

# Secondary Student Handbook

2023 - 2024



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

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## Accessibility

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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## Preface Parents and Students

### Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, Board-adopted policy, and the Student Code of Conduct, a Board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between Board policy (including the Student Code of Conduct) and any Student Handbook provision, the District will follow Board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Conroe ISD Student Code of Conduct. To review the Code of Conduct, visit the District’s website at [conroeisd.net](http://conroeisd.net). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The District encourages parents to stay informed of proposed policy changes by attending Board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The District reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or District policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the District.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the office of the campus principal.

**Note:** References to Board policy codes are included for ease of reference. The hard copy of the District’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at <https://pol.tasb.org/PolicyOnline?key=909>

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the Board’s choices and values regarding District practices.

For questions about the material in this handbook, please contact your campus principal.

## Accountability under State and Federal Law

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

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

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

The District’s financial management report, which includes the financial accountability rating assigned to the District by TEA; and Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the District website at [www.conroeisd.net](http://www.conroeisd.net). Hard copies of any reports are available upon request to the District’s administrative office. TEA also maintains additional accountability and accreditation information on the [TEA website](http://www.tea.state.tx.us).

## Academic Information

### Academic Planning & Course Credit

For further information about academic planning, students should look at the **High School Academic Guide & Course Catalog**. The Guide is a District-wide extensive course description guide which provides more detailed information on the topics contained in this section as well as a description of the course offerings. The Guide can be found on each campus’ webpage.

### 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.

### Academic Counseling

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

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

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional or mental health issues, or substance abuse. The school counselor may also make available information about community resources to address these concerns. Students are able to make appointments to visit with the school counselors for those purposes should they wish to do so.

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

### **Courses of Study**

The District's high schools offer Level Courses, Honors Courses, Dual Credit Courses, Advanced Placement Courses, Career and Technical Education Courses, and Resource Courses.

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

### **Level Courses**

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

### **Honors Courses**

Honors courses are accelerated courses with enriched content. Honors courses are offered in English, languages other than English (LOTEs), mathematics, social studies, science and computer science. These courses require more individual initiative, analytical reading, student interaction, research, and outside class preparation than Level courses. Students are better prepared for Advanced Placement and Dual Credit courses upon successful completion of Honors courses.

### **Dual Credit Courses**

Students in their junior and senior years may enroll in the partnership program between the Conroe Independent School District and Lone Star College Montgomery. Students enrolled in dual credit courses earn college credit and high school credit simultaneously. Dual credit courses transfer to most public colleges and universities in Texas and many private or out-of-state universities. Specific course offerings vary from year to year and campus to campus. Consult the Academic Guide and the Campus webpage to determine what dual credit courses are available at each campus. Students are required to pass the ACCUPLACER (TSI)

before enrolling in college courses. The TSI is offered at every District high school. Students are oftentimes required to purchase college textbooks for dual credit courses.

### **Advanced Placement Courses**

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

### **Resource Courses**

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

### **Career and Technical Education (CTE) Courses**

The District offers career and technical education programs in a variety of areas. A wide range of courses are available on specific high school campuses. The courses offered are listed in the Academic Guide. These courses are designed to meet a variety of needs and interests in technical and practical areas. Students from all academic levels enroll in CTE courses that integrate academic and application skills. Lone Star College and the District have established the method by which students in identified technical preparatory courses will receive credit toward certain programs and/or degrees when the student completes high school and is enrolled in the program at the college.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator. For information about your rights or grievance procedures, contact the Title IX Coordinator and the ADA/504 Coordinator.

### **Insurance for Career & Technical Education (CTE) Programs**

The District may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the District's CTE programs.

## High School Courses Taken in Junior High

The grade earned by 7th and/or 8th grade students who take high school courses in junior high is entered on the student's high school transcript, but is not counted in the calculation of the student's GPA. High school credit is awarded if the student passes the course. Credits for high school courses are awarded in semester units. Any course taken after completion of 8th grade is included in the student's GPA.

Junior high school students who do not successfully pass both semesters of a two-semester high school course (ex. Algebra I) will be required to repeat the entire course in high school. A student who successfully completes the fall semester of a two-semester high school course but does not pass the spring semester, or passes the spring semester after failing the fall semester but does not have a 70 or better average for the full year, must repeat the entire course in high school. Students may earn high school credit for the course only once. Repeated course grades do not replace the transcript entry of the first time taken. Both attempts will be reflected on the student's transcript.

## Courses for Non-Credit

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

## Local Credit Courses

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

While local credit courses appear on the transcript, they are not included in determining credits for grade level classification and class rank. These courses focus more on learning opportunities outside the classroom, and include courses such as lab management or an internship program.

## Correspondence Courses and Distance Learning

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

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

## Conroe Virtual School

Conroe ISD offers full-time virtual instruction to students in grades 4-9 for the 2023-2024 school year. The school offers on-level and advanced instruction, and serves students from each of the six feeder patterns in Conroe ISD. To find out more information about the virtual school, please visit the school website at <http://virtual.conroeisd.net>

## Class Schedules

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

## Credit by Examination

There are two types of credit by examination, with or without prior instruction. Students should consult the National Collegiate Athletics Association (NCAA) as to whether these examinations count for core Grade Point Average. If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date.

### **Credit Recovery with Prior Instruction (*the student has previously taken all or part of the course*)**

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

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities. Students may not take a credit by exam for the purpose of recovering credit while they are still enrolled in the course. For seniors, this means that students are not eligible to take an exam for recovering credit until final exams begin. Students are responsible for the cost of this exam. The student will have the grade and grade point for the test recorded on his/her transcript.

## Acceleration Without Prior Instruction (*the student has not previously taken the course*)

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e. for advancement, or to accelerate to the next grade level. The examinations offered by the District are approved by the District's Board of Trustees. The dates on which examinations are scheduled during the school year will be published in appropriate District publications and on the District's website. If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. The only exceptions to the published dates will be for any examinations administered by another entity besides the District or if a request is made outside of the timeframes by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the District must comply with the testing schedule of the other entity. During each testing window provided by the District, a student may attempt a specific examination only once. Students who earn credit by exam (without prior instruction) for a course with a corresponding EOC are exempt from that EOC.

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

## Grade Classification

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

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

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

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

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

## Texas Virtual School Network

The Texas Virtual School Network (TXVSN) has been established as one method of distance learning. A student has the option, with

certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation. Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. Enrollment in courses through the TXVSN is not subject to limitations the District imposes for other distance learning courses.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Depending on the situation, a student may not be allowed to enroll in a TXVSN course if the school offers the same or similar course. If you have questions or need more information, please contact your school counselor or click on the link below.

[Policy Code EHDE – Alternative Methods for Earning Credit: Distance Learning – Conroe ISD Board Policy Manual - Policy Online \(tasb.org\)](#)

## Accommodations for Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children (<https://www.dodea.edu/partnership/interstatecompact.cfm>) entitles children of military families to flexibility regarding certain District and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN);
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the District. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment. Additional information may be found at -Military Family Resources at the Texas Education Agency ([Military Family Resources | Texas Education Agency](#)) or go to the Student Support Services Department on the CISD webpage. [Community Outreach & Dropout Prevention – Conroe ISD](#)

## 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, including the child's emergency notification information. Parents must also bring proof of residency (a current utility bill indicating the address, a recently paid rent receipt or a current lease agreement or mortgage statement), the child's 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: 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 by the District. You may access the DSHS exemption form at <https://dshs.texas.gov/immunize/school/exemptions.aspx>.

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Please refer to [Conroe ISD Health Services](#) for a list of the immunization requirements. The school nurse can provide information on immunizations 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 must complete the appropriate intradistrict transfer paperwork for the child to remain at the school in which the child is currently enrolled. The District does not provide transportation to students attending a campus outside of their attendance zone.

A transfer student whose placement at the receiving campus 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. May 1 is the deadline to apply for an interdistrict transfer.

## 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.

## 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 from recognize foreign exchange programs. 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.

