



ALLEN
 ANDERSON
 ASHLEY
 BLEDSOE
 BOALS
 BORCHARDT
 BRIGHT
 CARROLL
 CHRISTIE
 COMSTOCK
 CORBELL
 CURTSINGER
 ELLIOTT
 FISHER
 GUNSTREAM
 ISBELL
 MOONEYHAM
 NICHOLS
 OGLE
 PHILLIPS
 PINK
 PUREFOY
 RIDDLE
 ROBERTSON
 ROGERS
 SEM
 SHAWNEE TRAIL
 SMITH
 SONNTAG
 SPARKS
 SPEARS
 TADLOCK
 TAYLOR

2013-2014
 Frisco Independent School District
 Elementary
 Student Handbook



About this Handbook

To Students and Parents

Welcome to the 2013-2014 school year in FISD! Teachers and staff want this to be a year filled with fun and interesting educational experiences for our students. We look forward to working with you to make this a great learning year.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct that is adopted by the Board and building principals. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Four separate documents have been combined in these pages for your convenience. The Elementary School Handbook details information in four separate sections to make the handbook easier to use for students, teachers and parents:

Section 1: General Information

Section 2: Attendance

Section 3: Student Code of Conduct

Section 4: Technology Acceptable Use Policy

Please take the time to look over the information. Understanding this information will assist students in the path to success in elementary school. If you have any further questions, please contact your child's school. Have a great year!

Frisco Independent School District Mission Statement

Our mission is to know every student by name and need.

Belief System

Education is a shared responsibility of students, school, home and community.

With that as an essential principle, we believe the following to be true for students, staff, families and the community:

- Everyone has equal inherent worth and deserves to be treated with respect and dignity.
- Everyone needs challenge, opportunity and encouragement.
- Each person is unique.
- Meaningful relationships have profound lifelong impact.
- Integrity is essential.
- Imagination and creativity are vital.
- A safe and orderly environment is necessary for learning.
- Every person can learn.
- Each person is ultimately responsible for his/her own learning.
- Learning is lifelong and unlimited.
- There is always room for improvement.
- All students must graduate with the skills they need to pursue their aspirations.

Table of Contents

About this Handbook.....	2
To Students and Parents.....	2
Section 1: General Information	2
Section 2: Attendance	2
Section 3: Student Code of Conduct.....	2
Section 4: Technology Acceptable Use Policy.....	2
Frisco Independent School District Mission Statement.....	2
Belief System.....	2
Table of Contents	3
Section 1: General Information	7
Academics	7
Instructional Support Programs	7
Bilingual Education/One-Way Dual Language Education.....	7
E.S.L. Program	7
Dyslexia Program	7
Gifted/Talented Program	7
Pre-K.....	8
Special Education	8
Summer Academic Programs	9
Summer Bilingual/ESL Program	9
Acceleration by Examination.....	9
Admission/Placement/Withdrawals	9
Admission of New Students.....	9
Accommodations for Children of Military Families	10
Placement of Students	10
Withdrawal of Students	10
After-School Programs.....	10
(Refer to Section II: Compulsory School Attendance).....	11
Bus Transportation Regulations.....	11
Campus Improvement Teams.....	12
Cellular Phones	12
Change of Address and Telephone Numbers	12
Check Acceptance Policy.....	12
Child Find Under IDEA	13
Child Sexual Abuse.....	13
Classroom Interruptions	14
Communication	14
Campus Appeals and Complaints in Frisco ISD.....	15
Counseling Services	16
Curriculum	17
Discipline Guidelines	17

