

# Elementary & Intermediate **Student Handbook**

2024 - 2025



**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:

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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.

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

### Parent Review of Instructional Materials

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.

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.

[For information about parental access to any online library catalog and library materials, see Library.]

### 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 campus principal.

### 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.

## Parent and School Partnership

Parents are an essential component of a child’s successful educational experience. Success in the early years in school provides a firm foundation for success in life. Parents should be active participants in the education of their child. Below are ways a parent can participate in their child’s educational process.

**Communication:** Communicate with the school staff. Parents can review their child’s school work, and look for communication from the District, campus and their child’s teachers. If you have questions, contact the school.

**Monitor Progress:** Attend teacher conferences and respond to requests from the school. Parental concerns regarding their child’s progress should be initially addressed to their child’s teacher. Parents may consider keeping teachers informed of events in their child’s life that may impact school performance.

**Become Involved:** Parents may consider becoming a school volunteer and participating in the parent organization at their child’s school.

**Build on Success:** Parents can acknowledge their child’s successes, reinforce school rules, and set high expectations for their child and reward their efforts to accomplish those goals.

**Set a Regular Routine:** Parents may consider providing a time and place for their child to complete homework assignments. Identifying a location where items to be returned to school are placed can help children’s organizational skills. Young children need adequate rest to be at their best. Parents may consider planning and keeping a regular routine for their child whenever possible.

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

**Keep Education a High Priority:** Parents may consider making connections between what happens at school to things their child encounters outside of school. Parents can increase the chances for their child’s success by reading to and with their child.

## Parental Rights

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

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

#### Consent Before Human Sexuality Instruction

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 instruction begins.

#### Annual Notification

As a 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 school 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/department/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.
- 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. (See the campus principal for details.)
- Use the District's grievance procedure concerning a complaint. See FNG (LOCAL).

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.
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases.
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

### 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 instruction begins.

#### Annual Notification

Students 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/department/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.

### Opting Out of Advanced Mathematics in Grades 6-8

The District will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 40 percent statewide on the grade 5 mathematics STAAR or a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

Parents may opt their child out of automatic enrollment in an advanced mathematics course.

### Prohibiting the Use of Corporal Punishment

Corporal punishment — spanking or paddling a student — may not be used as a discipline management technique in accordance with the Student Code of Conduct and District policy FO (LOCAL).

## Accountability under State and Federal Law

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

- The Texas Academic Performance Report (TAPR) for the District, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the District, compiled by TEA, based on academic factors and ratings;
- The District's financial management report, which includes the financial accountability rating assigned to the District by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

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

## Academic Information

### Prekindergarten and Kindergarten Enrollment Eligibility

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

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

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

### Credit by Exam for Acceleration (CBE)

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

Kindergarten students who wish to accelerate will be enrolled in Kindergarten pending approval for acceleration. Students must

achieve a score of 80 on each exam in the subject areas of Language Arts, Mathematics, Science, and Social Studies in order to be eligible to accelerate. Additional criteria that may be considered are the recommendation of the kindergarten or preschool the student has previously attended, the chronological age and observed social and emotional development of the student, and other criteria deemed appropriate by the principal and Superintendent.

A grade 1-5 student will be eligible to accelerate to the next grade level if the student meets all of the following requirements: the student scores at least 80 on each exam in the subject areas of Language Arts, Mathematics, Science, and Social Studies; a District administrator recommends the student be accelerated; and, the student's parent gives written approval for the grade advancement. Students may not take CBEs for a grade level in which they are currently enrolled. Students must earn the required score on all four (4) exams for the grade level to be skipped prior to the beginning of the school year in which the students would be enrolled in that grade level.

A student in grade 6 will earn course credit with a passing score of at least 80 on an examination approved by the board. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

### Credit by Examination If a Student Has Taken the Course/Subject (Grades 6-12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the District's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include 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 earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

### Counseling/Guidance Program

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

## Curriculum

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

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

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

## Grading Guidelines/Reporting to Parents

Approved grading guidelines for each grade level or course will be communicated 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 (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination

In prekindergarten, through second grade, students are graded using a standard based report card. Students in grades 3-6 receive numerical grades in Reading, Writing, Mathematics, Social Studies, and Science. In grades 3-4, a minimum of four daily grades and two major grades will be taken in each subject during each marking period. In grades 5 and 6 two major grades in each subject will be taken each marking period, and five daily grades in Reading and Writing and six daily grades in Mathematics, Social Studies, and Science. In grades 5 and 6 homework accounts for one cumulative daily grade.

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

- Grades 3 & 4 – 75% daily grades, 25% major grades
- Grades 5 & 6 – 50% daily grades, 50% major grades

Students in grades 5 & 6 receive numerical grades for each subject in school, including Fine Arts and Physical Education. Grade weights are daily work 50% and major grades 50%.

In grades 3-6 if a student receives a failing grade on either a daily or major grade, an opportunity may be provided to redo the assignment or retake the test depending on a number of factors including, but not limited to the student's grade level, the content area, and the nature of the assignment or test. Campuses, grade levels, or

teachers will notify students when there is an opportunity to redo an assignment or retake a test.

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

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

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

## Homework

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

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

The amount of time a child spends on homework varies for each child. Parents can help their child by providing a quiet place, free of distractions, and with the necessary supplies. Occasionally some activities require more time than a child usually spends on assignments. Homework may not be assigned daily in all subjects, but reinforcement and practice are encouraged. Parents may visit the website of their child's teachers for updates regarding homework.

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

## Parent Teacher Communication

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



## Promotion and Retention

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

## Repeating Prekindergarten–Grade 8 at Parent Request

A parent may request in writing that a student repeat prekindergarten, kindergarten, or any grade in grade 1-8. Before granting the request, the District may convene a retention committee to meet and discuss the request and will invite the parent to participate.

## Report Cards/Progress Reports and Conferences

Report cards with each student's performance and absences in each class or subject will be issued at the end of each quarter.

At the midpoint of each marking period as communicated by each school, parents will receive a progress report of their child's performance for every course/subject area. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent may be asked to schedule a conference with the teacher.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. 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. [See **Grading Guidelines** on page 5 and policy EIA (LOCAL) for more information.

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 in accordance with FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must either be signed by the parent and returned to the school promptly or online. The District may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the District, but parents are entitled to request a handwritten signature of acknowledgment instead.

## Re-teaching/Re-testing

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

## Remote Instruction

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

## Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student needs additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, schools must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered. Under state law, students with grades below 70 for a reporting period are required to attend tutorial services.

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

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

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

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

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

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

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

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which the student is enrolled, unless otherwise required to do so by federal law. A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

For a student who does not perform satisfactorily on a state mandated examination, a school official will prepare a personal graduation plan (PGP). School officials will also develop a PGP for a student who is determined by the District to be unlikely to earn

a high school diploma within five years of high school enrollment. The plan will, among other items, identify the student's educational goals; address the parent's educational expectations for the student, and; outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## 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).