## I-20 Forms

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

## Withdrawing from School

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

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

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

## Parental Role in Certain Classroom and School Assignments

### Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus to request in writing that they be placed either in the same classroom or in separate classrooms. Written requests must be submitted no later than the 14th day after the students' enrollment. [See FDB (LEGAL)]

### School Safety Transfers

The District will grant a parent's request to transfer his or her child to another classroom or campus if the child has been determined by the District to 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.

### Parent Requests for Retention or to Repeat a Course

A parent may request in writing that a student repeat grade 7 and/or

8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

## Attendance and Absences

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

### Compulsory Attendance

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

A student who voluntarily attends and enrolls who has not yet reached their nineteenth birthday shall attend school for the entire period the program is offered, unless exempted as indicated in Board Policy FEA (LEGAL). If a student 19 or older incurs a third unexcused absence, the District is required by law to send the student a letter explaining that the District may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, the District may implement a behavior improvement plan.

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

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

When a student ages 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will request a conference between school administration and the parent to discuss their child’s attendance, develop a plan to improve attendance. This plan could include referrals to counseling or other social services, the possibility of the District initiating truancy prevention measures, or other appropriate measures.

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.

Parents are able to receive notifications if their student is absent for a day or part of the day, regardless if the absence is unexcused, through email, text message, or first-class mail.

The District will provide for a meeting between a parent of a student enrolled in the district or school and a school counselor, principal, or appropriate administrator when the student becomes at risk for engaging in truant conduct under Section 65.003, Family Code, as provided by the policy, to discuss the student’s behavior and any conditions at the student’s home that may be contributing to the student’s failure to attend school. If a parent fails to attend that meeting, the District’s attendance officer is authorized to make a home visit or otherwise contact the parent to investigate the student’s behavior and living conditions and report the attendance officer’s findings to the District. From there, the District may establish guidelines to identify a student in need of additional support and to refer the student to in-school or out-of-school services aimed at addressing the student’s failure to regularly attend school.

### Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements as long as the student makes up all the work for the following 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, this includes an activity required under a court-ordered service plan, or any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours;
- Religious holy days;
- Required court appearances;
- Activities relating to obtaining United States citizenship;
- Service as an election clerk.
- The District will allow junior or senior students to be absent up to two days per school year to visit a college or university provided that the principal has approved the absence and the student follows campus procedures to verify such a visit, and makes up any work missed. (See FEA (Local)).
- The District will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver’s license, The student will be required to provide documentation of his or her visit to the driver’s license office for each absence and must make up any work missed. (See FEA (Local))
- The District will allow a student to be absent for up to two days per school year to serve as an early voting clerk, provided 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. (See FEA (Local))

- 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 of these activities to the District. (See FEA (Local))
- The District will also excuse an absence of a student in grades 6-12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran.

## Parent Notes & Illness-Related Absences

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.

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use District-issued technology, including Wi-Fi or internet, for telehealth appointments because use of District-owned equipment and its network systems is not private and will be monitored by the District.

## Absences Approved in Advance

Written parental requests for preapproved absences must be made in advance to the appropriate assistant principal. Forms to request preapproved absences are available at the campus. Approval will be based on the student’s attendance record, academic standing, and compliance with campus procedures. A maximum of 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.

## 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.

## 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, the child will be released only to the parent who has possession under the order at that time. In the absence of a court order, a student will generally be released to either parent unless the parents give conflicting instructions regarding release of the student. In this instance, the campus will generally maintain the status quo and allow the parents to seek legal intervention to resolve the conflict. Anyone picking up a child other than their own should have a note signed by the child’s parent or guardian giving them permission to do so. In addition, a picture ID may be requested when picking up a student.

## 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, may be held against a student’s attendance requirement. To determine whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subjects.
- Whether the student or the student’s parent had control over the absences.
- Whether the student has completed makeup work satisfactorily.
- Any information presented by the student or the student’s parent to the committee about the absences.

The student or parent may appeal the committee’s decision to the Board of Trustees by following policy FNG. The actual number of

days a student must attend in order to receive credit depends on the number of days the class is offered. In junior high some classes are a full year in length.

## Driver License Attendance Verification

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

## Leaving Campus During the Day

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

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs campus personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

Students, who fail to sign in or out before leaving campus or furnish false information, including a forged parent or guardian signature, are considered truant.

Students are not allowed to leave campus during meal periods for the purpose of eating lunch off campus.

## 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 assignments prior to the absence. Long-term assignments are due even if the student is absent on that day. Students should make arrangements to have long-term assignments turned in on the

date due if the student is unable to do so because of an absence. Students in ISS or OSS will be given their course work for foundation curriculum classes.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

## In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

### ALTERNATIVE MEANS TO RECEIVE COURSEWORK

While a student is in ISS or OSS, the District will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

### OPPORTUNITY TO COMPLETE COURSES

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete, before the beginning of the next school year, each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FO (LEGAL) for more information.]

## 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.

The District will take official attendance every day at the time designated by each campus.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

## Documentation after an Absence

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

**Note:** The District is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

## Doctor's Note after an Absence for Illness

Each school has its own rules for allowing excused absences with doctor's notes. Students must follow their schools' procedures for excusing absences with doctor's notes. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

## **CERTIFICATION OF ABSENCE DUE TO SEVERE ILLNESS OR TREATMENT**

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.

## **Student Identification Cards**

Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. A student identification card (ID) will be provided for students enrolled in the district. The cards will serve the following purposes: safety of student identification, payment for lunches, admission to student activities, access to transportation, and school library utilization. Each student in grades 7-12 will be required to wear their student ID throughout the school day. Students will be required to pay a replacement fee if the card is lost.

## **Tardies**

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

## **College and Post-Secondary Preparation College Admissions and Counseling**

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

## **College and University Admissions and Financial Aid**

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

- Complete the Distinguished Level of Achievement under the foundation graduation program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least 1500 out of 2400 on the SAT.

The student is ultimately responsible for ensuring that he or she meets the admission requirements for the university or college including timely submission of a completed application. If a college or university adopts an admissions policy that automatically accepts

the top 25 percent of a graduating class, the provisions above will also apply to students ranked in the top 25 percent of their class. The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2023 term through the spring 2025 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process. As required by law, the District will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, the benefits of completing the requirements of automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they receive this information, and the Texas First Early High School Completion Program and the Texas First Scholarship Program. Students and parents should contact their school counselor for further information about automatic admissions, the application process, and deadlines for application.

## **FAFSA and TASFA**

Before graduation from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to compete and submit a FAFSA or TASFA if:

- the student's parent submits a form provided by the District indicating that the parent authorizes the student to opt out;
- a student who is 18 years of age or older or a legally independent minor submits a form provided by the District indicating that the student opts out;
- or a school counselor authorizes the student to opt out for good cause.

To confirm that a student has completed and submitted a TASFA, the student must submit:

- a screen shot that includes the processed date field of the FAFSA Apply Texas Counselor Suite; notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- a copy of a screenshot of the FAFSA acknowledgment page;
- a screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- an acknowledgement receipt from an institution of higher education (IHE);
- or a copy of a financial aid award letter from an IHE.

## **Letters of Recommendation**

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

## **Scholarships and Grants**

Students who have a financial need according to federal criteria and

who complete the foundation graduation program may be eligible under the T.E.X.A.S. Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges and technical schools, as well as to private institutions. Certain students who graduate early may be eligible for the Texas First Scholarship Program. For further information, please see the school counselor.

## Scholarship Applications

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

## Standardized Testing for Post-Secondary Education SAT & ACT

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

### TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

### Other Post-Secondary Preparedness Tests

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Contact your counselor for information about this opportunity.

## 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 GPA. 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:** Requests for unofficial transcripts must be made in writing to the appropriate campus office. Transcripts list all grades. Typically, requests are filled within 24 hours; however, processing may take up to five school days at certain times of the school year. A fee is assessed for each unofficial transcript. 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. High school grade history is available to students at no cost through Student Access. Class rank and GPA is available to students through Naviance.

