

2021 -
2022

Elementary & Intermediate Student Handbook



CONROE
INDEPENDENT
SCHOOL DISTRICT

CISD Elementary & Intermediate Student Handbook

2021 - 2022 School Year

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

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Parent and School Partnership

Parents are an essential component of a child's successful educational experience. Success in the early years in school provides a firm foundation for success in life. Parents should be active participants in the education of their child. Below are ways to participate with school staff and your child.

Communication: Communicate with the school staff. Review with your child his or her school work, and look for communication from the District, campus and your child's teachers. If you have questions, contact the school.

Monitor Progress: Attend teacher conferences and respond to requests from the school. If you have a concern about your child's progress, contact your child's teacher. Keep teachers informed of events in your child's life that may impact school performance.

Become Involved: Consider becoming a school volunteer. Participate in the parent organization at your child's school. Be a room parent.

Build on Success: Acknowledge your child's successes. Reinforce school rules. Set high expectations for your child and reward his or her efforts to accomplish those goals.

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

Attendance: Regular school attendance is a key to school success. Students should arrive on time so they have time to prepare for instruction. Start building this habit early so they can learn right away that going to school on time, every day is important.

Keep Education a High Priority: Make doing well in school a high priority. Make connections between what happens at school to things your child encounters outside of school. Read to and with your child.

Thank you in advance for your time and effort in making this year a special one for your child.

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](#). Hard copies of any reports are available upon request to the District's administrative office. [TEA also maintains additional accountability and accreditation information](#).

Academic Information

Prekindergarten and Kindergarten Enrollment Eligibility

A child is eligible to attend pre-kindergarten if the student is four years of age on September 1 of the year the student begins the programs and is:

- Unable to speak or comprehend the English language;
- Educationally disadvantaged;
- Homeless as defined by federal law;
- The child of a of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;
- Or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Family Code Section 262.201; or
- The child a person who is eligible for the Star of Texas Award.

A student is eligible to attend kindergarten if the student is five years of age on or before September 1 of the current school year. A student is eligible to enroll in first grade if he or she is six years old on or before September 1 of the current school year, has been enrolled in another state, or has successfully completed kindergarten in another state public school.

Credit by Exam for Acceleration

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

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

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

Counseling/Guidance Program

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.

Curriculum

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

In accordance with state law (policies at EHAB, EHAC, and FFA), the District will ensure that students in kindergarten through fifth grade will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week throughout the school year as a part of the District's physical education curriculum or through structured activity during a school campus' daily recess. Students in sixth grade will be required to have moderate or vigorous physical activity for at least 135 minutes during each school week.

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

Grading Guidelines/Reporting to Parents

Pre-kindergarten and kindergarten students are graded using a standard based report card. Students in grades 1-6 receive numerical grades in Reading, Writing, Mathematics, Social Studies, and Science. In grades 1-4, a minimum of four daily grades and two major grades will be taken in each subject during each marking period. In grades 5 and 6 two major grades in each subject will be taken each marking period, and five daily grades in Reading and Writing and six daily grades in Mathematics, Social Studies, and Science. In grades 5 and 6 homework accounts for one cumulative daily grade.

Elementary grade weights vary by grade level. Homework may account for one cumulative daily grade. Grades are weighted as follows:

- Grades 1 & 2 – All grades weighted equally
- Grades 3 & 4 – 75% daily grades, 25% major grades
- Grades 5 & 6 – 50% daily grades, 50% major grades

Intermediate students receive numerical grades for each subject in school, including Fine Arts and Physical Education. Intermediate grade weights are daily work 50% and major grades 50%.

In grades 1-6 if a student receives a failing grade on either a daily or major grade, an opportunity may be provided to redo the assignment or retake the test depending on a number of factors including, but not limited to the student's grade level, the content area, and the nature of the assignment or test. Campuses, grade levels, or teachers will notify students when there is an opportunity to redo an assignment or retake a test.

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

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

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

Homework

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

- Kindergarten - 10 minutes
- 1st - 10 minutes
- 2nd - 20 minutes
- 3rd - 30 minutes
- 4th - 40 minutes
- 5th - 50 minutes
- 6th - 60 minutes

The amount of time a child spends on homework varies for each child. Parents/guardians can help their child by providing a quiet place, free of distractions, and with the necessary supplies. Occasionally some activities require more time than a child usually spends on assignments. However, if your child is spending more time than you would expect to complete assignments, we recommend you communicate with your child's teachers. Homework may not be assigned daily in all subjects, but reinforcement and

practice are encouraged. You may visit the website of your child's teachers for updates regarding homework.