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 next school year through one of the following:

- 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.

## Student Work

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

## Physical Fitness Assessment

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

## Excused from P.E. Participation

Physical education is an important part of a child's educational experience and is required by state law. A written excuse is required in the event a child needs to be excused from participation in physical

education. If he or she cannot participate for a period of more than five days, a doctor's statement must be presented to the school. A note from the physician releasing the student to return to regular participation in physical education will also be required. Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

## Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

## General Information Dress and Grooming

Dress codes are established to teach grooming and hygiene, prevent disruptions, minimize safety hazards, and to maintain a positive learning environment. The District prohibits pictures, emblems, or writings on clothing that are any of the following: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL). Halter-tops, muscle shirts, and spaghetti-straps tops are not permitted unless covered by another shirt. Midriff shirts, or shirts exposing the midsection of the body, are not permitted. Makeup/cosmetics may not be worn or applied at school. Hair and hairstyle cannot create a distraction. Students must ensure that all undergarments are covered. Students who choose to wear shorts to school must wear them at fingertip length when the student rests his/her arms at his/her side. Flip flops, slippers, or backless shoes may not be worn during P.E. classes. Shorts may be worn under dresses. Dresses and skirts should be appropriate length (fingertip) and tights should accompany shorter dresses, skirts or shorts. If students wear leggings, the shirt must cover their backside. If wearing jeans with rips/holes, please ensure the holes are knee-level and below. Students may not wear costumes or costume pieces to school, unless pre-approved by a teacher for a specific project. Students may not wear clothes that cause a distraction. A campus may have additional rules regarding dress code.

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

## Conduct Before and After School

Teachers and administrators have full authority over student conduct when students are 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.

## Snacks and Competitive Foods

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

## Food at School Functions

The United States Department of Agriculture has established guidelines for all foods served during the school day. These guidelines are referred to as SmartSnacks. See [USDA Smart Snacks in School](#). Exceptions to the SmartSnacks guidelines are allowed for up to four school-wide events, including celebrations and holiday parties during the school year, which are pre-approved by school administration. Due to allergy, safety, and sanitation issues, any food items served during the school day must be store bought items and served using food safe gloves. If parents do not want their child to consume these food items, they should notify their child's teacher in writing by September 1 of each school year. Students with allergy or dietary restrictions must be given the opportunity to bring or be provided an alternative safe food item and be included in the celebration. Field trips are exempt from the guidelines as are birthday celebrations. Birthday treats must be served after lunch in a designated area.

## Lost and Found

Each campus has a "lost and found" for items misplaced by students. If a student loses an item at school, the student should check to see if the item is in the "lost and found." The campus will dispose of "lost and found" items at the end of each semester. The District is not responsible for lost or stolen items.

## Parent/Teacher Organizations

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

## Field Trips

The District periodically takes students on field trips for educational purposes. A parent must provide permission for a student to participate in a field trip. The District may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip. The District may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. The District is not responsible for refunding fees paid directly to third-party vendors.

## Accommodations for Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children \(www.dodea.edu/partnership/interstatecompact.cfm\)](#) 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](#)

## Student Education Records Parent Contact Information

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

A parent may update contact information by visiting [conroeisd.net/parents/enrollment-information/](http://conroeisd.net/parents/enrollment-information/). A parent may also email [infosnap-reply@conroeisd.net](mailto:infosnap-reply@conroeisd.net).

The District or school periodically will send information by automated or prerecorded messages, text messages, or real-time phone or email communication that are closely related to the school's mission and specific to a child, the child's school, or the District. Standard messaging rates of wireless carriers may apply. Parents that do not wish to receive such communications, should notify their child's principal.

## Parent Access

Parent Access Center (PAC) is a free program available to all CISD parents that allows viewing of helpful information regarding student attendance, report cards, progress reports, standardized test results, and discipline. To access this service, parents must have a valid e-mail address. All parents are strongly encouraged to sign up for PAC by visiting the District's website at Resources for Parents.

## Access to Student Information: the Family Educational Rights and Privacy Act

Both FERPA and state laws safeguard student education records from unauthorized inspection or use and provide parents and "eligible" students certain rights of privacy. Before disclosing any personally identifiable information from a student's education records, the District must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student education records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

## Directory Information

The Family Educational Rights and Privacy Act, or FERPA, allows the District to disclose appropriately designated "directory information" from a student's education record without written

consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a student’s name and photograph posted on a District-approved and managed social media platform; and the names and grade levels of students submitted by the District to a local newspaper or other community publication to recognize academic achievement.

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

This “directory information” will be released only to those groups set out below that follow the procedures for requesting it. The release of a student’s directory information to these groups may be prevented by the parent or eligible student. This objection can be made by completing and submitting the form found on the [District’s website](#) or in the school’s main office. The form should be returned to the campus within ten school days of the child’s first day of the 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, colleges and universities that have agreements with the District 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 meets at least one of the following criteria: 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.

## Display of Students' Names, Photos, Artwork Projects and Other Original Work Products

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

## Enrollment and Withdrawal

### Enrollment Requirements

To enroll in a District school a parent must provide proof of legal responsibility for the student in the form of a birth certificate, divorce decree or some other legal document. The parent or legal guardian of a student under the age of 18 must be present with the student at enrollment to complete necessary paperwork, provide copies of any court orders that affect the child, and the child's emergency notification information. Before contacting the campus to make a registration appointment, parents must complete the online portion of the registration process. This online portion can be accessed at [conroeisd.net/parents/enrollment-information/](http://conroeisd.net/parents/enrollment-information/).

Parents must also bring proof of residency (utility bill), birth certificate or other document suitable as proof of the child's identity, and proof that the child has received the age appropriate immunizations as required by the Texas Health Department. (See below).

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

- Polio:
  - PK & PPCD: 3 doses
  - K-12th: 4 doses
  - Fourth dose on or after the 4th birthday. If the third vaccination occurs after the 4th birthday, three doses are acceptable.
- DTaP/DTP/DT/Td/Tdap (Diphtheria/Tetanus/Pertussis):
  - PK & PPCD: 4 doses
  - K-6th: 5 doses of diphtheria-tetanus-pertussis vaccine; one dose must be on or after the 4th birthday. Four doses meet the requirement if the 4th dose was received on or after the 4th birthday. Students 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.
  - 7th grade: 3 dose primary series and 1 Tdap/Td booster within last 5 years.
  - 8th-12th: 3 dose primary series and 1 Tdap/Td booster within the last 10 years.
  - Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- MMR (measles, mumps and rubella):
  - PK & PPCD: 1 dose
  - K-12th: 2 doses
  - First dose must be received on or after the first birthday. Serologic evidence of the disease is acceptable in lieu of immunization.
  - Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.
- Hepatitis B: All grades 3 doses
- Hepatitis A: 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. Serologic evidence of the disease is acceptable in lieu of immunization.