(Refer to Section 3: Code of Conduct).....	17
Distribution of Non-School Materials by Students FNAA (Local).....	17
Dress Code.....	18
FISD Dress Code	18
Boys.....	19
Girls	19
Emergency Procedures.....	20
Fire/Emergency/Safety Drills.....	20
Inclement Weather.....	20
Release of Students.....	20
Pesticides/Asbestos.....	21
Study Trips	21
Fund-Raising	21
Grading	21
Promotion/Retention	22
Health Services	22
Food Allergies.....	22
Immunizations.....	22
Bacterial Meningitis.....	23
Student Medication	25
Fever	26
Pink Eye.....	26
Vomiting and Diarrhea	26
Head Lice.....	26
Rashes	27
Health Screenings.....	27
Vision and Hearing Screening Requirements.....	27
Acanthosis Nigricans.....	27
Psychotropic Drugs	28
Homework	28
Student Accident/Medical Supplemental Insurance	28
Law Enforcement Agencies.....	29
(Refer to Section 3: Code of Conduct).....	29
Lost and Found	29
Meal Service	29
SCHOOL LUNCH PAYMENTS:.....	30
Online Payments: Mypaymentsplus.....	30
Child Nutrition Check Acceptance Policy	30
Texas Public School Nutrition Policy	30
In-classroom birthday parties	Error! Bookmark not defined.
Parent Teacher Association	32
Party/Celebration Guidelines	32
Individual Student Birthdays.....	33
Pledges of Allegiance and Minute of Silence	33
Excusing a Student from Reciting a Portion of the Declaration of Independence.....	33
Physical Activity for Students in Elementary Grades.....	33

Physical Fitness Assessment.....	33
Pride in School	34
Principal/Assistant Principal Conferences	34
Prohibited Items.....	34
Protecting Student Rights	34
“Opting Out” of Surveys and Activities	35
School Day	35
Arrival.....	35
Dismissal	35
School Health Advisory Council.....	35
School Office.....	35
Bicycles	36
Walking to and from School.....	36
Pets on School Grounds	36
The “ChooseToCare” System.....	36
Gang-Free Zones	37
Raptor Visitor Identification System.....	37
Sexual Offender Registration Program.....	38
Searches	38
(Refer to Section 3: Code of Conduct).....	38
Statements of Nondiscrimination	38
Student Records	39
Student Speakers.....	42
Students Rights and Responsibilities, Student Expression.	42
Student Support Team (SST).....	42
Students Who May Need Special Education Services	43
Supplies	43
Teacher Qualifications	44
Textbooks.....	44
Textbook Covers	44
Tobacco Prohibited.....	44
Transfers.....	44
Administrative Guidelines	44
Priority Guidelines.....	45
Transfer Limits	46
Requesting Classroom Assignment for Multiple Birth Siblings.....	46
Visitors	46
Volunteers.....	47
Section 2: Attendance	47
General Attendance Requirements	47
Absences/Attendance	47
Compulsory Attendance.....	47
Exemptions to Compulsory Attendance	48
Absences Due to Family Trips/Vacations	49
Frisco ISD Truancy Warning Notice	50
Section 3: Code of Conduct	52
<i>Disregard for Authority</i>	56

<i>Mistreatment of Others</i>	56
<i>Property Offenses*</i>	56
<i>Possession of Prohibited Items</i>	56
<i>Possession of Telecommunications Devices</i>	57
<i>Illegal and Prescription Drugs</i>	57
<i>Misuse of Technology Resources and the Internet</i>	58
<i>Safety Transgressions</i>	58
<i>Miscellaneous Offenses</i>	58
Discipline Management Techniques	59
<i>Students with Disabilities</i>	59
<i>Techniques</i>	59
<i>Notification</i>	60
<i>Appeals</i>	60
<i>Routine Referral</i>	60
<i>Formal Removal</i>	60
<i>Returning Student to Classroom</i>	61
<i>Suspension</i>	61
<i>Process</i>	61
General Misconduct.....	62
Misconduct Identified in State Law	62
<i>Mandatory Placement: Misconduct That Requires DAEP Placement</i>	62
<i>Sexual Assault and Campus Assignments</i>	63
<i>Emergencies</i>	63
<i>Process</i>	63
Placement Order	64
Coursework Notice.....	64
Exceeds One Year	64
Exceeds School Year.....	64
Exceeds 60 Days.....	65
<i>Appeals</i>	65
<i>Restrictions during Placement</i>	65
<i>Additional Misconduct</i>	65
<i>Notice of Criminal Proceedings</i>	65
<i>Withdrawal During Process</i>	66
<i>Newly Enrolled Students</i>	66
Expulsion	68
<i>Discretionary Expulsion: Misconduct That May Require Expulsion</i>	68
<i>Mandatory Expulsion: Misconduct That Requires Expulsion</i>	70
Under Federal Law	70
Under the Texas Penal Code	70
<i>Under Age Ten</i>	71
<i>Emergency</i>	71
<i>Process</i>	71
Hearing	71
Board Review of Expulsion.....	72
Expulsion Order.....	72
<i>Length of Expulsion</i>	72
<i>Withdrawal during Process</i>	72
<i>Additional Misconduct</i>	73
<i>Restrictions during Expulsion</i>	73

<i>Newly Enrolled Students</i>	73
<i>Emergency Expulsion</i>	73
<i>DAEP Placement of Expelled Students</i>	73
Glossary of Disciplinary Terms	74
Notification of Legal Authority	86
<i>Possession of Prohibited Items</i>	86

Section 1: General Information

Academics

Instructional Support Programs

To meet the needs of students with special needs and learning styles, a variety of programs are available.