**Official Transcripts:** Colleges or universities may require official transcripts for college and student enrichment programs. Students requesting official transcripts be sent to colleges or universities must follow the transcript request process at their high school. The District will provide, on behalf of each student, three official transcripts at no charge to the student. This does not include university required mid-year reports or matriculating final transcripts. Additional transcripts are available at the cost of \$3 per transcript. The cost per additional transcripts for students who qualify for the free and reduced lunch program, is \$1. Official transcripts must be submitted by District personnel. Official transcripts are not provided to students or their parents/guardians. Official transcripts are transmitted directly from the campus to an authorized requesting institution.

## Grade Point System & Class Rank

Final GPA calculations for seniors are determined in mid-April after the conclusion of the 3rd nine weeks. This is the GPA used to determine graduation honors.

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

Grade Range	Letter Grade	AP/DC*	Honors / Dual Credit**	Level & All Other Courses***
90-100	A	6.0	5.0	4.0
80-89	B	5.0	4.0	3.0
75-79	C	4.0	3.0	2.0
70-74	D	3.0	2.0	1.0
Below 70	F	0	0	0

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

\*\* Includes dual credit Spanish taught on the high school campus, all Honors core academic courses, and additional academic Honors courses such as: Anatomy and Physiology, Organic Chemistry, Independent Study in Engineering Math, Introduction to Health Science Technology (Academy for Science and Health Professions), Health Science Technology (Academy for Science and Health Professions), Computer Science I, II, Dual Credit College Algebra, Medical Microbiology, and Pathophysiology.

\*\*\* Dual credit non-core courses taught at Lone Star College or on the high school campus.

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

**Summa Cum Laude:** Students who rank in the top 5.0% of their graduating class according to GPA will receive Summa Cum Laude honors, provided that they have completed the previous three semesters at the awarding school, beginning in January of the year prior to graduation.

**Magna Cum Laude:** Students who rank between the top 5.1% and 10.0% of their graduating class according to GPA will receive Magna Cum Laude honors at graduation.

**Cum Laude:** Students who rank between the top 10.1% and 15.0% of their graduating class according to GPA will receive Cum Laude honors at graduation.

#### **Valedictorian and Salutatorian:**

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

### **Academic Lettering**

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

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

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

### **Dual Credit Courses – Grade Points**

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

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

### **Grades from Other Countries**

Foreign transcripts will be evaluated in the following manner:

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

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

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

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

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

### **Repeated Courses’ Effect on Grade Points**

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

### **Retroactive Awarding of Credit for Language Other than English**

Credit for sequenced courses for languages other than English (LOTEs) may be given retroactively for first-time credit according to the following:

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

level or levels of the language;

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

This provision is not meant to recover failing grades.

## Grades & Grading

### Cheating and Plagiarism

Cheating includes giving or receiving information or help on a test; possession of unauthorized information during a test; copying another student's assignment or knowingly allowing another student to copy an assignment; completing a test/quiz on behalf of another student; unauthorized possession of test/quiz questions/answers, or; submitting duplicate work for individual assignments. Plagiarism is representing another person's ideas, work or writing as one's own. Any student involved in cheating or plagiarism will be assigned academic penalties, which could include a grade of zero, and disciplinary consequences in accordance with the Student Code of Conduct.

### Final Examination Exemptions

The decision to allow examination exemptions is a campus decision. Any questions regarding examination exemptions should be directed to your student's campus.

### Grade Reporting

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

### Grading Guidelines

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period; how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.); circumstances under which a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade; and procedures for a student to follow after an absence.

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

## Homework

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

## Promotion and Retention

A student will be promoted only based on academic achievement or demonstrated proficiency. In making promotion decisions, the District will consider, the recommendation of the student's teacher, grades, scores received on any criterion-referenced or state-mandated assessments, and any other necessary academic information as determined by the District.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards. A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. Student will also have multiple opportunities to retake EOC assessments.

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

In grades 7-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in English, mathematics, and either science or social studies.

In grades 9-12, grade-level advancement shall be earned by course credits.

## Questions Regarding Grades

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

## Summer School

Summer school courses are generally offered for remediation. However, some first-time credit opportunities are available. These courses are subject to student interest and availability. Grades in all summer courses will apply to grade point average and eligibility for extracurricular activities. A summer school grade will not be averaged with the first semester grade of a two-semester course. High school courses taken by entering ninth graders who have successfully completed eighth grade will count toward the student's GPA. Students should consult the National Collegiate Athletics Association (NCAA) as to whether these courses count for core Grade Point Average. Students are charged a fee for summer school courses.

## 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 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.

Tutoring is generally available during the week either before or after school. Students should check with each teacher to determine the tutoring schedule for a particular class.

## Graduation

### Graduation Programs/Plans

#### Foundation Graduation Program

Every Texas public school student will graduate under the “foundation graduation program.” The foundation graduation program features “endorsements,” which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student’s transcript.

A student can complete the foundation graduation program with a “**distinguished level of achievement**,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

A **personal graduation plan** will be completed for each high school student. State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student’s sophomore year, the student and student’s parent may request that the student graduate without an endorsement. The District will advise the student and the student’s parent of the specific benefits of graduating with an endorsement. The student and the student’s parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation graduation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

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

acknowledgments.

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

The District will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. See your counselor for more information.

The foundation graduation program requires completion of the following credits:

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

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

\*\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

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

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

## Review of Graduation Plan

The school will review personal graduation plan options with all students entering grade 9 and their parents. Before the end of grade 9, students and their parents will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement. Students may, with parental permission, amend their personal graduation plan after the initial confirmation.

## Available Course Options for all Graduation Programs

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

## Certificates of Attendance for Special Needs Students

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law. Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

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

[See policy FMH (LEGAL) for more information.]

## Certificates of Coursework Completion

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

## Class Rank

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

- Class rank shall be calculated at the end of the eleventh grade, beginning of the twelfth grade, middle of the twelfth grade, and finally at the end of the third nine weeks of the senior year in order for graduation honors to be determined by the date of graduation.
- The top ten percent of a high school class shall not contain more than 10.0 percent of the total class size.
- The student's rank shall be reported by the applicant's high school or school district as a specific number out of a specific number total class size.
- Class rank shall be determined by the Texas school or school district from which the student graduated or is expected to graduate. Transfer students will become eligible to be included in the class rankings as soon as transfer grades are received entered, and grade-point averages calculated.

## Early Graduation

Students who wish to graduate in three years should declare their intention to do so with their designated school counselor by the end of their sophomore year. Early graduates must complete graduation requirements for the Foundation High School Plan with Endorsements.

The Texas First Early High School Completion Program allows public high school students who demonstrate early readiness for college to graduate early from high school. Parents and students should contact their school counselor for further details.

## Graduation Expenses

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

## Requirements for a Diploma

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

- Complete the required number of credits established by the state and any additional credits required by the District;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;
- Demonstrate proficiency, as determined by the District, in specific communication skills required by the State Board of Education; and
- Complete and submit a free application for federal student aid (FAFSA) or Texas application for state financial aid (FAFSA).

## Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC

assessments:

- English I
- English II
- Algebra I
- Biology
- United States History

A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

State law and state rules also provide for certain scores on approved national standardized assessments or on the state-developed assessment used for entrance into public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee formed in accordance with state law unanimously determines that the student is eligible to graduate.

## Participation in Student Activities

Participation in school-sponsored activities is a privilege, not a right. Eligibility for participation in student activities is determined by conduct, attendance, and academic progress. Eligibility for initial and continuing participation in many of these activities is governed by state law and The University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or musical activity governed by UIL, the student and parent are expected to know and follow the [rules of the UIL organization](#). The UIL Parent Information manual can be accessed at UIL Parent Information Manual. All extracurricular activities have to meet the standards of UIL activities in relation to eligibility.

### Academic Requirements

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

To be eligible to participate during the first six-week grading period of the school year, students must have been promoted to the next grade level or have accumulated the required number of credits toward graduation to participate. Generally, during all subsequent grading periods, a student who receives a grade below 70 at the end of a nine week grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

Students enrolled in AP, honors, dual credit or advanced courses

designated by the district who receive a grade below 70 may apply for a waiver to be eligible if the student meets all of the following criteria:

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

A student will remain ineligible until the campus principal acts upon the waiver request. The decision of the campus principal is final.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.
- The ineligibility from extracurricular activities becomes effective seven days after the last day of the grading period during which the grade lower than 70 was earned.