- 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 here](#) or by writing to this address:

Texas Department of State Health Services  
Immunization Section, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Please refer to [Conroe ISD Health Services](#) for a list of immunization requirements. The school nurse can also provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or stamp validation. If a student is not immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

Each school will maintain a list of students exempted from immunizations. In the event of an outbreak of a vaccine preventable disease, state health officials may order un-immunized students be excluded from attending school. For further information please see [Board Policy FFAB](#) and the [TDSHS Web site](#). Serologic confirmation of immunity for measles, mumps, rubella, hepatitis B, varicella, 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 [ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS \(tasb.org\)](#) for further information.

Students whose legal residence changes from one attendance zone to another during the school year may remain at the school in which they are currently enrolled until the end of the semester in which the change of residence occurred. Parents should complete the appropriate intradistrict transfer paperwork for the child to remain at the school in which the student is currently enrolled. The District does not provide transportation to students attending a campus outside of their attendance zone.

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

## 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. (Policy Code FDA - [ADMISSIONS - INTERDISTRICT TRANSFERS - Policy On-Line - Conroe ISD \(tasb.org\)](#) 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.

## Transfers for School-Aged Children in the Home of Students with Disabilities

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. The 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]

## 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.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

## Attendance and Absences

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

### Compulsory Attendance

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction programs, extended year programs, and District-required tutorial sessions unless the student is otherwise legally exempt or excused. Once a student enrolls in prekindergarten or kindergarten the student is required to attend school and is subject to the compulsory attendance requirements as long as the student remains enrolled.

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

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

When a student age 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:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the District will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

If a student age 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court. If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

For any questions about student absences, parents should contact the campus principal.

## 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 [Policy Code FEC - ATTENDANCE - ATTENDANCE FOR CREDIT - Policy On Line - Conroe ISD \(tasb.org\)](#)].

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 (LOCAL).

## Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements, as long as the student makes up all 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, an activity required under a court-ordered service plan, or any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours;
- Religious holy days;
- Required court appearances;
- Activities relating to obtaining United States citizenship;

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

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

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

## 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.

## Activity Absence

Participation in school-sponsored extracurricular activities is not considered an absence from school. However, students may not miss any class to participate in any one or a combination of such activities

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

## Absences Approved in Advance

Written parental requests for preapproved absences must be made in advance to the appropriate assistant principal. Approval will be based on the student’s attendance record, academic standing, and compliance with campus procedures. A maximum of five preapproved absences per school year are allowed. Preapproved absences are included in the calculation to determine if a student has attended class 90% of the days the class is offered in order to receive credit for the class. Make-up assignments are provided for absences approved in advance. Preapproved absences count against final examination exemption privileges.

## Make-Up Work

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

## Leaving Campus During the Day

All students who leave campus during the school day must have a parent/guardian or authorized adult sign the student out of school. The person must provide appropriate identification. If the student returns to school on the same day, the student must be signed back into school by a parent/guardian or authorized adult, and provide documentation relating to the absence to school staff.

## Authorized Person Picking Up Students

Under normal circumstances, either parent of the student will be allowed to pick up a student at school. When the school is furnished with a copy of a court order that establishes custody, possession, and/or access to the child, the child will be released to the parent who has possession under the order at that time. In the absence of a court order, a student will be released to either parent unless the parents give conflicting instructions regarding release of the student. In this instance, the campus will generally maintain the status quo and allow the parents to seek legal intervention to resolve the conflict. Anyone picking up a child other than their own should have a note signed by the child’s parent or guardian giving them permission to do so. A picture ID may be requested when picking up a student.

## Custody Documents

Schools will follow court orders if provided to the school. However, schools do not address disputes regarding custody, access or possession unless the dispute creates a disruption at school. If there is a disruption at school, law enforcement will be contacted.



If a student refuses to leave with a parent, even if it is that parent's period of possession, the school will not force the child to do so.

## Official Attendance-Taking Time

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

## Tardies

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

## Safety and Security

Student safety on campus, at school-related events, and in District vehicles is a high priority of the District. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by District employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a District employee.
- Follow instructions from teachers and other District employees regarding classroom doors.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## Applicability of School Rules

The Board has adopted a Student Code of Conduct that defines standards of acceptable behavior – on and off campus, during remote and in-person instruction, and on District vehicles – and outlining consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct and some instances involving criminal conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During summer instruction, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

## Campus Behavior Coordinator

Campus administrators serve as campus behavior coordinators to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus administrator is available on each school's website at [conroeisd.net](http://conroeisd.net).

## Student Insurance

Student insurance is available to all students. The District acts as a service agent only, and is not responsible for claims resulting from student injuries. Parents have the opportunity to purchase low-cost accident insurance that will help with meeting medical expenses for school-related injuries to their child. Student insurance may be purchased at any time. If you have questions about student insurance you may contact the District's athletic director at 936-709-7888.

## Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications

or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The District may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

- The District has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the District actual notice to the contrary.

The emergency care authorization form will be used by the District when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the District to consent to medical treatment, District employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

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

The District has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at <https://www.conroeisd.net/accountability/>. Abuse includes physical abuse, including sexual abuse, and psychological and emotional abuse. Trafficking includes both sex and labor trafficking.

**Duty to report:** Anyone who suspects that a child 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). See below for information about how to report and respond to allegations of child abuse or neglect.

### Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

**Physical Abuse:** Possible Warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs.

**Sexual Abuse:** Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children.

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

[See Dating Violence, Discrimination, Harassment, and Retaliation and Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking]

**Emotional Abuse:** Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss.

**Neglect:** Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

**Description and 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. Additionally, 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 Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children:**

A child who has experienced any type of abuse or neglect should be encouraged to seek out a parent or trusted adult. Children may be reluctant to disclose abuse 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 they did the right thing by telling you.

If your child is a victim of abuse, neglect, 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 Child Abuse, Neglect, Trafficking, and**

**Other Maltreatment of Children:** The following websites might help parents become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- Child Welfare Information Gateway (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- KidsHealth, For Parents, Child Abuse ([kidshealth.org/en/parents/child-abuse.html](https://kidshealth.org/en/parents/child-abuse.html))
- Office of the Texas Governor's Child Sex Trafficking Team ([gov.texas.gov/organization/cjd/childsextrafficking](https://gov.texas.gov/organization/cjd/childsextrafficking))
- Human Trafficking of School-aged Children ([tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children))
- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault ([taasa.org/product/child-sexual-abuse-parental-guide/](https://taasa.org/product/child-sexual-abuse-parental-guide/))
- National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools ([safesupportivelearning.ed.gov/human-trafficking-americas-schools](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools))

## Child Abuse Reporting

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

## Anonymous Alerts and Kid Chat

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

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

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

The District will rely on contact information provided by the parent to communicate in an emergency situation. An emergency situation could include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. Parents must remember that it is crucial to notify their child's school when a phone number previously provided to the District has changed.