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

Parent Teacher Communication

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

Promotion and Retention

A student will be promoted on the basis of academic achievement or proficiency. In making promotion decisions, the District will consider: the recommendation of the student's teacher, scores on criterion-referenced or state-mandated assessments, and any other necessary academic information as determined by the District. [EIE (Local)]

A parent may request in writing that a student repeat prekindergarten, kindergarten, or grade 1, 2, or 3. Before granting the request, the District may convene a retention committee to meet and discuss the request, and will invite the parent to participate. For the 2021-2022 school year, a parent may request in writing that a student repeat grade 4, 5, 6, 7, or 8 that the student was enrolled in during the 2020-2021 school year. Before granting the request, the District may convene a retention committee to meet and discuss the request and will invite the parent to participate.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Report Card Schedule

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

Re-teaching/Re-testing

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

Remote Instruction

The District may offer remote instruction when authorized by TEA. All District policies, procedures, guidelines, rules and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

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, schools must obtain parental permission before removing 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. Under state law, students with grades below 70 for a reporting period are required to attend tutorial services.

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

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

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

STAAR Alternate 2 is available for students receiving special education services who meet certain state-established criteria, as determined by the student's ARD committee. STAAR Spanish is available for students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

If a student in grades 3-8 does not perform satisfactorily on the state assessment, the District will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the District will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The District will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may request that the District consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available, and/or file a grievance or complaint regarding the content or implementation of the ALC's educational plan. [See Complaints on the District's website.](#)

If a student in grades 3-8 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 be required to take an applicable state-mandated assessment only for the course in which the student is

enrolled, unless otherwise required to do so by federal law. A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

For a student who does not perform satisfactorily on a state mandated examination, a school official will prepare a personal graduation plan (PGP). School officials will also develop a PGP for a student who is determined by the District to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items, identify the student's educational goals; address the parent's educational expectations for the student, and; outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

Student Work

Completed student work is sent home with students on a weekly basis or as designated by the teacher(s). Please review the work with your child. If questions arise, feel free to contact the teacher or school office.

Physical Fitness Assessment

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

Excused from P.E. Participation

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

Elementary/Intermediate General Information

Dress and Grooming for Students in Elementary/Intermediate School

Dress codes are established to teach grooming and hygiene, prevent disruptions, minimize safety hazards, and to maintain a positive learning environment. The District prohibits pictures, emblems, or writings on clothing that are any of the following: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL). Halter-tops, muscle shirts, and spaghetti-straps tops are not permitted unless covered by another shirt. Midriff shirts, or shirts exposing the midsection of the body, are not permitted. Blue jean cutoffs or unhemmed shorts are not appropriate dress for elementary/intermediate school classes. Makeup/cosmetics may not be worn or applied at school. Hair and hairstyle cannot create a distraction. Pants/shorts may not be worn lower than undergarments. Students who choose to wear shorts to school must wear them at fingertip length when the student rests his/her arms at his/her side. Flip flops may not be worn during P.E. classes. Shorts may be worn under dresses. Dresses and skirts should be appropriate length (fingertip) and tights should accompany shorter dresses, skirts or shorts. A campus may have additional rules regarding dress code.

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 and return to the classroom. If the problem cannot be corrected at school, the school will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time. Until the situation is corrected, the student may be assigned to in-school suspension. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

COVID-19 Requirements

Students may utilize mitigation measures, including the wearing of appropriate face coverings, to prevent contracting COVID-19 or other infectious diseases. For the most up-to-date guidance relating to COVID-19, please see the [District's Safe Return to In-Person Instruction and Continuity of Services Plan on the District's COVID-19 webpage](#).