Students will regain their eligibility and be allowed to participate in extracurricular activities seven days after the end of any three week grading/ progress reporting period in which the student earns a grade of 70 or above in all courses or subjects.

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

### Participation in Athletics & Other Physical Activities

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including: athletics, marching band, JROTC, color guard, cheerleading, and drill team. This examination must be submitted to the District annually. Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request that their physician perform an electrocardiogram (ECG or EKG) to screen for such disorders during their annual physical examination. See the UIL's explanation of sudden cardiac arrest ([Sudden Cardiac Death — Health & Safety — University Interscholastic League \(UIL\) \(uilitexas.org\)](#)) for more information. Costs for such a screening and physical examination are borne by the student.

## Non-Academic Requirements for Participation in Student Activities

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

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

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

## Off-Campus Physical Education Program Guidelines

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

### Individual Activities

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

### Team Sports

- No Physical Education credit will be given for participation in a team sport for which Conroe ISD fields a UIL team;
- Physical Education credit will be given for participation in non-UIL activities on campuses which sanction a club in that activity. Examples are lacrosse, ice hockey, field hockey, and roller hockey. In order for a club to be sanctioned:

- It must be approved by the campus principal;
- It must have an adult sponsor/coach from the campus faculty;
- Students must comply with participation requirements as set forth by the "No Pass, No Play" rule and the UIL.

The private physical education program is coordinated and monitored through the office of the Coordinator of Health and PE.

## Physical Activities Which May Substitute for Physical Education

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

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

## Progress Reports & Eligibility Dates for UIL Participation

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

## Student Safety

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

## Temporary Restriction from Participation in Physical Education

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

## Standardized Testing STAAR Tests

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

- Mathematics, annually in grade 7 and 8
- Reading, annually in grades 7 and 8
- Science in grade 8
- Social Studies in grade 8

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.

If a student in grade 8 is enrolled in a class or course intended for students above the student's 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 grade 8 shall be assessed at least once in high school with the ACT or SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

A Personal Graduation Plan (PGP) will be prepared for any student who did not perform satisfactorily on a state-mandated examination.

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 things, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For additional information, see the school counselor and policy EIF (LEGAL). For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

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

STAAR end-of-course (EOC) assessments will be administered in Algebra I, English I and II, Biology, and United States History.

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which students take EOC assessments. Testing windows occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the District will provide accelerated instruction and additional opportunities for the student to retake the assessment.

## Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent, teacher, or student may request that a STAAR or EOC be administered to a student in paper format. The District may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests should be made to the campus principal and will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

## Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student

receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See **Graduation**.]

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

For more information, see the principal, school counselor, or special education director

## Failure to Perform Satisfactorily on STAAR or EOC

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

## Campus Rules & Regulations

### General Campus Regulations

#### Automobiles and Parking Permits

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

#### 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 outlines consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. During summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

## Conduct

### 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 or off District premises, students must follow 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 of the extracurricular activity.

## Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

## 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 will not be sold, circulated, distributed or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered for distribution, any non-school material must comply with 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.

## Dress and Grooming

Each campus' dress code is established to teach grooming and hygiene, prevent disruption, minimize safety hazards, and maintain a positive learning environment. 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. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## Extracurricular Codes of Conduct

Sponsors of student clubs, athletic teams, and performing groups such as band, choir, cheer, and drill team 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.

## 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 a third-party vendor.

## 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 student organizations must be processed through the campus activity account and 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.

## Library Materials

All District campuses have a library that contains books and other instructional resources for students and staff to utilize for both recreation and research. The library is open for independent student use during the school day. Parents can access their child's library book check out history through their child's Follett Destiny Library Manager account. Additionally, if parents want to restrict access to certain library books or approve their child's library book selections, the parent can complete and submit a form to the campus librarian. That form along with other information about the District's libraries can be found at [Library Services - Conroe ISD](#).

Any parent who has a concern about a library book should contact the campus librarian.

## Parent Conferences

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

## Public Displays of Affection

Public displays of affection are not allowed.

## 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. To determine the criteria for specific positions, interested students should contact the faculty sponsor.

## 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.

## 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 deposits
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student
- Parking fees and student identification cards
- Fees for lost, damaged or overdue library books
- Fees for 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.

## Technology

### District-Owned Technology & Network

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.

### **Possession and Use of Personal 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 approved instructional purposes. To use a device for instructional purposes while on campus, students must obtain prior approval and sign a user agreement that contains applicable rules for use.

A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers.

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.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See policy FNF for more information.]

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.

### **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 from the teacher 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.

### **Acceptable Use of District Technology Resources**

District-owned technology resources may be issued to individual students for instructional purposes. Use of the District's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement

(separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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.

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

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, possessing, 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 the ['Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. 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.

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.

Each campus will provide more detailed information regarding the possession and use of cellular telephones and other electronic devices.

### **Textbooks, Electronic Textbooks, Technological**

## Equipment, and Other Instructional Materials

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The District selects instructional materials in accordance with state law and District Policy EFA. The District provides approved instructional materials 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 parent that has a concern about any instructional material should contact the campus principal.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

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.

## 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 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 these prohibitions. Possession of these items will result in an assignment to the District's Alternative Education Program in accordance with state law and could result in the student's arrest.

## Transportation for School-Sponsored Trips

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.

## 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.

## 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.

## Voter Registration

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

## Safety & Security

### Anonymous Alerts and Kid Chat

Anonymous Alerts is a reporting mobile app that helps combat bullying and other safety issues by giving students a way to report these types of 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 information relating to criminal offenses such as drugs, weapons, fighting, bullying, and other crimes or fears of possible crimes occurring at school. Kid Chat is affiliated with the Montgomery County Crime Stoppers Program.

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

**Warning Signs of Sexual Abuse:** Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including difficulty sitting or walking, pain in the genital area, and claims of stomachaches and headaches; verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or withdrawal, depression, sleeping and eating disorders, and problems in school.

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

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

employed but not having a school-authorized work permit; being employed and having a work permit but clearly working outside the permitted hours for students; owing a large debt and being unable to pay it off; not being allowed breaks at work or being subjected to excessively long work hours; being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss; not being in control of his or her own money; living with an employer or having an employer listed as a student's caregiver, and; a desire to quit a job but not being allowed to do so.

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

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

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

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

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

## CPR and Traumatic Injury Training

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

## 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.

## Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## 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.

[See policy GRAA (LEGAL) for more information.]

## 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.

## 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.

## Questioning of Students

To maintain a safe and orderly environment, school officials may question students in appropriate circumstances including the investigation of a disciplinary incident or other matter, without notification to the student's parent. A student may also be requested by a school official to provide a written statement. A school district is not required to contact a parent before questioning a student or obtaining a written statement from a student. In the context of school discipline, students have no claim to the right not to incriminate themselves. School officials will notify parents when their child is involved in a serious disciplinary infraction and when there is a serious health or safety concern involving their child.

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will verify and record the identity of the officer and reasonably cooperate regarding the conditions of the interview, including without parent consent, if necessary, if it is part of a child abuse investigation, the authority has a valid subpoena, court order, warrant, or directive to apprehend. In other circumstances the principal will 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.

**Non-School Related Investigations:** the District and school personnel will reasonably cooperate with outside law enforcement agencies (non CISD police officers) and/or other legal authorities who are acting in conjunction with a valid subpoena, court order, warrant, or directive to apprehend, or who has indicated an intent to take a student into custody and remove the student from campus for an investigation regarding a non-school-related matter under Texas Family Code Section 52.01. Absent one of these provisions, however, an outside law enforcement officer or official may interview a student at school only under the following circumstances:

1. The principal has viewed and verified the identity of the officer or other authority, and has requested and received an explanation of the necessity for questioning the student during school hours.
2. Unless the law enforcement officer or other authority raises what the principal or other administrator considers a valid objection, the administrator shall make reasonable efforts to contact the student's parent(s) and obtain parental permission for the interview.
3. Reasonable efforts are made to interview the student out of the view of other students and in the presence of an administrator.