From time to time, students, teachers, and other District employees will participate in preparedness drills of emergency procedure. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## Outdoor Safety

The District monitors the heat index to determine if it is safe for students to participate in outdoor activities. Students are encouraged to drink plenty of fluids at home and at school during the hotter

months of the school year. Staff members are trained to recognize the symptoms of heat stress. Those symptoms are: extreme sweating or lack of sweating; paleness; muscle cramps; fatigue and weakness; dizziness; headache; nausea and vomiting; rapid pulse rate; shallow, fast breathing; and fainting. Students exhibiting these symptoms will be taken to the school nurse. Students are kept indoors if there is a threat of thunderstorms and lightning.

## Visitors to the School

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the campus' main office and comply with the District's visitor policies and procedures.

If requested by a District employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the District. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on District property may be ejected from District property.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment. Typically, approved visits to the classroom can be no more than 30 minutes.

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

## Unauthorized Persons

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

## Volunteers

The District appreciates the efforts of its volunteers. Each campus has a volunteer program and campus contact. We encourage parent involvement in their child's education as a school volunteer. For the safety of our students, all volunteers must complete an application that includes a criminal history background check prior to volunteering or working with students. The background check is confidential and will be processed through the CISD Department of Human Resources. The following link will provide more information about volunteering in CISD: [Volunteer in CISD - Conroe ISD](#). If the District is unable to obtain a criminal history record for an applicant, the applicant may still volunteer. However, they will not be able to supervise or work with students, have access to student information, or serve as a mentor. The applicant might be able to work in the teacher workbook, help with school events, or other similar activities.

## Deliveries to School

The delivery of food, flowers, balloons, etc. to students at school is not permitted. However, if a student forgets a lunch, an assignment or project, or money to pay dues or fines, deliveries may be made

to the front office for the student to pick up during the school day. 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.

## 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.

## Notification of Law Violations

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors;
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution or adjudication, or has been adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct;
- All appropriate District personnel in regards to a student who is required to register as a sex offender.

## Students Taken into Custody

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

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

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

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

## Questioning of Students

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 parental 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.

## Searches and Investigations

In the interest of promoting student safety and drug free schools, District officials may occasionally conduct searches and investigations. School officials may conduct investigations in accordance with law and District policy and may question students regarding a student’s own conduct or the conduct of others. [For questioning students by law enforcement officials, see Law Enforcement Agencies.]

School officials may conduct searches of students, their belongings, and their vehicles in accordance with law and District policy. Searches

of students will be conducted without discrimination, based on reasonable suspicion, voluntary consent, or pursuant to District policy providing for suspicionless security procedures, including the use of metal detectors.

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

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

Desks, lockers, District-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in District property and are responsible for any item found in District property that has been provided to the student that is prohibited by law, District policy, or the Student Code of Conduct.

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

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

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

## Trained Dogs

The District will use trained dogs to screen for concealed prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dog will not be used with students, but students may be asked to leave personal 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.

## 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 is to be used for classroom instruction (including staff development, improving instruction or providing student or teacher feedback), co-curricular or extracurricular activities; promoting student safety, and media coverage of the school. In other circumstances, the District will obtain parental consent before making a video or voice recording of their child.

In addition, state law allows a parent of a student who receives special education services, a staff member (as this term is defined by

law), a principal or assistant principal or the Board, to make a written request for the District to place video and audio recording equipment in certain self-contained special education classrooms. The District will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. Please speak directly with the principal, or Legal Department, who has been designated by the District to coordinate the implementation of and compliance with this law, for further information or to request the installation of this equipment.

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

## General Campus Regulations

### Distribution of Materials

Publications prepared by and for the District may be posted or distributed with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. School newspapers and yearbooks are available to students. All student school publications are under the supervision of a teacher, sponsor or principal.

**Student Non-school Materials:** Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. Each campus will designate a location for approved non-school materials to be placed for voluntary viewing by students. (See policies at [Policy Code FNAA - STUDENT EXPRESSION - DISTRIBUTION OF NONSCHOOL LITERATURE - Policy On-Line - Conroe ISD \(tasb.org\)](#))

A student may appeal a decision in accordance with policy FNG (LOCAL). [STUDENT RIGHTS AND RESPONSIBILITIES – STUDENT AND PARENT COMPLAINTS/GRIEVANCES \(tasb.org\)](#). Any student who sells, posts, circulates, or distributes, non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

**Non-student Non-school Materials:** No person or group will circulate, distribute, or post on any District premises any written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## Use of School Facilities

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

**Conduct Before and After School:** Teachers and administrators have full authority over student conduct at before or after school activities. Whether a school activity is on District premises or off District premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

## Safe Use of Technology

**Safe use of technology:** the District is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The District considers parents as partners in cybersecurity and online safety.

**In accordance with state and federal law, the District will:**

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirements by law [See Required State Testing and Standardized Testing.]
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See Consent to Conduct a Psychological Evaluation.]

If you want to know more about partnering with the District regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact Jared Lambert, Director of Information Systems, [jlambert@conroeisd.net](mailto:jlambert@conroeisd.net).

## 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. The use of any device that has the capability to take pictures or audio or video record is prohibited in locker rooms and restroom areas. These items are also prohibited if used to cheat, audio/video record, or photograph another student or staff member without that person's permission, or when the use creates a disruption. A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device may be confiscated.

A student who uses any item, electronic or otherwise contrary to campus or District rules may have the device confiscated. Confiscated devices that are not retrieved by the student or student's parent will be disposed of after the notice required by law. Any disciplinary action will be in accordance with the Student Code of Conduct. If a student does have an electronic device, it should be put away in a secured locker and turned off during the school day. Permission to use the device at school should come from the principal or classroom teacher. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The District is not responsible for any damaged, lost, or stolen electronic devices, or other items.

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

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

## Instructional Use of Electronic Devices

Students in grades Pre-K through 6 may not use personal electric devices for instructional purposes while on campus.

## Video/Pictures on Social Media

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

## Online Technology Resources

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

## Student Email/Student Google Apps for Education

The District assigns each student an email account and a Google Apps for Education account. These accounts are used for school related projects and to teach students communication skills, collaboration and digital citizenship. Students are able to view an email directory for all students in the District. If you do not want your student to be listed in the student email directory, your student will not be assigned a District email account. Notify your campus principal in writing if you wish to delete your student's District email account.

## Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is District-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior may constitute bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before you Text' Sexting Prevention Course ([txssc.txstate.edu/tools/courses/before-you-text/](https://txssc.txstate.edu/tools/courses/before-you-text/)), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In accordance with state law, the District prohibits the installation or use of TikTok or any successor application or service on a District device, along with any other social media application or service determined by the governor.

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.

## Extracurricular Activities, Clubs, and Organizations

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the District to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor.