Bilingual Education/One-Way Dual Language Education

This is a full-time instructional program offered in Head Start/PreK through 5th grades in which both English and Spanish are used for instruction within the regular curriculum. The student’s native language (Spanish) is maintained and utilized to enable students of limited English proficiency to have an equal opportunity to master grade level essential knowledge, skills and objectives while attaining proficiency in all areas of the English language.

E.S.L. Program

English as a Second Language is offered in Head Start/PreK through 12th grades for students who speak a language other than English and are identified as being limited in their English proficiency. This program, with instruction only in English, is designed to develop the student’s proficiency in listening, speaking, reading and writing in the English language to ensure academic excellence in all content areas.

Dyslexia Program

If a student is experiencing difficulty in phonological awareness, decoding, word recognition, fluency and spelling, parents may request a dyslexia assessment. The campus student support team determines whether there is an educational need for dyslexia assessment. Recommendation for dyslexia assessment should be based on the educational need of the student as outlined in *The Dyslexia Handbook* published by the Texas Education Agency. Students will be assessed after the campus student support team determines whether there is an educational need, tiered interventions have been implemented and students’ responses documented. If a student is educationally identified with dyslexia, he/she will be placed in a multisensory, systematic, phonics-based program at the appropriate time.

Gifted/Talented Program

Frisco ISD’s Gifted and Talented Program (QUEST) is designed to challenge the gifted learner who demonstrates the need for an alternative curriculum and/or instruction. The program is also designed to enhance his or her social, intellectual and personal needs. Identification is conducted not to label students but to determine which students require program alterations because of their unique

educational needs. Assessments are administered on designated days throughout the school year. For referral information, parents may contact the classroom teacher or the G/T pull-out teacher for gifted programs on each campus.

Pre-K

FISD operates a half-day Pre-Kindergarten program for eligible students. Pre-K is housed at the Early Childhood School (10330 Red Cedar Drive, Frisco, Texas 75035). The focus of the Pre-Kindergarten program is to develop oral language, prerequisite skills for emergent readers, early math concepts and readiness skills for successful entry into a Kindergarten program. Transportation is provided from the student's home campus to the Early Childhood School.

To be eligible for enrollment in a Pre-Kindergarten class, a child must be four years of age on or before September 1 of the current school year and must meet at least one of the following criteria:

1. Unable to speak and comprehend English language (a student is administered a language proficiency test);
2. Educationally disadvantaged (means eligible to participate in the national free or reduced-price lunch program);
3. Homeless, as defined by 42 U.S.C.S. Section 11302;
4. Son or daughter of an active duty member of the armed forces or a member of the armed forces injured or killed during active military service. (documentation required);
5. Has ever been in the foster care system. (letter from Department of Family and Protective Services is required).

Special Education

For students, ages 3 to 21, who meet eligibility for special education services, specially designed instruction is offered in a variety of ways, depending upon each child's unique needs. Students may attend a special education class for part of their instruction. They may receive all instruction in a general education class or a combination of both. Determination of where instruction will be provided is made by a collaborative team of educators and the students' parents (ARD/IEP Committee). The majority of students eligible for special education services attend their neighborhood campus. For students who need highly specialized classes, the district provides centralized programs throughout the district to meet these unique needs. Disabilities included in federal law for the purpose of special education services are as follows:

- ❖ Autism
- ❖ Speech Impairment
- ❖ Learning Disability
- ❖ Other Health Impairments (including Attention Deficit Disorder)
- ❖ Intellectual Disability
- ❖ Orthopedic Impairment
- ❖ Emotional Disturbance
- ❖ Traumatic Brain Injury
- ❖ Hearing Impairment (including deafness)
- ❖ Visual Impairment
- ❖ Multiple Disabilities

If parents notice that their child is having difficulty learning and suspect that he/she may benefit from special education services, they may contact the child's teacher or principal for further information. Evaluations are available for students suspected of having a disability **and** have a need for specially designed instruction.