## 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 with 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.

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

**Vehicles on Campus:** If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the school will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the school may turn the matter over to law enforcement. The District may contact law enforcement even if permission to search is granted.

## Student Insurance

Student insurance is available to all students. The District acts as a service agent only, and is not responsible for claims resulting from student injuries. Parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses 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.

## Students Taken into Custody

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

- To comply with an order of the juvenile court;
- To comply with the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.

- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
- To comply with a properly issued directive from a juvenile court to take a student into custody;
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

## Trained Dogs

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

## Unauthorized Persons

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

## 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 circumstance, the District will seek written 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. For questions or to request installation, 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.

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

## 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 policies and procedures.

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

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.

## Visitors Participating in Special Programs for Students

### BUSINESS, CIVIC, AND YOUTH GROUPS

The District may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

## Volunteers

The District appreciates the efforts of its volunteers. Each campus has a volunteer program and campus contact. We encourage involvement by parents in their child's education as a school volunteer. For the safety of 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 is 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 cannot obtain a criminal history record for a volunteer, the volunteer may still be able to volunteer but will not be able to supervise or work with students, have access to student information, or serve as a mentor.

## District Information

### Bullying

The District strives to prevent bullying, in accordance with the

District's policies by promoting a respectful school climate; 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.

The District will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait.
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status.
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community.

The District will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The

committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the campus principal.

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

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 also request a transfer to another classroom or campus within the District. A copy of the District's bullying policy is available in the principal's office and on the District's website and is included at the end of the Handbook in the appendix. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

## Hazing

Hazing is defined as 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, superintendent, or law enforcement official.

## 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.

In accordance with law, when the District receives a report of dating violence, a District official will immediately notify the parent of the alleged victim and alleged perpetrator. The counselor's office has information about the dangers of dating violence and resources for seeking help. For more information on dating violence, see: Texas Attorney General's office recognizing and responding to dating violence flier [recognizing-relationship-violence-en.pdf](https://www.texasattorneygeneral.gov/sites/default/files/recognizing-relationship-violence-en.pdf) ([texasattorneygeneral.gov](https://www.texasattorneygeneral.gov)), and the CDC's Preventing Dating Violence [Fast Facts: Preventing Teen Dating Violence | Violence Prevention | Injury Center | CDC](https://www.cdc.gov/teenpregnancy/parenting/parenting-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).

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

### 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. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

### Nondiscrimination Statement

In its efforts to promote nondiscrimination and 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](mailto:TitleIX@conroeisd.net). Reports can be made at any time by any person, including during non-business hours, by mail, phone, or email. During District business hours, reports may also be made in person. Upon the District receiving notice or an allegation or 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.

### 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.

### Posters, Signs, and Advertisements Related to Non-District Activities

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, sign, or advertisement 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](#).

### 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.

### 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 (Envision) 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 Envision at 877-290-5490.

## Health Hazard Regulation

### 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.

### 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.

## District Services

### Child Nutrition Services

#### Food and Nutrition Services

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The District may share a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the District that a student's information should not be disclosed. Participating students will be offered the same meal options as their peers and will not be treated differently from the peers. Applications for free and reduced-price meal service are available online at [www.myschoolapps.com](http://www.myschoolapps.com). Applications may be filled out anytime during the school year. Approval is based on federal guidelines. For more information, please call 936-709-8197.

The school cafeteria offers nutritious, appetizing meals daily. Students may select from a variety of menu and a la carte choices.

All campuses are equipped with computerized point-of-sale stations where students enter their student ID number, for access to their accounts. Photo IDs are used at the point of sale to identify the student. Meals and a la carte purchases are recorded in the computer. The prices for student meals are \$2.00 for breakfast and \$3.20 for lunch. The prices for non-students and second meals are \$3.30 for breakfast and \$4.60 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 Envision. Checks returned for any reason will be charged a \$30 processing fee. After a check has been returned due to non-payment, the cafeteria will no longer accept checks for payment;
- Temporary checks and counter checks will not be accepted;
- Credit or debit card payments can be made by going to the [My School Bucks webpage](#). Access to this site may also be found on the [Child Nutrition webpage](#).
- Parents should continually monitor their child's meal account balance. When a student's meal account balance is depleted, the District will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The District will work with the parent for a schedule of repayment for any outstanding account balance and an application for free and reduced meals. Repayments are accepted online by credit card or in the cafeteria by cash/check.

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

Students may not leave campus during lunch. All students, during their lunch period, must be in the cafeteria or other designated area by the time the tardy bell rings at the beginning of each lunch period. Students are expected to help keep the eating areas as clean as possible. Students who misbehave in the cafeteria may receive disciplinary consequences.

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

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

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means

of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. Fax:**

(833) 256-1665 or (202) 690-7442; or

**3. Email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the [Texas Department of Agriculture \(https://www.texasagriculture.gov/Home/Contact-Us\)](https://www.texasagriculture.gov/Home/Contact-Us), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See [Nondiscrimination Statement](#) for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

## 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. Any information regarding a student's health condition or any health concerns should be communicated to the campus nurse.

**Student Illness:** When your child is ill, please contact the school to let them know that your child will not be attending that day. It is important to remember that schools must exclude students with certain illnesses or communicable or infectious diseases for periods of time as identified in state rules. (See below.) For example, if your child has a fever of 100 degrees or higher, they 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 they are 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, they 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.

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

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

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

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

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

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

## Communicable or Infectious Diseases

To prevent and 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 their 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 25 Tex. Admin. Code § 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 of Health.

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 5 days from symptom onset, improvement of symptoms, and fever free for 24 hours without the use of fever reducing medications.
- Fifth's Disease (erythema infectiosum): Incubation period is 4-20 days. Redness noted to both cheeks and smooth "lacy" rash appears over body. Fever usually does not occur. Exclude student from school until fever free for 24 hours without the use of fever reducing medications.
- Impetigo: Incubation period is usually 4-10 days. Open blisters on skin generally covered with yellowish crust. Fever does not usually occur. Exclude from school if blisters and drainage cannot be contained and maintained in a clean dry bandage.
- Infectious Hepatitis: Incubation period can be 15-50 days. Type A Hepatitis has abrupt onset with fever, malaise, anorexia, nausea, vomiting, abdominal pain, jaundice (yellowing of skin) and dark urine. Exclude from school until physician allows student to return.
- Measles: Incubation period is 7-14 days. A blotchy red rash with

runny nose, watery eyes, fever and cough. Exclude from school until 4 days after onset of rash. Serological evidence is required for diagnosis.

- Rubella: Incubation period is 14-23 days. Cold like symptoms. Swollen, tender glands at the back of the neck. Changeable pink rash on face and chest. Exclude from school seven days from onset of rash. Serological evidence is required for diagnosis.
- Mumps: Incubation period is 12-25 days. Acute swelling over jaw and in front of one or both ears. Exclude from school five days from onset of symptoms. Serological evidence is required for diagnosis.
- Pertussis (Whooping Cough): Incubation period is 4-21 days (usually 7-10 days). Cold like symptoms and mild cough. Coughing worsens and may cause vomiting and "whooping" sound. Exclude until completion of five consecutive days of appropriate antibiotic therapy.
- Conjunctivitis (pink eye): Red itching eyes accompanied by crusting and discharge. Exclude from school until symptom free, treatment is started or physician permission.
- Ringworm (scalp-body): Incubation is 4-21 days. Flat scaly, ring-shaped lesions located anywhere on body or scalp. Balding in the lesions will be noted if located on scalp. No exclusion if infected area(s) can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.
- Streptococcal Infection (strep-throat): Incubation period 1-3 days. Fever, sore throat, often large tender lymph nodes on neck. Scarlet fever producing strains present with a fine red rash 1-3 days after sore throat. Exclude from school until after 24 hours of effective antibiotic treatment and fever free for 24 hours without the use of fever suppressing medications.
- Scabies: Small mite that burrows under the skin causing fine red bumps or blisters on skin accompanied by severe itching. Exclude from school until treatment given.