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual ([www.uil-texas.org/athletics/manuals](http://www.uil-texas.org/athletics/manuals)) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See UIL Texas (<https://www.uil-texas.org/>) for additional information on all UIL-governed activities.]

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

## Fundraising

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

Parent organizations 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.

## Gang-Free Zones

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.

## Extracurricular Codes of Conduct

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

## Student Elected Positions

Some campuses may hold elections to elect certain student leaders and to select students for student honor positions. Students must meet the criteria for the particular organization. Students should contact the faculty sponsor for information regarding the criteria.

## Student Fees

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

- Materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations
- Admission fees to extracurricular activities
- Security deposit
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student
- Student identification cards and parking fees
- Fees for lost, damaged or overdue library books
- Fees for driver training courses, if offered
- Fees for optional courses offered for credit that require use of facilities not available on District premises
- Summer school for courses that are offered tuition-free during the regular school year
- In some cases a course taken through the Texas Virtual School Network (TXVSN)
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

## Public Displays of Affection

Public displays of affection are not allowed.

## Tobacco, E-Cigarettes and Nicotine Products Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other vaporizing device, while on school property at any time or while attending an off-campus school-related activity. Vape detectors are located on campuses throughout the District. With limited exceptions for medication, [see Medicine at School] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

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

## 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.

Any books must be covered by the student as directed by the teacher and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent. However, a student will be provided the necessary instructional resources and equipment for use at school during the school day.

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.

## Library Materials

The District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The District follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision makers regarding their student's access to library material. The District encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with the campus librarian and their child's teacher about special considerations

regarding library materials self-selected by their student. Parents can also complete and submit a Library Book Access form to the campus librarian if they would like to restrict their child's access to library materials. The Library Book Access form can be found [here](#).

A parent who wants access to the school's library or any available online catalog should submit a request to the principal.

The District welcomes student and parent feedback on library materials and services. Parents may contact the campus librarian. A District employee or parent may request the reconsideration of library material by contacting the campus librarian or another administrator or by submitting a reconsideration of library material request on a form available on the District's website: [CISD Request for Reconsideration - Fillable Form](#).

For more information, see EFB(LOCAL).

## Use of Hallways during Class Time

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

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

Teachers and other approved employees are permitted by the District to use electronic communication with students within the scope of the individual's professional responsibilities, as described by District guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page. However, text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with the student participating in the extracurricular activity. If you prefer that your child not receive any one-to-one electronic communications from a District employee or if you have a question related to the use of electronic media by District employees, please contact the campus principal.

## District Information Parent and Student Rights

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

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



A parent can inspect the survey or other instrument and any corresponding instructional material used in connection with such a survey. [For further information see Board Policy FA at [Policy Code FA Legal – PARENT RIGHTS AND RESPONSIBILITIES.](#)]

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

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

- Activities involving the collection, disclosure or use of personal information gathered from a child for the purpose of marketing, selling, or otherwise disclosing that information to others;
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school or its agent, and not necessary to protect the immediate health and safety of the student. Exceptions: hearing, vision, or spinal screenings, or any physical examination or screen permitted or required under the law [See Board policies [FA Legal Policy Code FA Legal – PARENT RIGHTS AND RESPONSIBILITIES](#) and [FFAA Policy Code FFAA - WELLNESS AND HEALTH SERVICES - PHYSICAL EXAMINATIONS - Policy On-Line - Conroe ISD \(tasb.org\)](#)]

Parents also have the right to:

- Request information regarding the professional qualifications of his or her child’s teachers, including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived and whether the teacher is currently teaching in the field of discipline of his/her certification. This includes information about the qualifications of any paraprofessional providing services to your child;
- Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to their child, whether instruction is delivered in-person, virtually, or remotely. The District will provide the 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 parent’s child to take home any instructional materials used by the student. The student may be required to return the materials at the beginning of the next school day;
- Review their child’s student records when needed, including: attendance records; test scores; grades; disciplinary records; counseling records; psychological records; applications for admission; health and immunization information; other medical records; teacher and school counselor evaluations; reports of behavior patterns; records relating to assistance provided or learning difficulties, including information collected regarding any intervention strategies used with the student, or the terms “intervention strategies” as defined by law; teaching materials and tests used in your child’s classroom; and state assessment instruments that have been administered to their child;
- Request information regarding any state or District policy related to the parent’s child participating in assessments required by federal law, state law, or District policy;
- Inspect a survey created by a third party before the survey is administered or distributed to their child.

- Inspect instruments used to collect personal information from students for marketing, sales, or other distribution purposes.
- Inspect instructional material used as part of the educational curriculum;
- Grant or deny any written request from the District to make a videotape or voice recording of their child. State law does permit schools to make videotapes or voice recordings without parent permission if the recording is to be used for school purposes, if it relates to classroom instruction or a co-curricular or extracurricular activity, or if it relates to media coverage of the school;
- Remove his or her child temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with his or her religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the District and by the state law;
- Request that their child be excused from daily participation in the recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow a child to be excused from participating in the required moment of silence or silent activity that follows;
- A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See Board policies [FL Policy Code FL - STUDENT RECORDS - - Policy On Line - Conroe ISD \(tasb.org\)](#) and [FO Policy Code FO - STUDENT DISCIPLINE - - Policy On Line - Conroe ISD \(tasb.org\)](#) and the [Student Code of Conduct.](#)];
- Request if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See [FDB \(LEGAL\) ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS \(tasb.org\)](#)]
- Grant permission if their child is under the age of 14 to participate in the District’s parenting and paternity awareness program. This program was developed by the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

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) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

### **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.]

## 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. The District will consult with the parent of a child who has engaged in bullying before deciding to transfer the child to another campus. In such a circumstance transportation is not provided. See the campus principal for more information.

The District will honor a parent’s request for the transfer of his or her child 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.

The District will honor a parent’s request for the transfer of his or her child to another District campus if their child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant, in accordance with Policy FDE.

## Dating Violence, Discrimination, Harassment, and Retaliation

Students learn best, and their welfare is best served, in an environment that is 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 [Policy Code FFH - STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - Policy On Line - Conroe ISD \(tasb.org\)](#)]

**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](#), and the CDC’s Preventing Dating Violence [Fast Facts: Preventing Teen Dating Violence | Violence Prevention | Injury Center | CDC](#)

**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.

## Bullying

The District strives to prevent bullying, in accordance with the District's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or 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 elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping

skills, not an unchangeable trait

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

If an investigation determines that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not meet the definition 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.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

A student found to have engaged in bullying may be transferred to another classroom at the campus. In consultation with the student's parent, the Board may transfer the student to another campus in the District. The parent of student who has been determined by the District to be a victim of bullying may request that the student be transferred to another classroom or campus within the District. A copy of the District's policy is available in the principal's office and on the District's website and is included in the appendix. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

## Hazing

Hazing is defined as an intentional, knowing, or reckless act occurring on or off campus by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization that endangers the mental or physical health or safety of a student if the act meets the elements in Education Code 37.151, including:

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

an amount that would lead a reasonable person to believe the student is intoxicated.