Summer Academic Programs

Students are invited to participate in Summer School based on academic need. There are private enrichment/camp summer programs that operate out of some of our schools. Information about these programs may be obtained in the school office and our district website.

Summer Bilingual/ESL Program

Bilingual/ESL students who are entering kindergarten or first grade may choose to attend a summer program that focuses on strengthening speaking, listening, reading and writing skills.

Acceleration by Examination

Elementary School Credit by Examination without Prior Instruction

Credit by Examination for Advancement (without prior instruction) is available to first through fifth grade students who wish to test for advancement to the next grade level. Examinations for grades 1-5 are criterion-referenced tests from Texas Tech University or other testing instruments approved by the Superintendent or designee. Elementary students must take exams in language arts, mathematics, science and social studies for the grade level he or she wishes to skip. Students must demonstrate mastery of 90% or higher on each test to be eligible for advancement. A school district representative must recommend acceleration of the student. Students are encouraged to review the course study guide on the university website.

Texas Tech University

www.depts.ttu.edu/ode/cbereview

Testing for fall placement is offered in June for students attending Frisco ISD. For students who move to the Frisco community at the start of the school year, testing will be offered in September. Testing for students will occur on their home campus, and the home campus principal will determine their school's testing date.

There is no charge for testing. Students who register for an examination and do not take the examination will be assessed a fine equivalent to the cost of procuring the examination. Exam results will be mailed to the counselor after scoring is completed.

Admission/Placement/Withdrawals

Admission of New Students

Any student admitted to a Frisco ISD elementary school must provide evidence of prior schooling such as report cards and/or a transcript from the previous school attended. Verification of residency and current immunization records are also required. Every student enrolling in a Frisco ISD public school for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health. No later than 30 days after enrolling in FISD, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records will include:

1. The student's birth certificate or another document suitable as proof of the child's identity as defined by the Commissioner of Education in the Student Attendance Accounting Handbook;
2. A copy of the student's school records from the most recently attended school if he or she was previously enrolled in a school in Texas or in another state;

(Students shall not be denied enrollment or be removed solely because they fail to provide the documentation required in items 1 and 2.)

3. A record showing that the child has the immunizations required by Education Code 38.001, proof that the child is not required to be immunized or proof that the child is entitled to provisional admission. (Texas Education Code 25.002)

In order for a person other than a parent, legal guardian or other person having lawful control to enroll a student in FISD, all district administrative guidelines must be satisfied. Falsification of information required by these guidelines is a very serious offense. In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but enrolled on the basis of false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- The maximum tuition fee the district may charge under Section 25.038; or
- The amount the district has budgeted for each student as maintenance and operating expenses.

(Texas Education Code 25.001(h))

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the District.

Placement of Students

The principal shall determine final grade placement for each transfer student following observation and/or testing by guidance personnel, classroom teachers and other appropriate instructional personnel. New students may be placed initially at the grade level attained outside the District if such students are transferring from a school accredited by a state or regional accrediting organization. Testing shall include items pertaining to essential elements for a course or subjects within a grade level, and decisions for subsequent grade placement shall be made based on demonstrated mastery of the Texas Essential Knowledge and Skills.

Withdrawal of Students

If a student must move, parents should notify the school office at least two days prior to the student's withdrawal date. The attendance officer will need to compile the records to be taken to the new school.

After-School Programs

Check with the school office regarding on-site after-school programs.

Attendance

(Refer to Section II: Compulsory School Attendance)

Bus Transportation Regulations

The Frisco Independent School District has adopted the following rules of conduct for students to follow while being transported by school buses owned, operated, contracted or controlled by the District. These rules have been formulated to provide for the safety of all pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver to the respective principal for corrective action. All principals are directed to enforce the safety rules by the appropriate action, which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case. Due to student safety, students are videotaped while riding Frisco ISD transportation.