Snacks and Competitive Foods

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

Food at School Functions

The United States Department of Agriculture has established guidelines for all foods served during the school day. These guidelines are referred to as SmartSnacks. See [USDA Smart Snacks in School](#). Exceptions to the SmartSnacks guidelines are allowed for up to four school-wide events, including celebrations and holiday parties during the school year, which are pre-approved by school administration. Due to allergy, safety, and sanitation issues, any food items served during the school day must be store bought items and served using food safe gloves. If you do not want your student to

consume these food items, please notify your child's teacher in writing by September 1 of each school year. Students with allergy or dietary restrictions must be given the opportunity to bring or be provided an alternative safe food item and be included in the celebration. Field trips are exempt from the guidelines as are birthday celebrations. Birthday treats must be served after lunch in a designated area.

Lost and Found

Each campus has a "lost and found" for items misplaced by students. If your student has lost an item at school, the student should check to see if it is in the "lost and found."

Parent/Teacher Organizations

Elementary and intermediate schools may have a parent-faculty/teacher organization. Meeting times and dates vary with each campus. Check the school's website or newsletter for more information.

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 that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. The District is not responsible for refunding fees paid directly to third-party vendors.

Student Education Records

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address. A parent must provide the contact information to the District upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the District. If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

The District or school periodically will send information by automated or prerecorded messages, text messages, or real-time phone or email communication that are closely related to the school's mission and specific to your child, your child's school, or the District. Standard messaging rates of your wireless carrier may apply. If you do not wish to receive such communications, 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 education 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 education records, the District must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student education 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 only 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 directory information private, the 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 such as Naviance, advisors, and the like).

To restrict release of your child's directory information to the above named groups submit a written request to your child's campus within 10 days from enrollment. A form to restrict release of your child's information can be found at [Conroe ISD Legal Department](#).

Virtually all other information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential. Inspection and release of student records is restricted to an eligible student or student's parents unless the school receives a copy of a court order terminating parental rights or the right of access to a student's education records. A parent's rights regarding access to student records are not affected by a parent's marital status.

Federal law requires that control of the records goes to the student as soon as the student reaches 18, is emancipated by a court, or enrolls in a post-secondary institution. However, the parent 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.

FERPA permits disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" may include: working with a student; considering disciplinary or academic actions, implementing an individualized education program for a student; compiling statistical data; or investigating or evaluating programs. School officials may include trustees and employees, such as the superintendent, administrators, principals, teachers, school counselors, diagnosticians, District police officers, attorney, and support staff; a person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, Communities in Schools staff, or volunteer); a third party vendor that offers online programs or software (such as Naviance); 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. FERPA also permits the disclosure of personally identifiable information without written consent to:

- 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.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect. Records may be reviewed during regular school hours. 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 is 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 denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing, the records are not amended, the parent or eligible student has 30 school days to exercise the right to a place a statement 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 guidelines.

Parents or eligible students who believe the District is not in compliance with the law regarding records have the right to file a complaint. For more information about how to file a complaint, see <https://studentprivacy.ed.gov/file-a-complaint>.

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 websites; 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

To enroll in a District school a parent/guardian 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, provide copies of any court orders that affect the child, and the child's emergency notification information. Parents must also bring 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, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch can be honored. 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 immunization requirements. The school nurse can also provide information on immunization requirements. 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 is not 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 of 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 for the child to remain at the school in which the student is currently enrolled. The District does not provide transportation to students attending a campus outside of their attendance zone.

Interdistrict Transfers

Nonresident students are not eligible to attend 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 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.

Attendance and Absences

Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences. Two state laws, one dealing with compulsory attendance and the other with how a child's attendance affects the award of a student's final grade or course credit, are discussed below.

Compulsory Attendance

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously enrolled in first grade, and who has not yet reached their 19th birthday, shall 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. Once a student enrolls in prekindergarten or kindergarten the student is required to attend school and is subject to the compulsory attendance requirements as long as the student remains enrolled. State law requires a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school from any classes, any required special programs, or required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The District may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court. 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.

Accelerated Reading Instruction Program

State law requires a student in kindergarten –grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic read instrument.

A student will be required to attend any accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

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].