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

## 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 [STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION](#).

Upon receiving a report of prohibited conduct as defined by policy FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the District will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. If the alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

## Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, bullying, and retaliation, will be promptly investigated. To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. If law enforcement or another regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The District may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Records and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

## Nondiscrimination Statement

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

In accordance with Title IX, the District does not and is required not to discriminate on the basis of sex and prohibits sex discrimination 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 U.S. Department of Education's Office for Civil Rights, 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's nondiscrimination policy and grievance procedures are in the FFH series of policies in the [District Policy Manual](#).

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.

## Distance Learning/Conroe Virtual School

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.

The distance learning opportunities that the District makes available to District students are Math, Language Arts, Science, History, Art, and PE. Learn more at <https://virtual.conroeisd.net/>.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the District may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Conroe ISD offers full-time virtual instruction to students in grades 5-10 for the 2024-2025 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 [virtual.conroeisd.net/](http://virtual.conroeisd.net/).

## Celebrations

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher

will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

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

## 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](#)

## Steroids

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

## Pledges of Allegiance and Minute of Silence

Each school day students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. State law requires that one minute of silence follows recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

## Prayer

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

## Students Who Are Homeless

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.

Students who are homeless will be provided flexibility regarding certain District provisions including: proof of residency requirements; immunization requirements; educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness; credit-by-examination opportunities at any point during the year (if the student enrolled in the District after the beginning of the school year), per State Board of Education (SBOE) rules; assessment of the student's available records to determine transfer of credit for subjects and course taken before the student's enrolling in the District; the award

of partial credit (when a student passes only one half of a two half course); eligibility requirements for participation in extracurricular activities; and graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he/she meets the criteria to graduate from the previous district. Federal law also allows a homeless student to remain enrolled in what is 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). The District will expedite local timelines, when possible, for prompt dispute resolution.

For more information, please contact the District's Homeless Liaison at [Homeless Program – Conroe ISD](#)

## Students in 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. If a student in the conservatorship of the state who is moved outside of the District's or school's attendance boundaries or who is initially placed in the conservatorship of the state and moved outside the District's or school's boundaries, is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district, but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

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

If you have questions, refer to the link below:

[Foster Care – Conroe ISD](#)

## Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District's Board of Trustees has adopted a standard complaint policy at FNG (LOCAL). This policy requires that the formal complaint process be initiated within 15 days of the time the person first knew or should have known of the event giving rise to the complaint. A copy of this policy as well as the District complaint form can be obtained in the general counsel's office or on the District's website at [Conroe ISD Legal Department](#).

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

## Posters and Signs

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

## Pest Management Plan

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

## Aerosols

Students should not bring aerosol spray containers to school.

## Asbestos Management Plan

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

## Emergency School Closings and Openings

Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio, TV stations, the District's website, electronic communication to families, and social media. Please utilize these resources rather than calling the District or school for information. Weather related decisions are usually not made until shortly before 6:00 a.m. since conditions that make roads hazardous may moderate overnight. If weather conditions worsen after buses have begun their scheduled runs, schools will operate on a regular schedule unless utility or weather conditions

make the building unsafe. If the campus must close or restrict access to the building because of an emergency, the District will alert the community in the following ways: electronic communication, postings, or social media.

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the District needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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

## Returned Checks

In the event that a check written to any Conroe ISD campus, cafeteria, or District office is returned unpaid by the bank, Conroe ISD or its agent (Envision) will redeposit the check electronically. Additionally, payment in this manner suggests understanding and agreement that the District may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment constitutes acknowledgement and acceptance of this policy and its terms. Envision may be contacted via telephone by calling 877.290.5460.

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

## District Services Counseling

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

## Personal Counseling

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. If a parent is concerned about their child's mental or emotional health, or if their child has experienced trauma, parents are encouraged to speak with the school counselor for a list of resources that may be of assistance.

## Food and Nutrition Services

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The District may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program

(CHIP) unless the student's parent notifies the District that a student's information should not be disclosed. Participating students will be offered the same meal options as their peers and will not be treated differently from their peers. Applications for free and reduced-price meal service are available online at [myschoolapps.com](https://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.

**Board Policy CO (Local) Food and Nutrition Management**, permits students to charge meals for no more than 15-school days. Below are the recommended guidelines to follow when students have insufficient funds and/or exceed the 15-day charge limit:

Students in grades EC – 6

1. When a student's account has a negative balance, once per week, the parent will receive notification by email and through Parent Access that their student has insufficient funds in their meal account.
2. After 10-days of charges, the Child Nutrition Manager will refer the matter to the campus administration.
3. Campus administration/counselors will contact the parent, verify the parent is aware of the situation, offer the school lunch program application, or other community resources, and help the parent finalize a plan to replenish the student's account and clear all charges.
4. After 15-days of charges, until the account is replenished, the student will receive a modified meal of milk and cereal for breakfast and a sandwich and milk for lunch.

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 \$3.40 for breakfast and \$5.00 for lunch.

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

- Cash should be sent or taken to the school in a sealed envelope with the child's name and student ID number on it;
- Check prepayments must be made payable to the CISD Child Nutrition Department. Checks must have the driver's license number and date of birth of the signee. Both the check and envelope should have the 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](#).

Delivery of food to students from outside vendors is not permitted. Parents cannot provide food for students other than their own. Students may not save places in line for other students. Students are expected to help keep the eating areas as clean as possible. Students who misbehave in the cafeteria may receive disciplinary consequences.

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, 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>), 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.

## Vending Machines

The District has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the principal. [See policy FFA for more information.]

## Special Dietary Needs

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

## Health Services

Each school campus has a health clinic with trained personnel to care for students. The Health Service staff consists of a registered nurse who may be full time on that campus or shared with another campus. There may also be a clinic assistant trained in CPR and first aid assigned half-time or full-time. Any information regarding a student's health condition or any health concerns should be communicated to the campus nurse. Campus staff welcome the opportunity to work closely with the parents and students to maintain a healthy, safe, successful experience in school.

**Student Illness:** When a child is ill, parents should contact the school to let them know the student won't be attending that day. It is important to remember that schools must exclude students with certain illnesses or communicable diseases or infections for periods of time as identified in state rules. (See below.) For example, if a 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, the student must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the student 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. Parents can contact the school nurse if they have questions or are concerned about whether or not their child should stay at home.

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

## Emergencies and Illness at School

An electronic Student Health Information Form should be completed by the parent for each child at the beginning of the school year. It is very important this form is completed immediately. This form will give parents an opportunity to list any medical conditions, allergies, medications and concerns they may have. It also includes emergency information for the clinic staff. This information is used to contact parents or a person they designate if needed for their child. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents

should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher needs to know.