School Bus Riders Safety Rules and Regulations

1. Students must remain seated at all times and face the front of the bus. Aisles must remain clear at all times. Students should keep their hands to themselves.
2. Any or all seats may be assigned any time at the driver's discretion.
3. Nothing may be extended outside the windows at any time.
4. Emergency doors and windows may not be entered or exited except for emergency purposes.
5. No type of weapon, explosive, firework, sharp, or pointed objects will be permitted.
6. No type of alcoholic beverage, controlled drug, tobacco, or substance will be permitted.
7. Students must follow the driver's instructions at all times.
8. Cursing, obscenities, harassment and scuffling are forbidden.
9. Students may only utilize their designated bus stop as assigned by Transfinder. Buses will stop at designated stops only.
10. No objects may be thrown, tossed or pitched inside or outside the bus.
11. All items brought on board must fit in the student's lap. Please make special arrangements for transporting large articles such as large band instruments, large projects, or any item which takes up another student's seat.
12. Drivers are not required to wait for students at the bus stop or to sound the horn while students come out of their residence. Students must be at the stop before the bus arrives.
13. Frisco I.S.D. students and Frisco I.S.D. staff are the only authorized persons to board school buses. Parents, parent sponsors, or guests must receive authorization from a Frisco I.S.D. Administrator to board.
14. No type of animal, pet, or bird is permitted on buses.
15. Fighting is absolutely forbidden.
16. Students may not eat, drink or litter while on the bus.
17. Students may be denied bus privileges and required to pay for any damage to any part of the bus including seats and equipment.
18. "Bus-hopping" or changing from assigned buses is not permitted.
19. A stop with no students for three consecutive days will be dropped from the route until the Transportation Department receives a request to reinstate.
20. Campus dress code will be enforced on the bus.
21. No cell phones may be visible. Phones may only be used in emergency situations with the permission of the driver.
22. Sports equipment (such as, but not limited to a basketball or tennis racquet) must be contained in a duffle bag or back pack.

Misconduct will be punished in accordance with the Student Code of Conduct; bus riding privileges may be suspended. The bus driver will submit a disciplinary report to a campus administrator. An administrator will contact the parent.

If a student gets on the wrong bus, the student will be delivered back to his or her school. If it is after school hours and no personnel are at the school, the department will attempt to contact and make arrangements with family/emergency contacts. If no one is available, the student will be taken to the police station. If a student does not get off the bus in the afternoon, his or her parents may call the school or the transportation department. Please see website for contacts:

<http://www.friscoisd.org/departments/transportation/>.

Drivers are not allowed to hold parent conferences while in route. Please feel free to contact the transportation department to discuss any matters of concern regarding bus services – call 469-633-6140 for special education routes and 469-633-6150 for regular routes.

Campus Improvement Teams

Each campus has a committee composed of parents, staff, business and community members who have developed their own Campus Improvement Plans. These are unique to each individual campus. If parents are interested in serving on this committee, they may contact the school.

Cellular Phones

All elementary schools prohibit students from using cellular phones/mobile devices during the school day or tutoring activities without teacher permission. If a child chooses to carry a cell phone or mobile device, it must be turned off and kept in the child's backpack or other teacher approved location. Parents should not call or send text messages to their children during the school day.

If a student is found using a cell phone/mobile device during school hours without permission from a staff member, it will be confiscated. Upon confiscation, the cell phone/mobile device will only be returned to a parent or guardian. There are no exceptions to this policy.

The Disciplinary Code of Conduct may be implemented for repeated offenses.

Note: Students bring phones and any other electronic devices at their own risk. It is the responsibility of the student to secure his/her belongings. The district will not be held responsible if a phone or electronic device is lost, stolen or misplaced.

Change of Address and Telephone Numbers

If a family moves within the district or changes their home or work number(s), parents should let the office know. It is important that office records are up to date so that parents can be notified of their student's illness or emergency. Families will be asked to provide proof of residency yearly.

Check Acceptance Policy

FISD has established the following policy for accepting checks and collecting NSF checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. **When paying by check you authorize the recovery of an unpaid check and the recovery of the state allowed fee by means of electronic re-presentment.** In the event a check is returned by the bank unpaid, checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment must be used instead of a check payment (cash, money order, or cashier's check). **No temporary checks will be accepted.**

Child Find Under IDEA

The Frisco Independent School District is responsible for identifying, locating and evaluating children with known or suspected disabilities who reside within the school district's boundaries to determine whether a need for special education and related services exists.