With the exception of absences due to serious or life-threatening illness or related treatment, all absences whether excused or unexcused, will be considered by the committee in determining whether a student has met the attendance requirements. To determine extenuating circumstances for the absences, the attendance committee 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;
- 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 had control over the absences;
- 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 following policy FNG.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements, as long as the student makes the work, for these activities and events:

- Documented health care appointments for the student or a child of a student, including absences related to autism services, if the student returns to school on the same day as the appointment, and brings a note from the health care provider;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;

- For students in the conservatorship (custody) of the state, 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;
- Religious holy days;
- Required court appearances;
- Activities relating to obtaining United States citizenship;

The District will allow a junior or senior student to be absent up to two days per school year to visit a college or university, 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.

The District will allow a student to be absent for up to two days per school year to serve as an early voting clerk, the student notifies his or her teachers and receives approval from the principal prior to the absences, or as an election clerk, if 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.

The District will allow a student 17 years of age or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in a branch of the U.S. armed services or Texas National Guard, provided the student provides verification to the District of these activities.

The District will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

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.

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

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. Approval will be based on the student's attendance record, academic standing, and compliance with campus procedures. A maximum of 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 must make arrangements with each teacher to complete 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 assigned to 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 have a parent/guardian or authorized adult sign the student out of school. The person must provide appropriate identification. If the student returns to school on the same day, the student must be signed back into school by a parent/guardian or authorized adult, and provide documentation relating to the absence to school staff.

Authorized Person Picking Up Students

Under normal circumstances, either parent of the student will be allowed to pick up a student at school. When the school is furnished with a copy of a court order that establishes custody, possession, and/or access to the child, the child will be released to the parent who has possession under the order at that time. In the absence of a court order, a student will 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

See the individual campus insert for specific information regarding how tardies are handled at your child's campus.

Safety and Security

Applicability of School Rules

The Board has adopted a Student Code of Conduct that defines standards of acceptable behavior –on and off campus, during remote and in-person instruction, and on District vehicles – and outlining consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. In addition, in some instances involving criminal conduct. During summer instruction, 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 have the opportunity to purchase low-cost accident insurance that will help with meeting medical expenses for school-related injuries to their child. 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 areas, 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.

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:

- [Kids Health, For Parents, Child Abuse](#)
- [Child Welfare Information Gateway Factsheet](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [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](#)

Reports of abuse 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](#).

Child Abuse Reporting

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

Anonymous Alerts and Kid Chat

Anonymous Alerts is a reporting mobile app that parents and students can download onto the persons cell phone to report safety concerns anonymously and quickly.

The District's police department also provides an anonymous and confidential 24 hour phone line -1-888-Kid Chat (543-2428) - to receive and react to information relating to criminal offences such as drugs, weapons, fighting, and other crimes or fears of possible crimes occurring at school. Kid Chat is affiliated with the Montgomery County Crime Stoppers Program.

Preparedness Drills, Evacuations, Severe Weather, and Other Emergencies

The District will rely on contact information provided by the parent to communicate in an emergency situation. An emergency situation could 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.

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 and comply with the District's visitor policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Visitors may not interfere with 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 or violations of student privacy 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 ejection. 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 has been convicted, received deferred prosecution or adjudication, or has been adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct;
- 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:

- 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 cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances 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.

Searches

In the interest of promoting student safety and drug free schools, District officials may occasionally 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.

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 and are responsible for any item found in District property that has been provided to the student that is prohibited by law, District policy, or the Student Code of Conduct.

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.

Use of District-owned equipment and its network systems is not private and will be monitored by the District. Any searches of 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.

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 belonging 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, school officials may search it.

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. In other circumstances, the District will obtain, parental consent before making a video or voice recording of your child.

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 a 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.

Parents and visitors to any District classroom, both virtual and in-person, may not record video or audio or take photographs or other still images without permission from the teacher or another school official.

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 more than ten 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. Each campus will designate a location for approved non-school materials to be placed for voluntary viewing by students. (See policies at FNAA.)

A student may appeal a decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes, non-school 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: No person or group will circulate, distribute, or post on any District premises any 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, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

Each campus has a designated location for approved non-school materials to be placed for voluntary viewing or collection.

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 non-school 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. Students must leave campus immediately after dismissal of school in the afternoon, unless involved in an activity under the supervision of a teacher or other authorized employee or adult.

Conduct Before and After School: Teachers and administrators have full authority over student conduct at, before, or after school activities. Whether a school activity is on District premises or off District premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior 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 permits students to possess personal cell phones for safety purposes. Generally these devices must remain turned off during the instructional day, including during all testing, unless they are being used for instructional purposes. 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.