If, in the judgment of the nurse or other appropriate school staff, emergency transportation of a student 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 the parents or the person(s) designated as their emergency contact, school officials will determine what steps will be taken to protect the health of the student, including calling 911 and transporting the student to a medical facility. Note that the District has no financial responsibility for the emergency care or transportation of the student.

## Screenings

Health Services, under the guidelines of the Texas Department of State Health Services, provides a screening program for vision and hearing for all new students and grades Pre-K, K, 1st, 3rd, 5th, and 7th. Additionally, during the school year, all students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature. The requirement, adopted by the Texas Department of State Health Services, helps identify adolescents with abnormal spinal curvature and refers them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. If you would prefer to have this done by your physician, please send the results to the school nurse. Other areas which may be screened are growth and development (height and weight), dental, blood pressures (fourth grade) and pediculosis (head lice).

## Medicine at School

The District encourages parents to administer medication at home before and/or after school whenever possible. Any medication that will be administered at school must be brought to school and picked up by a parent or designated adult. When the student is withdrawn or before the last day of school, the parent must make arrangements to pick up the medication from school. Any unclaimed medications will be safely discarded in accordance with state and federal guidelines.

To administer prescription or non-prescription medication at school, the school must receive a written and dated request from the parent or legal guardian. The medication must be in the original container and properly labeled. Only the guidelines printed on the container will be followed unless a physician order is present. Additional guidelines for medication to be administered at school are:

- All medication must be kept in the clinic during the school day.
- The District will not purchase medication to give to a student.
- The school nurse is authorized to train other school employees to administer medication to students during school hours and for off-campus school sponsored activities.
- Over-the-counter medication dosage must not exceed the dose recommendation listed on the bottle. Exception: If a physician, dentist or orthodontist has directed a certain dosage to be given that is greater than that recommended on the bottle, a written order will need to be included with the written permission from the parent.
- The use of "sample" medication from the physician, dentist, or orthodontist must have signed written instructions from that doctor accompanied by the parent written permission.
- Students may not transport medication on the school bus with the exception of asthma, anaphylaxis, and diabetes medications with physician's orders.



- Medication required “daily,” or “twice a day,” should be administered at home. Many “three times a day” orders should also be given at home unless the doctor requests a specific time during the school day.
- A record of each medication given at school is maintained in the clinic.
- Students that have asthma or are at risk for anaphylaxis may carry an inhaler or anaphylaxis medication to be used when needed. A letter from the physician with complete instructions for use of the inhaler or anaphylaxis medication and permission for the student to carry the inhaler or anaphylaxis medication, must be provided. It is strongly recommended that a spare inhaler or anaphylaxis medication be kept in the clinic for emergencies.
- Students with diabetes will provide a Diabetes Management Plan developed by the physician and parents. The campus nurse will consult with the student and family to develop an Individual Health Plan for the school year. In accordance with a student’s Individual Health Plan for management of diabetes, a student will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity. See the school nurse for information.
- The Texas Nurse Practice Act allows registered nurses to refuse to administer medications anytime the nurse believes the medication is contra-indicated for the student.

## Insect Repellent

Concerned parents are encouraged to use a repellent on their child before they leave for school, especially young children who may have difficulty applying the repellent safely. Conroe ISD staff will not provide or apply insect repellent during the school day. Parents who are concerned about mosquito exposure during the school day may send a lotion, wipe-on, or wristband type of repellent for use by their child. For safety reasons, pump spray repellents are discouraged and should not be used indoors. No aerosols are allowed due to the dangers with pressurized cans and aerosols stay airborne longer, thus exposing students with respiratory issues. Parents should label repellent product containers with student’s name. Repellent products should be stored away when not in use, such as in totes, lockers, backpacks, or some other reasonable location. Students with special needs will be given assistance, with parent permission, on a case by case basis.

## Sunscreen

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

## 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 employees at each campus to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

## Crutches and Wheelchairs

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

## Communicable or Infectious Diseases

To prevent / minimize local outbreaks of contagious disease, parents should keep children who have an illness that can be spread from person to person at home, and CISD school nurses will exclude students with symptoms of a communicable illness from school attendance. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or campus principal. The school nurse can provide information from the Texas Department of State Health Services regarding these diseases.

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

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

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

The following is a list of conditions that are common communicable diseases and infections along with their specific requirements for re-admission to school:

- Chicken Pox (Varicella): Incubation period is 2-3 weeks. Fever and vesicular rash over body. Exclude from school until final eruption of rash is dry and scabbed over, no new lesions in 24 hours, and fever free for 24 hours without the use of fever reducing medications.
- COVID-19: Incubation period is up to 14 days. Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Exclude from school until fever free for 24 hours without the use of fever reducing medication.
- 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

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

## Head Lice

Head lice is very common among children. Although not an illness or disease, it is spread easily through head-to-head contact during play, sports, and when students share things like brushes, combs, hats and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student’s parent to determine whether the student will need to be picked up from school

and discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. Parents may also wish to consult their healthcare provider for effective treatment options. After the student has undergone a treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent lice from returning. More information on head lice can be obtained from the [TDSHS Web Site](#) and from the Centers for Disease Control and Prevention’s website [Head Lice Information for Parents](#).

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 also show upon entry, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education.

## Physical and Mental Health Resources

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

The District has adopted policies that promote student physical and mental health. Local policies on the topics below can be found in the [District’s policy manual](#), available at the central administration office and online.

- 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: the FFH series of policies
- 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 Improvement Plan can be accessed here](#).

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

The District has implemented programs to address mental health, behavioral health, and substance abuse concerns including, mental health promotion and early intervention; building skills to manage emotions, establish and maintain positive relationships, and engage

in responsible decision-making; substance abuse prevention and intervention; suicide prevention, intervention, and postvention (interventions after a suicide in a community); grief, trauma, and trauma-informed care; positive behavior interventions and supports; positive youth development; and safe, supportive, and positive school climates.

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

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

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

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

## Food Allergies

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

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 \(texas.gov\)](https://www.dshs.texas.gov/food-allergies). 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. [conroeisd.net/health-services/allergy-anaphylaxis/](https://conroeisd.net/health-services/allergy-anaphylaxis/).

## 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. A parent who submits a plan must use the Seizure Management and Treatment Plan Form ([tea.texas.gov/academics/tea-seizure-management-form.pdf](https://tea.texas.gov/academics/tea-seizure-management-form.pdf)) developed by the Texas Education Agency.

## 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 for an Emergent Bilingual Student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled 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 Student 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.

## A Student with Physical or Mental Impairments Protected under Section 504

A student with 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 whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

## Special Programs

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

The [Texas State Library and Archives Commission Talking Book Program](#) provides audiobooks free of charge to qualifying Texas

students, including student with visual, physical, or reading disabilities such as dyslexia.

## Summer School

For questions regarding summer school programs, parents should contact the summer school principal at the location the child is assigned. Students may also take courses during the summer through the Texas Virtual School Network (TXVSN).