As part of this Child Find effort, the Frisco ISD Department of Special Education Services maintains a free information and referral service. This service helps identify children who may need assistance with learning challenges. Pinpointing and addressing learning problems early offers every infant, child and youth the opportunity for educational success. All referrals are considered confidential, and services are provided to qualifying students at no cost. The parent, legal guardian or surrogate parent retains the right to refuse services and is provided other procedural safeguards under federal and state law. For more detailed information, parents should call the Child Find information number at 469-633-3838 or contact the Department of Special Education Services at 469-466-6900.

Child Sexual Abuse

The District has established a plan for addressing child sexual abuse, which may be accessed at <http://www.friscoisd.org/departments/guidancecounseling/index.htm>. As a parent, it is important to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse include difficulty sitting or walking, pain in the genital areas and claims of stomach aches and headaches. Behavioral indicators include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders and problems in school. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide parenting topics from DFPS (Dept. of Family & Protective Services) to prevent child abuse and neglect. The Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see the following website: <http://www.dfps.state.tx.us/itsuptoyou/parenting.asp>

The following Web sites can help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

Classroom Interruptions

The school day should not be interrupted needlessly. Parents and students are asked to observe the following guidelines:

1. If a student must leave school during school hours, a note from his/her parent or legal guardian must be sent to the office. The note should state the time the student will be picked up. Approval from the office is necessary before a teacher may allow a student to leave. Anyone who picks up a student during the day may be asked for identification. The student must come to the office to meet the adult who is signing him/her out.

Note: Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Please reference the compulsory attendance law notice. Leaving early from school is considered missing a part of the school day. By law, if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or three or more days or parts of days within a four-week period, the parent and/or student is subject to truancy actions. Even if absences are deemed excused, a student must attend school for at least 90 percent of the days class is offered. Absences beyond this amount will trigger a review by the school-based attendance committee.

2. For protection of all students, anyone who wishes to contact students or teachers must first come to the office.

3. To minimize disruptions to the learning environment, parents may not stand or walk in the halls while waiting on their child or children.

4. Parents will leave forgotten lunches, money, or supplies in the office and office personnel will deliver these items to the appropriate student.

5. Because of the tremendous amount of essential business which must be transacted over office telephones, students are asked not to use the telephone except in extreme emergencies. All calls should go through the front office. Office personnel will only deliver EMERGENCY telephone messages. After-school plans should be made ahead of time. If parents change after-school arrangements, they should send a signed, written notice to the school office. If the office does not have a written notice, the student will follow his/her usual routine.

6. Floral arrangements, balloons, cookie grams, etc. are not appropriate during school hours.

7. If parents wish to speak to their child's teacher during the day, they should call the school office. The teacher will return the call as soon as possible. Parents are encouraged to make appointments to meet with teachers so the instructional day, which begins promptly at 7:50 am, is not interrupted.

Communication

Students are a vital link between home and school. We encourage students to share all communications with their parents. Additionally, we will utilize newsletters, the website, parent conferences and meetings, e-mail, phone calls, surveys and take-home folders as other vehicles for sharing information and gaining feedback.

E-mail Guidelines for Parents & Guardians

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember that if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate response. We do expect that the staff member will get back to you within 24 hours if possible via email or by phone contact, whichever they decide is the best way to address the content of the email.

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead, use the telephone to be sure your message is received and clearly understood.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
3. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact your child's school nurse by phone.
6. Please keep all contacts professional. Jokes, stories, chain letters, or commercial solicitations are inappropriate.
7. Please send any requests for public information to the following District e-mail address for processing: publicrecords@friscoisd.org or studentrecords@friscoisd.org.

The School District maintains e-mail accounts for teachers to facilitate parent/teacher communication and internal staff communication. The District reserves the right to block or filter e-mail messages to staff that are not directly related to District business or to the District's educational mission. The District's staff members reserve the right to block or filter e-mail messages that are considered by the staff member to be harassing, abusive, threatening, unwanted, unsafe or unsolicited.

Campus Appeals and Complaints in Frisco ISD

Procedure for Receiving and Resolving Campus Discipline Appeals

Appeals of campus disciplinary action from Frisco ISD employees, students, parents and the public, by formally adopted policy, should be registered and addressed in the following manner:

Informal Level

In most circumstances, employees, students, parents and the public are expected to discuss their appeal at the lowest possible administrative level, either with the appropriate supervisor for employee concerns, the appropriate teacher for student issues or the applicable administrator for public complaints.

