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these District resources. Additionally, students will be permitted to use District computers and to appropriately access the Internet only if the student and/or the parent sign the Computer Acceptable Use Guidelines. (See Appendix) Violation of these agreements may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail to and from District computers is not private and may be monitored by District staff.

## Glossary

**Accelerated Instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT** or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance Review Committee** is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the District's Board of Trustees, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CBE** is credit by examination. Students may earn credit or a final grade by passing a specific final test for that course. Credit by examination is offered for both acceleration (for students who have not received instruction in a course) and credit recovery.

**CPS** stands for Child Protective Services.

**CTE** stands for Career and Technical Education, which offers programs of study through sixteen career clusters. The purpose is to prepare students for college and career success as well as provide students with a quality education that prepares them to be competitive within a global economy.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC** assessments are end of course tests which are state mandated, and are a part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and United States History.

**ESSA** is the federal Every Student Succeeds Act.

**FERPA** refers to the Federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**GPA** stands for Grade Point Average. Each semester grade which earns state credit is assigned a grade point. The GPA is the total of all grade points received divided by the number of grades received (which receive state credit).

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in DAEP, ISS removes the student from the regular classroom.

**PGP** stands for Personal Graduation Plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to a college or university admissions examination, the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

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

**STAAR Spanish** is an alternative assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of 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 assessment 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, campus, or district vehicle. 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.

**TSI Assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshman students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

## Appendix I: CISD Acceptable Use Guidelines for Students

The District gives students access to various types of technology resources, including a District e-mail account, electronic textbooks, cloud-based document storage and collaboration space such as the Canvas Learning Management System, Google Apps for Education, and Office 365, computer hardware, software, printers, networks, and storage space on networks, devices such as computers, Chromebooks, iPads, tablets, laptops, calculators, and other interactive devices, and filtered Internet access. Students may also be allowed to use their personal technology devices for instructional purposes, however the District is not responsible for damage to or loss of devices brought from home.

With this educational opportunity comes responsibility. It is important that students and their parents understand the District's policies and procedures related to technology resources. Inappropriate use of the District's technology resources can result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, as outlined in the *Student Code of Conduct* and applicable laws.

These guidelines apply to all District networks and network storage, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access. Use of the District's technology resources is not private and all activity is monitored.

The District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI.]

When students access the Internet, it is possible that they may run across areas of adult content and some material a parent might find objectionable. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student to follow the rules for responsible use.

Students issued a District-owned technology device, are given additional materials addressing the proper use, care, and return of these devices.

All students are expected to responsibly use the District's technology resources by complying with the following:

- Because District technology resources are primarily for instructional and educational purposes, the District only allows limited personal use only if the rules in this agreement are followed and the use does not interfere with school work.
- Students must not share their account information with another person.
- Be mindful that people who receive e-mail or other communication from students through school accounts might think the message represents the school's point of view.
- Keep personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Not download or sign up for any online resource or application without prior approval from the teacher or other District administrator.

- When communicating through e-mail or other electronic means, students must use appropriate language and etiquette and always be respectful.
- Acknowledge that work and ideas of others when referenced them in student work.
- Immediately report any suspicious behavior or other misuse of technology to a teacher or other campus administrator.
- Students may use their personal electronic devices for instructional purposes only as authorized by a teacher.
- When using a personal device for instructional purposes while on campus, students must use the District's wireless Internet services and are prohibited from using a personal wireless service. Any attempt to bypass the District's filter will result in a loss of privileges and disciplinary action as required by the *Student Code of Conduct*.
- When accessing the District's technology resources using a personal device, students must follow the District's technology resources policy and associated administrative regulations, including this acceptable, use agreement.
- When not using a personal device for instructional purposes while on campus, students must follow their campus' rules and guidelines for non-instructional use of personal electronic devices.

Students are prohibited from inappropriately using the District's technology resources and will be held responsible at all times for the proper use of their account. Inappropriate activity includes the following:

- Using technology resources for any illegal purpose, including threatening school safety;
- Accessing resources to knowingly alter, damage, or delete District property or information, compromising or testing District security, systems or networks, or breaching any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus or malware to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;

- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses and phone numbers, or photographs, without permission or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments to meet in person people met online; if a request for such a meeting is received, it should be reported to a teacher or administrator immediately;
- Violating intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Using on-line chat or video chat rooms not expressly authorized by the teacher;
- Wasting school resources through the improper use of the District's technology resources, including sending spam; and
- Downloading unauthorized application, scripts, plug-in or software or gaining unauthorized access to restricted information or resources.

Students are expected to immediately report to a supervising teacher or an administrator any inappropriate activity.

I have read and I agree to abide by these guidelines for responsible online behavior and use of District technology resources. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the *Student Code of Conduct*.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent

I understand that my child will have access to the District's technology resources, including District-approved online applications. I have read and understand the District's guidelines regarding my student's use of the District's technology resources and understand that under Texas law neither the District, its operators, and any institutions with which it is affiliated can be held liable for any claims or damages of any nature arising from my student's use of, or inability to use, these technology resources or loss or damage to my students' personal technology device. I understand that my student's use of the District's technology resources is not private and that the District will monitor my student's activity. I also understand that the District uses certain cloud-based applications that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix II: Contact Numbers

## Appendix III: School Calendar

## Appendix IV: 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 FFH(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, national 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 nonverbal 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 V: 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 11/11/2017.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. 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, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

- Examples - Bullying of a student could occur by physical contact or through electronic means and 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, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

- 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.

#### Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

#### 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, sex, 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. The District may notify law enforcement in certain circumstances.
- 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 whether 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.