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

Parents and other visitors to District schools are not authorized to take pictures or record video or audio of any student without authorization from campus staff.

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. Students are able to view an email directory for all students in the District. 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. This type of behavior may constitute 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.

Any student who engages in conduct that results in a breach of the District's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequences may be expulsion.

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.

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

Basic educational program materials are provided with state and local funds and are at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other fees or deposits, including:

- Materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations
- Admission fees to extracurricular activities
- Security deposit
- 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
- Student identification cards and parking fees
- 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.

Public Displays of Affection

Public displays of affection are not allowed.

Tobacco, E-Cigarettes and Vaping Devices 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. Vape detectors are located on campuses throughout the District.

The District and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school sponsored and school-related activities. Possession of certain vaping substances is a criminal offense and can result in a student's arrest.

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 in 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.

District Information

Parent and Student Rights

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. A parent has a right to consent before their child is required to submit to a survey funded in whole or in part by the U.S. Department of Education—that concerns any of the following protected areas:

- 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;
- Legally recognized relationships, 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.

A parent can inspect the survey or other instrument and any corresponding instructional material used in connection with such a survey. [For further information see Board Policy EF.]

Unless required under state or federal law, a District employee will not conduct a psychological examination, test, or treatment without obtaining parental consent. An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

The PPRA gives parents the right to receive notice of and an opportunity to opt their child out of:

- Activities involving the collection, disclosure or use of personal information gathered 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 or its agent, 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. The ED provides extensive information about the PPRA, including a PPRA complaint form. 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, whether instruction is delivered in-person, virtually, or remotely. A parent is also entitled to request that the school allow the parent's child to take home any instructional materials used by the student. The student may be required to return the materials at the beginning of the next school day;
- 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; records relating to assistance provided or

learning difficulties, including information collected regarding any intervention strategies used with the student, or the terms “intervention strategies” as defined by law; 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 the parent’s child participating 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.];
- A non-custodial parent may request in writing that he or she be 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)]

- Grant permission if their child is under the age of 14 to participate in the District's parenting and paternity awareness program. This program was developed by the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

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 be a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. The District may transfer a student who has been determined to have engaged in bullying to another classroom or campus. In such a circumstance transportation is 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

Students learn best in an environment free from dating violence, discrimination, harassment, and retaliation. 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.

A flier from the Texas Attorney General's office includes information on recognizing and responding to dating violence, including contact information for help. The school counselor has additional information about the dangers of dating violence and resources for seeking help. For more information on dating violence, see the CDC's Preventing Teen Dating Violence.

Discrimination: Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, sex, national origin, age, 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.

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

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, bullying, and retaliation, will be promptly investigated. 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. 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

In its efforts to promote nondiscrimination as required by law, the 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. The District provides equal access to the Boy Scouts and other designated youth groups.

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 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. 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

The District strives to prevent bullying, in accordance with the District's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents. 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, the student or parent should notify a teacher, school counselor, principal, or another District

employee as soon as possible to obtain assistance and intervention. [Procedures for reporting allegations of bullying may be found in the District's website.](#)

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 through Anonymous Alerts or by calling Kid Chat hotline 1-888-Kid Chat (543-2428).

If an investigation determines 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.

A student found to have engaged in bullying may be transferred to another classroom at the campus. In consultation with the student's parent, the Board may transfer the student 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 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 an intentional, knowing, or reckless act occurring on or off campus by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization that endangers the mental or physical health or safety of a student if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- Any activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health such as sleep deprivation, exposure to the elements, confinement to a small space, calisthenics, or consumption of food, liquids, drugs or other substances;
- Any activity that induces, causes, or requires the student to perform a task or duty that violates the Penal Code.
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The District will not tolerate hazing. Disciplinary consequences for hazing will be 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.

Policies and Procedures that Promote Student Physical and Mental Health

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.

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](#).

- 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 accessed here.](#)

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 annually 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.

School Health Advisory Council (SHAC)

During the preceding school year, the District's School Health Advisory Council (SHAC) held four (4) meetings. [Additional information regarding the District's SHAC is available on the District's website.](#)

Notification of upcoming SHAC meetings will be posted at each campus' administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the District's website.