<https://www.conroeisd.net/tl/summer-school/>.

## 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 the school's principal or to the District's special education director. If the 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.

## Contact Person for Special Education Referrals

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

## 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.

## Contact Person for Section 504 Referrals

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

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

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

## 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.

## Service Animal use by Students

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

## Transportation

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

The District makes school bus transportation available to all students, including prekindergarten. Elementary and intermediate students are provided transportation to and from school if they reside more than one (1) mile from the campus or are on an approved designated hazardous route. Bus service is a privilege and a student may lose this privilege for engaging in misconduct. Bus related disciplinary issues are addressed by the campus. Students may not ride another bus except in emergencies and must have a campus administrator complete the Transportation Emergency Request form and give a copy to the school bus driver. Students must provide the campus administration with a signed note from the student's parent giving permission for the transportation change and another signed note from the parent of the student with whom the child is to go home. The campus administration will verify the request and give the school bus driver a completed Transportation Emergency Request form if the change is approved.

All students who regularly ride a school bus must ride their bus home unless they either have written permission from their parents or the parent has called the school office stating that the child will be picked up after school.

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

Parents can check the [CISD 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 uses 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 [here](#).

## Student Conduct on School Buses

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

- Follow all school rules and bus rules and driver/monitor instructions. Use inside voice and appropriate language.
- The use of nicotine 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.***

## **Vandalism**

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **Technology**

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

## Glossary

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

**Accelerated learning committee (ALC)** is a committee that must be established when a student does not perform satisfactorily on the state 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.

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

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

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

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

**CPS** stands for Child Protective Services.

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

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

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

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

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

**Emergent bilingual student** refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

**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.

**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.

**Safe and Supportive School Team** is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.

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

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

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

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

**TAC** stands for the Texas Administrative Code.

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

**TEC** stands for the Texas Education Code.

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

**TXVSN** stands for 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 are equivalent in rigor and scope to a course taught in a traditional classroom 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 only allows limited personal use only if the rules in this agreement are followed and the use does not interfere with schoolwork.
- Students must not share their account information with another person.
- Be mindful that people who receive e-mail or other communication from students through school accounts might think the message represents the school's point of view.
- Keep personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Do Not download or sign up for any online resource or application without prior approval from the teacher or other District administrator.
- When communicating through e-mail or other electronic means, students must use appropriate language and etiquette and always be respectful.
- Acknowledge the work and ideas of others when referencing them in student work.
- Immediately report any suspicious behavior or other misuse of technology to a teacher or other campus administrator.
- Students may use their personal electronic devices for instructional purposes only as authorized by a teacher.
- Any attempt to bypass the District's filter will result in a loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When accessing the District's technology resources using a personal device, students must follow the District's technology resources policy and associated administrative regulations, including this Acceptable Use Agreement.
- When not using a personal device for instructional purposes while on campus, students must follow their campus' rules and guidelines for non-instructional use of personal electronic devices.

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

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

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

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

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

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent**

I understand that my child will have access to the District’s technology resources, including District-approved online applications. I have read and understand the District’s guidelines regarding my student’s use of the District’s technology resources and understand that under Texas law neither the District, its operators, and any institutions with which it is affiliated can be held liable for any claims or damages of any nature arising from my student’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	Karen Garza	936.709.7802
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
Crisis Counseling/Intervention and Prevention Programs	Dr. Tania Merik	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	Brittany Koester	936.709.7878
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
Highly Mobile/At Risk Programs	Paola Gorman	936.709.7759
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	Brittany Koester	936.709.7878
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	Paola Gorman	936.709.7759
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	Mindy Harding	936.709.7696
Technology – Network Systems	Terry McClaugherty	936.709.7632
Transportation	Juan Melendez	936.709.7940



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# 2024-2025 School Calendar

APPROVED 1/16/24

<b>August 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>September 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>October 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>November 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>December 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>January 2025</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 2025</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	<b>March 2025</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 2025</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 2025</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 2025</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 2025</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

- Holiday**
- Early release (Students)**
- Workday for staff (No students)**
- Teacher professional learning (No students)**
- Teacher exchange day (No students)**

**Report Cards**

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

**Days of Instruction**

	Students	Teachers
1st Semester	83	93
2nd Semester	89	94
<b>Total Days</b>	<b>172</b>	<b>187</b>

**Grading Periods**

1st Semester	
Grading period	Ends
1st	October 10
2nd	December 20
2nd Semester	
Grading period	Ends
1st	March 7
2nd	May 23

**Students**

Starting date August 14  
Ending date May 23

**Staff**

Starting date August 5  
Ending date May 28

**Student Holidays**

- Labor Day..... September 2
- Holiday..... October 11 - 14
- Holiday..... November 4 - 5
- Thanksgiving..... November 25 - 29
- Winter Break ..... Dec. 23 - Jan. 6
- Martin Luther King, Jr. Day ..... Jan. 20
- Holiday..... February 14
- Presidents' Day..... February 17
- Spring Break..... March 10 - 14
- Holiday..... April 18 - 21
- Memorial Day..... May 26

**Student Early Release**

December 20  
May 23

**Teacher Work Days**

August 5  
August 13  
January 6  
May 27

**Teacher Professional Learning Days**

August 6 - 12  
November 5

**Teacher Exchange Days (5 days exchanged for professional learning)**

October 11  
November 4  
February 14  
April 21  
May 28

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.

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

Policy FFH (LOCAL) adopted on June 21, 2022

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

#### Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any student. 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, 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)]

#### Sexual Harassment by an Employee

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

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

- b. Creates an intimidating, threatening, hostile, or abusive educational environment.

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

#### By Others

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

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
  3. Otherwise adversely affects the student's educational opportunities.
- **Examples** - Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, 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 or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

### Employee Report

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

- **Definition of District Officials** - For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
- **Title IX Coordinator** - Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See [FFH\(EXHIBIT\)](#)]
- **ADA/Section 504 Coordinator** - Reports of discrimination based on disability may be directed to the designated ADA/ Section 504 coordinator for students. [See [FFH\(EXHIBIT\)](#)]
- **Superintendent** - The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

### Alternative Reporting Procedures

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

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

### Timely Reporting

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

### Interim Action

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

### District Investigation

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

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

### Criminal Investigation

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

### Concluding the Investigation

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

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

### NOTIFICATION OF OUTCOME

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

## District Action

### Prohibited Conduct

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

### Corrective Action

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

has occurred, and reaffirming the District’s policy against discrimination, 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 shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

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

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

### **General Response**

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, record keeping, 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, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with the 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 retention schedules, but for no less than the minimum amount of time required by law. [See [CPC](#)]

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

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

## Appendix V: Freedom from Bullying Policy

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

### Student Welfare: Freedom from Bullying

Policy FFI (LOCAL) adopted on August 1, 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 anonymously report an alleged incident of bullying.
- **Employee Report** - Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

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

### 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.