**Staphylococcal Infections:** This is most commonly seen as an infection on the skin. It has the appearance of an insect bite with signs of infection such as redness, tenderness, and drainage. Physician evaluation is usually required to care for this infection. Physician indicates when student may return to school. Recently there has been an increase in the number of infections caused by Methicillin Resistant Staphylococcus Aureus (MRSA). 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 spreads 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 students 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 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.

## Health Related Resources, Policies, and Procedures

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

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

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

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

## Crutches and Wheelchairs

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

## 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. This form allows parents to list any medical conditions, allergies, medications, or additional health concerns for their students, and should be filled out every year to provide the most

up-to-date information. The form also allows for parents to provide emergency contact information for themselves or a person they designate to be contacted if needed. If a parent needs to update the information on the form at another time during the year, they should contact the school nurse.

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.

## Food Allergies

The District has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies for Anaphylaxis* found on the DSHS website at [Guidelines for the Care of Students with Food Allergies \(texas.gov\)](#). The District's plan 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.

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

## Insect Repellent & Sunscreen

Concerned parents are strongly encouraged to use an insect 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 repellent for use by their child. For safety reasons, pump spray repellents are discouraged and should not be used indoors. No aerosols are allowed for safety reasons. Parents should label insect repellent containers with student's name. Insect repellent products should be stored away when not in use, such as in totes, lockers, or backpacks.

Students may also possess and use an FDA approved sunscreen. District staff will not apply or provide this sunscreen. For safety reasons, students may not possess aerosol sunscreen; pump spray sunscreen is discouraged and not allowed for use indoors.

## 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.
- Except as provided by District Policy FFAC (LOCAL), the District shall not purchase medication to administer to a student. However, the District may stock medication for emergency situations including, but not limited to, opioid antagonists.
- The school nurse is authorized to train other school employees to administer medication to a student 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 who 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.

## Unassigned Opioid Antagonists

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel to administer an opioid antagonist, such as Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

## Physical Fitness Assessment

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

## School Health Advisory Council (SHAC)

During the preceding school year, the District's School Health Advisory Council (SHAC) held five (5) meetings. Additional information regarding the District's SHAC is available on the District's SHAC.

### [School Health Advisory Council – Conroe ISD](#)

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 at the above address.

## 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).

## Seizures

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

## 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.

## Student Wellness Policy/Wellness Plan

To encourage healthy habits in our students, the District has developed a board-adopted wellness policy at FFA (LOCAL) and

corresponding plans and procedures to implement it. For questions about the content or implementation of the District's wellness policy and plan, please refer to the link below:

[School Health Advisory Council – Conroe ISD](#)

## **A Student with Exceptionalities or Special Circumstances**

### **Emergent Bilingual Students**

A student who is an emergent bilingual student 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. 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 emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student 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.

### **Student Use of a Service/Assistance Animal**

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.

### **A Student in the Conservatorship of the State (Foster Care)**

In an effort to provide educational stability, the District will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute 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.

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.

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 college 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.

### **A Student Who is Homeless**

A parent is encouraged to inform the District if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

A student who is 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 courses 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 called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the District's eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). For more information, please contact the District's Homeless Liaison at 936-709-7831.

### **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 and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Responsive Intervention (RI). The implementation of RI has the potential to have a positive impact on the ability of Districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may use the links 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 if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time by contacting:

Noreene Rivera, Assistant Director of Special Education at:  
936-709-7694 or email at [nrivera@conroeisd.net](mailto:nrivera@conroeisd.net)

Visit these websites for information regarding students with disabilities and the family

- [Legal Framework for the Child-Centered Special Education Program](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## Special Education Referrals

A parent or guardian has the right to request a special education evaluation at any time. It is best to submit this request in writing to your school's principal or to the school district's special education director. If your child is pre-school age and not yet enrolled in school, send the letter to Kendra Wiggins, Executive Director, Special Services at [kmwiggins@conroeisd.net](mailto:kmwiggins@conroeisd.net).

If a parent or guardian makes a written request for an initial evaluation for special education services to the director of special education services or an 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 a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school District or charter school 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 must still comply with all federal prior written notice, 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 to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the

evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

In an exception to the 45 school day timeline, if a 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, it 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 completing the evaluation, the District must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the District or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Additional information regarding the Special Education Referral process can be found on the District website at [Conroe ISD](#) under Special Education.

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

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a Free Appropriate Public Education (FAPE), as this is defined in federal law.

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Kendra Wiggins, Executive Director, Special Services, District 504 Coordinator at (936)-709-8148. See Policy FB (LEGAL).

Additional information regarding the 504 process can be found on the District website at: [Special Education Services](#).

## Section 504 Referrals

Each school District or charter school must have standards and procedures in place for the evaluation and placement of students in the District's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes 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. A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas state library and archives Commission's Talking Book Program, which provides audio books free of charge to qualifying Texans with visual, physical, or reading disabilities.

Visit these websites for information regarding students with disabilities and the family

- [Legal Framework for the Child-Centered Special Education Program](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)

- [Texas Project First](#)

Students with Physical or Mental Impairments Protected Under Section 504: A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a Free Appropriate Public Education (FAPE), as this is defined in federal law.

## **NOTIFICATION TO PARENTS OF INTERVENTION STRATEGIES FOR LEARNING DIFFICULTIES PROVIDED TO STUDENTS IN GENERAL EDUCATION**

In accordance with state law, the District will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### **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, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus — if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB (LOCAL) for more information.]

### **A Student Who Speaks a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Transportation Services**

The District makes school bus transportation available to all students. Secondary (7th-12th grade) 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 have written permission from their parents or the parent has called the school office stating that the child will be picked up after school. Bus service is provided at no cost to students. Bus routes and any subsequent changes are posted on the District's web site at [www.conroeisd.net](http://www.conroeisd.net). A parent may also designate a childcare facility or grandparent's residence as the regular pick-up and drop-off location for his/her child if the designated facility or residence is on an approved stop on an approved route. For further information contact your campus or the Transportation Department at 936-709-7940 and select the appropriate transportation center.

Parents can check the [Transportation - Conroe ISD](#) 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.

### **SMART Tag™**

The District has begun using SMART Tags™, a system which allows parents to track when and where their students have gotten on or off of school buses, as well as improving student safety. More information regarding SMART Tags™ can be found on the [transportation section of the District's website](#).

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

It is important, for the safety of everyone, that students conduct themselves in a safe and orderly manner on the school bus every day. The bus driver is responsible for order and safety on the bus. Rules for appropriate conduct are distributed at the beginning of each school year to all students. If it becomes necessary, after verbal warnings, the driver will write and submit 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 benefit and safety of all students:

- Follow all school rules and bus rules and driver/monitor instructions. Use inside voice and appropriate language.
- The use of tobacco in any form or of any vaping device will not be permitted on buses.
- No eating, drinking or gum chewing (water is a clear bottle is acceptable)
- Stay in your assigned seat, keeping the aisle clear. Fasten their seatbelts, if available.
- No objects will be thrown from the bus or on the bus.
- Students shall not fight or engage in 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.)
- Do not damage the bus. 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
- Enter and leave the bus in an orderly manner at the designated stop.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Band instruments too large to be placed under the seats may not be transported.

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

## Parental Rights

This section describes certain parental rights as specified in state or federal law.

### Consent, Opt-out, and Refusal Rights

#### Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

#### Consent to Human Sexuality Introduction

As part of the District's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials and the Board adopts the materials and determines the specific content of the instruction.

Topics covered in human sexuality instruction include: (1) physical, intellectual, emotional, and social changes associated with puberty, (2) hormone changes, (3) reproductive systems, (4) menstrual cycle, (5) abstinence, (6) conception including in-vitro fertilization, (7) pregnancy including prenatal development and complications, (8) childbirth, (9) descriptions and symptoms of bacterial, protozoan and viral sexually transmitted infections including chlamydia, gonorrhea, syphilis, trichomoniasis, herpes, HPV, HIV, (9) abstinence and its challenges, and (10) other pregnancy prevention methods.