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.

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; assessment of the student's available records to determine transfer of credit for subjects and course taken before the student's enrolling in the District; the award of partial credit (when a student passes only one half of a two half 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 call 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)

A student who is currently in the conservatorship (custody) of the state who enrolls in the District after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the school year. The District will assess the student's available records to determine transfer credit for courses taken before the student's enrollment in the District. The District will award partial course credit when the student only passes one-half of a two-half course. If a student in the conservatorship of the state who is moved outside of the District's or school's attendance boundaries or who is initially placed in the conservatorship of the state and moved outside the District's or school's boundaries, is entitled to remain at the school the student 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. Please contact the District's Foster Care Liaison 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 or sign 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. State law requires parents to update contact information within two weeks after the date the information changes.

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)

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 information such as 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 their peers. Applications for free and reduced price meal service are available online at 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. There is no charge for first meals during the 21-22 school year. The prices for non-students and second meals are \$2.60 for breakfast and \$3.85 for lunch.

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](#).

Delivery of food to students from outside vendors is not permitted. Parents cannot provide food for other students. 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 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 diseases or infections 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).

Medicine at School

The District encourages parents to administer medication at home before and/or after school whenever possible. Any medication that will be administered at school 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 must make arrangements to pick up the medication from school. Any unclaimed medications will be safely discarded in accordance with state and federal guidelines.

To administer prescription or non-prescription medication at school, the school must receive a written and dated request from the parent or legal guardian. The medication 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. Additional guidelines for medication to be administered at school are:

- All medication must be kept in the clinic during the school day.
- The District will not purchase medication to give to a student.
- The school nurse is authorized to train other school employees to administer medication to students during school hours and for off-campus school sponsored activities.
- 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.
- Students may not transport medication on the school bus with the exception of asthma, anaphylaxis, and diabetes medications with physician’s orders.
- 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.
- A record of each medication given at school is maintained in the clinic.
- Students that have asthma or are at risk for anaphylaxis may carry an inhaler or anaphylaxis medication to be used when needed. 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, must be provided. 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.
- The Texas Nurse Practice Act allows registered nurses to refuse to administer medications anytime the nurse believes the medication is contra-indicated for the student.

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.
- COVID-19: Incubation period is up to 14 days. Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Exclusion from school will be based on current local and state health authority recommendations which may include isolation for 10 days from symptom onset, improvement of symptoms, and fever free for 72 hours without the use of fever reducing medications. Exclusion may also include required quarantine for close contacts of COVID-19 positive cases for 14 days from date of last exposure.
- 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 is very common among children. Although not an illness or disease, it 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 contact 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 lice from returning. More information on head lice can be obtained from the [TDSHS Web Site](#).

The District will provide notice to parents of elementary school student in an affected classroom without identifying the student with lice.

Bacterial Meningitis

Please see the District's website for [information regarding meningitis](#). Entering 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 parent permission. The District will not provide mental health care service to a student as part of the District's intervention procedures, unless 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 either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse and inform them of any known food allergy or as soon as possible after any diagnosis of a food allergy.

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

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. 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.

The Texas State Library and Archives Commission Talking Book Program (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texas students, including student with visual, physical, or reading disabilities such as dyslexia.

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. For questions regarding post-secondary transition, including the transition from education to employment for student receiving special education services, contact _____.

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 or are on an approved designated hazardous route. 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. 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 website](#) to see what bus their child(ren) rides and for bus stop locations. Transportation personnel can be contacted Monday-Friday from 5:30 a.m. - 6 p.m. After regular Transportation Center 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 submit an electronic referral to a

transportation supervisor. Once approved the electronic referral, known as a Bus Safety Referral Guidelines and Consequences form, is sent to a 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 vapping 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 horseplay 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 a campus administrator.
- 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, also referred to a supplemental 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 because 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 stands for the admission, review, and dismissal committee. The ARD committee convenes 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.

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.

DSHS stands for Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

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.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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 that meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests if necessary for graduation.

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

and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TEC stands for the Texas Education Code.

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

Appendix I: CISD 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, 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 schoolwork.
- 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.
- Do 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 the work and ideas of others when referencing 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.
- 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, illegal, or 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 with people met online to meet them in person; 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 applications, scripts, plug-ins 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’ 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.