Instruction is given during the fall and spring semesters as a part of the 18-week Health I course. For further information, see the District's human sexuality instruction website at <https://www.conroeisd.net/departments/tl/physical-education-health/>.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the District's website at the location indicated above.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.

- Become involved in the development of this curriculum by becoming a member of the District's SHAC or attending SHAC meetings.
- Use the District's grievance procedure concerning a complaint. Information about [how to file a complaint can be found on the District's website](#).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity, and;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases.

Before a student receives human sexuality instruction, the District must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

### Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the District must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Students in junior high school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

Topics covered in the instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking include: definitions, examples, and signs of (1) abuse such as physical, emotional/mental, financial, and sexual, (2) family violence including neglect, child (physical and sexual), sibling, and elder abuse, (3) dating violence and (4) human (labor and sex) trafficking, (5) sexual violence including harassment and assault, rape, as well as, how to prevent and report violence.

Instruction is given during the fall and spring semesters as a part of the 18-week Health I course.

For further information, see the district's abuse prevention instruction website at <https://www.conroeisd.net/departments/tl/physical-education-health/>.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain

used in this instruction will be posted on the district's website at the location indicated above.

- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See policy FNG for information on the grievance and appeals process.

## Consent to Provide a Mental Health Care Service

The District will not provide a mental health care service to a student or conduct a medical screening of a student as part of the District's intervention procedures except as permitted by law.

The District has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The District's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

Parents/Guardians of the student may contact the District's mental health liaison for questions or concerns that they may have regarding their student's mental health, substance abuse, or suicide risk.

The District has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison can be reached at:

Lindsey Taylor, Professional Mental Health Specialist  
3205 W. Davis St., Conroe, TX 77304  
ldtaylor@conroeisd.net  
936-709-7922

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

## Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes: artwork, special projects, photographs, original videos or voice recordings, and other original works.

However, the District will seek parental consent before displaying a student's work with the student's name on the District's website, a website affiliated or sponsored by the District (such as a campus or classroom website), or in District publications, which may include printed materials, videos, or other methods of mass communication.

## Consent to Receive Parenting and Paternity Awareness Instruction if a Student is Under Age 14

A student under age 14 must have parental permission to participate in the District's Parenting and Paternity Awareness Program (<https://www.texasattorneygeneral.gov/child-support/>

[programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum](#)). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

## Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the District will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a 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 other school official.

## Limiting Electronic Communications between Students and District Employees

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 create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include the student's parent as a recipient on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

## Student Records Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including home 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.

In providing a phone number, a parent or guardian consents to receiving information through a wireless or landline. The District or campus may generate automated or pre-recorded messages, text messages, or real-time phone or email communication that are closely related to the school's mission and specific to your child, your child's school, or the District. Should there be any change in home

address, telephone numbers, email addresses or emergency contact information, please notify your student's campus immediately. Note that the standard messaging rates of your carrier will apply. If you do not wish to receive such communications, please notify your child's principal.

## 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](#).

## 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 such as Branching Minds, vendors such as Naviance, advisors, and the like).

Virtually all other information pertaining to student performance, including grades, test results, and disciplinary records, is considered

confidential educational records. 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, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. School officials may include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, District police officers, attorney, and support staff; a person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, school resource officer, Communities in Schools staff, or volunteer); a third party vendor that offers online programs or software (such as Naviance); a person appointed to serve on a team to support the District's safe and supportive school program; 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:

- Authorized representatives of 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's office, the Texas Education Agency, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives;
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled;
- 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;
- To appropriate officials in connection with a health or safety emergency, or
- When the District discloses directory information-designated details.

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.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

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 place a statement in the student's records.

You may contact the custodian of records for currently enrolled students and students who have withdrawn or graduated at:

Office of the General Counsel  
[publicinfo@conroeisd.net](mailto:publicinfo@conroeisd.net)

Parents and eligible students have the right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.

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 the Board of Trustees determines the grade is arbitrary, erroneous, or inconsistent with the District's grading guidelines.

The District's student records policy is found at policy FL (LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at [conroeisd.net](http://conroeisd.net).

Parents or eligible students who believe the District is not in compliance with the law regarding records have the right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. [FERPA's](#)

## [Complaint Process Explained | Protecting Student Privacy.](#)

The District requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the District does not release any information that might reveal the location of such a shelter.

## Participation in Third-Party Surveys

### ***Consent Required Before Student Participation in a Federally Funded Survey***

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 the right to consent before a student is required to submit to a survey funded 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
- Sex 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 privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF (LEGAL) for more information.]

### ***"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Parent Information***

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

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution

purposes

- Instructional material used as part of the educational curriculum

The United States Department of Education provides extensive information about the Protection of Pupil Rights Amendment (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a PPRA Complaint Form (<https://studentprivacy.ed.gov/file-a-complaint>).

Parents who believe their or their student's rights under the PPRA 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.

## **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

### **Reciting a Portion of the Declaration of Independence in Grades 3-12**

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- A specific recitation from the Declaration of Independence for students in grades 3-12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if any of the following apply:

- A parent provides a written statement requesting that his or her child be excused.
- The district determines that the student has a conscientious objection to the recitation.
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK (LEGAL) for more information.]

### **Reciting the Pledges to the U.S. and Texas Flags**

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** and policy EC (LEGAL) for more information.]

### **Religious or Moral Beliefs**

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

## **Right of Access to Student Records, Curriculum Materials, and District Records/Policies**

### **Parent Review of Instructional Materials**

A parent has the right to review teaching materials, textbooks,

and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely.

The District will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The District will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

### **District Review of Instructional Materials**

A parent may request that the District conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The District is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact the appropriate assistant superintendent.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial 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 his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO (LEGAL) for more information.]

### **Participation in Federally Required, State-Mandated, and District Assessments**

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

### **Student Records**

#### **ACCESSING STUDENT EDUCATION RECORDS**

A parent may review his or her child's education records. 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 behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child’s classroom

## **AUTHORIZED INSPECTION AND USE OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access.
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the District must verify the identity of the person, including a parent or the student, requesting the information.

## **Teacher and Staff Professional Qualifications**

A parent may request information regarding the professional qualifications of his or her child’s teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

## 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 (LO-CAL). 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 on the District's website on the Complaints page.

To file a formal complaint, a parent or student should complete and submit the complaint form to [complaints@conroeisd.net](mailto:complaints@conroeisd.net).

## Glossary

**Accelerated Instruction**, also referred to as 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 student is not meeting the passing standard on a state-mandated assessment.

**Accelerated learning committee (ALC)** is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades, 3, 5, or 8. The committee includes District personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

**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.

**ARD** stands for 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.

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

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

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

**DOE** stands for the U.S. Department of Education.

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

**DSHS** stands for Texas Department of State Health Services.

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

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

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

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

**IEP** 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, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues.

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

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

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

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

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. 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, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**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.

**TSI Assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that first year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student en-rolls in a dual credit course offered through the District. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

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

## 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 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 online 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 in-appropriate activity.

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

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

### Parent

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

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

## Appendix II: Contact Numbers



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

## STRAIGHT TO THE SOURCE

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

### BOARD OF TRUSTEES

**Skeeter Hubert**  
*President*

**Theresa Wagaman**  
*1st Vice President*

**Stacey Chase**  
*2nd Vice President*

**Datren Williams**  
*Secretary*

**Melissa Dungan**  
*Assistant Secretary*

**Tiffany Baumann Nelson**  
*Trustee*

**Misty Odenweller**  
*Trustee*

*Trustees meet regularly at 6:00 p.m.  
on the third Tuesday of every month  
in the Board Room of the Conroe ISD  
Administration Building.*

3205 W. Davis • Conroe, Texas 77304

### CISD ADMINISTRATION

**Curtis Null, Ed.D.**  
*Superintendent*

**Bethany Medford, Ed.D.**  
*Deputy Superintendent*

**Shellie Winkler, Ed.D.**  
*Assistant Superintendent for  
Elementary Schools*

**Jeffrey Stichler, Ed.D.**  
*Assistant Superintendent for  
Middle Schools*

**Christopher Povich, Ed.D.**  
*Assistant Superintendent for  
High Schools*

**Hedith Saucedo-Upshaw, Ed.D.**  
*Assistant Superintendent for  
Teaching and Learning*

**Tamika Taylor, Ed.D.**  
*Assistant Superintendent for  
Student Support Services*

**Chris McCord**  
*Assistant Superintendent of  
Operations*

Assessment	Jeff Fuller	936.709.7224
Athletics	Chris Feris	936.709.7888
Attendance Zone Information	Georgette Anderson	936.709.7619
Bilingual / ESL Information	Gilberto Lozano	936.709.7724
Board Policies	Carrie Galatas	936.709.7700
Budget	Darrin Rice	936.709.7777
Calendar	Dr. Hedith Saucedo-Upshaw	936.709.7822
Career and Technical Education	Tally Stout	936.709.7821
Child Nutrition	Robyn Hughes	936.709.8193
Communications	Sarah Blakelock	936.709.7707
Community Outreach / Drop Out Prevention	Rod Chaves	936.709.7769
Crisis Counseling / Intervention and Prevention Programs	Manuel Texidor	936.709.7844
Curriculum and Instruction	Dayren Carlisle	936.709.7873
Deputy Superintendent	Dr. Bethany Medford	936.709.8049
Dyslexia	Dr. Sharon Henry	936.709.7834
Early Childhood	Tammy Zunker	936.709.8291
Elementary Schools	Dr. Shellie Winkler	936.709.7737
Facility Rental	Brandon Stiles	936.709.8759
Federal Programs	Dana Boyer	936.709.7686
Fine Arts	Dr. Robert Horton	936.709.7806
Gifted and Talented / Advanced Academic Programs	Christina Reichelt	936.709.7817
Guidance and Counseling	Tiffany Rhodriquez	936.709.7846
Health Services	Barbara Robertson, R.N.	936.709.7757
High Schools	Dr. Chris Povich	936.709.7883
Human Resources	Paula Green	936.709.7847
Employee Benefits	Tiffany Mattfeld	936.709.7906
Language Arts - Grades PreK - 6	Mark Smith	936.709.7896
Language Arts - Grades 7 - 12 / Advanced Placement	Nicole Thibault	936.709.7824
Legal	Carrie Galatas	936.709.7700
Librarian / Media Specialist	Melody Hiser	936.709.8040
Maintenance / Custodial	Marshall Schroeder	832.592.8897
Math - Grades PreK - 6	Tammy Zunker	936.709.8291
Math - Grades 7 - 12	Carlos Barron	936.709.7843
Middle Schools	Dr. Jeffrey Stichler	936.709.7714
Natatorium	Kevin Witt	936.709.7529
Newcomers Center	Rod Chaves	936.441.5010
Operations	Chris McCord	936.709.7863
Payroll	Rachel Jimenez	936.709.7716
Physical Education, Health, and Wellness Programs	Wade Haymark	936.709.7717
Planning and Construction	Easy Foster	936.709.7884
Police (Conroe ISD)	Chief Matt Blakelock	936.709.8917
Printing / Graphics	Carol Armstrong	936.709.7730
Professional Learning	Dr. Hedith Saucedo-Upshaw	936.709.7822
Purchasing	Rick Reeves	936.709.7798
School Improvement and Leadership Development	Dr. Tamika Taylor	936.709.7221
Science	Albert Kisangi	936.709.7923
Section 504	Tiffany Mayes	936.709.8148
Social Studies / ROTC / Junior Achievement	Dr. Matthew Campbell	936.709.7830
Special Education	Dr. Kendra Wiggins	936.709.7813
Student Support Services	Dr. Tamika Taylor	936.709.7221
Student Attendance / Truancy	Earlesia Shephard	936.689.5924
Student Transfers (in-district/out of district) - Elementary	Lisa Garrison	936.709.7795
Student Transfers (in-district/out of district) - Middle School	Dr. Jeffrey Stichler	936.709.7714
Student Transfers (in-district/out of district) - High School	Dr. Chris Povich	936.709.7883
Superintendent	Dr. Curtis Null	936.709.7701
Technology - Information Systems	Dr. Jarod Lambert	936.709.7627
Technology - Instructional		
Technology - Network Systems	Terry McClaugherty	936.709.7632
Transportation	Sam Davila	936.709.7940

## Appendix III: School Calendar



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# 2023-2024 School Calendar

Approved 1/17/2023

<b>August 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>December 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>April 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

<b>Holiday</b>	<b>Workday for staff</b> (No students)	<b>Staff development</b> (No students)
<b>Inclement weather day</b> (Students)	<b>Early release</b> (Students)	

### Report Cards

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

### Days of Instruction

	Students	Teachers
1st Semester	84	92
2nd Semester	90	95
<b>Total Days</b>	<b>174</b>	<b>187</b>

### Grading Periods

1st Semester	
Grading period	Ends
1st	October 5
2nd	December 15
2nd Semester	
Grading period	Ends
1st	March 8
2nd	May 23

### Students

Starting date	August 9
Ending date	May 23

### Staff

Starting date	August 1
Ending date	May 24

### Student Holidays

Labor Day	September 4
Holiday	October 6 - 9
Holiday	November 7
Thanksgiving	November 20 - 24
Winter Break	Dec. 18 - Jan. 2
Martin Luther King, Jr. Day	Jan. 15
Holiday	February 16
Presidents' Day	February 19
Holiday	March 5
Spring Break	March 11 - 15
Holiday	March 29 - April 1
Holiday	April 19

### Student Early Release

December 15
May 23

### Teacher Work Days

August 8
January 2
May 24

### Staff Development

August 1 - 7	February 16
October 6	March 5
November 7	April 19

### Student Make-up Days

Make-up day for inclement weather (if needed), is:

**Students**  
February 16

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

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, TX 77304; (936) 709-7752.

## 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.

This policy addresses discrimination, including harassment, and retaliation against 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.

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

Policy FFH (LOCAL) issued on 6/8/2022.

#### 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.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH (LEGAL)]

#### Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, as defined below. Retaliation against anyone exercising their rights under this policy is a violation of District policy and is prohibited.

#### Harassment

Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when 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.

Harassment includes dating violence as defined by law and 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; cyberharassment; 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.

#### Title IX Sexual Harassment

As required by law, the District shall follow the procedures below at Response to Title IX Sexual Harassment upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment in an education program or activity and against a person in the United States under Title IX. [See FFH (LEGAL)]

#### Other 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 other 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, contact, or communications, including electronic communication.

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; cyberharassment; 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.

## Reporting Procedures

### Student Report

Any student who believes that he or she has experienced prohibited conduct and any person who believes that a 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 direct or indirect 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, gender-based harassment, or dating violence, 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

An individual 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

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

### 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. [For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

When the District receives a report of prohibited conduct that includes dating violence, the appropriate District official shall immediately notify the parent or guardian of the student who has been identified in the report as the alleged victim or perpetrator.

### Investigation of Reports Other Than Title IX

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFF (LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Title IX Sexual Harassment.

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 proved, 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 proved, 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 report, 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, harassment, and retaliation.

### **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 has the right to file a complaint with the United States Department of Education Office for Civil Rights.

## **Response to Title IX Sexual Harassment**

### **General Response**

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH (LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed or dismissed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct. The Title IX coordinator also reserves the right to sign a formal complaint, initiating the Title IX grievance process, if it would be deliberately indifferent not to investigate and respond to the prohibited conduct in accordance with Board policies and the Student Code of Conduct.

### **Title IX Formal Complaint Process**

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH (LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;

11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and

12. Other local procedures as determined by the Superintendent.

### **Standard of Evidence**

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

### **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, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX. In the absence of a formal complaint, allegations of retaliation shall be investigated under Investigation of Reports Other Than Title IX, above.

- **Examples** - Examples of retaliation may include threats, intimidation, coercion, 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 or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

### **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 control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH (LEGAL) and the District's Title IX formal complaint process.]

### **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) issued on 5/20/2023.

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.

#### Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

#### 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 report anonymously 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.

#### Periodic Monitoring

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

#### 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.