Campus Team or Principal's Designee Level One

The complainant requests a conference with the Campus Team **within ten business days** of the time that they knew, or should have known, of the event causing the appeal. The Campus Team shall hold a

conference within **ten business days** of the request. The Campus Team shall have **ten business days** following the conference to investigate, if necessary, and to provide the complainant with a written response.

Principal's Designee or Campus Team Level Two

If the meeting with the Campus Team does not yield a satisfactory outcome, the complainant may request, **within ten business days**, a conference with a campus administrator. The request must be filed in writing after receipt of a response or, if no response was received, within ten days of the response deadline. At the conference, the complainant will submit a written document that includes a statement of the appeal, any evidence in its support, the solution sought, complainant's signature and the date of the Campus Team conference. The campus administrator shall have **ten business days** following the conference to investigate, if necessary, and to provide the complainant with a written response.

Campus Principal Level Three

If the campus administration outcome is not satisfactory, the complainant may submit to the principal a written request for a conference. The request must be filed in writing **within ten business days** after receipt of campus administration level response. The principal shall hear the appeal and take whatever action he/she deems appropriate. The principal shall respond **within ten business days** of hearing the level three appeal. All principal decisions are final and cannot be appealed beyond the campus level.

Parent and Student Complaints

Parent and student complaints will be handled in accordance with Policy FNG (LOCAL).

Employee Complaints

Complaints concerning employees will be handled in accordance with policy and should be submitted to the Human Resources Department.

Expulsion Appeals

All expulsion appeals will be handled in accordance with policy FNG (LOCAL).

Extracurricular Complaints/Concerns and Disciplinary Appeals

Complaints and disciplinary appeals concerning student activities are handled in accordance with complaint resolution procedures and discipline management program. See principal's office for timeline and process.

Special Complaints

Complaints alleging certain forms of harassment shall be processed in accordance with policy FFH (LOCAL).

In summary, complaints should be resolved at the lowest administrative level. Complainants attempting to circumvent levels should be advised of the acceptable complaint procedure by the administrator or central office members who inappropriately receive the complaint.

Note: "Days" shall mean District business days. In calculating timelines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."

Counseling Services

The school counselor is on campus to help students both in the classroom and from his/her office. The counselor may work with one student or with a group of students. He/she conducts guidance activities, helps students with organization and study skills, coordinates group-testing programs, and

serves as a friend to students. Students may ask to see the counselor or parents/teachers may request that the counselor visit with a student.

Curriculum

The elementary school curriculum includes language arts, mathematics, social studies, science, health, fine arts, technology, physical education and library skills. The State Board of Education periodically updates the state's curriculum standards called the Texas Essential Knowledge and Skills (TEKS). For more information of the TEKS, please visit: www.tea.state.tx.us.

Discipline Guidelines

(Refer to Section 3: Code of Conduct)

Distribution of Non-School Materials by Students FNAA (Local)

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 shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy. The District shall not be responsible for, nor shall the District endorse, the contents of any non-school literature distributed by students. For purposes of this policy, "distribution" means the circulation of more than ten copies of material from a source other than the District. Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered non-school literature and shall not be governed by this policy.

[For distribution of non-school literature by non-students, see GKDA].

Non-school literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
6. The materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others.
7. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

All non-school literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the building principal or designee for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the building principal or designee shall approve or reject submitted materials within two school days of the time the

materials were received.

Prior review shall not be required for distribution of non-school literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a non-curriculum-related student group authorized to meet at school during non-instructional time in accordance with FNAB(LOCAL); or
2. Distribution of non-school materials in circumstances for which exceptions to prior review are authorized at GKDA (LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply. Each campus principal shall designate times, locations and means by which non-school literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus. At the elementary school level, the following are the guidelines:

Time, Place and Manner

Elementary students may only bring items for distribution to classmates on the three party days designated by the school – prior to winter break, Valentine's Day and end of year. For the winter party date and the end of year party, the items can be left at a designated table/desk for voluntary pick up. On the Valentine's party date, the card/treats may be placed in the classmates' sack/box on his/her desk. Staff members are not responsible for distributing nonschool information/items to students. Students may not be released from instructional time to review or remove items from the distribution table/area – this will be done during the designated party time. No announcements will be made about specific materials available.

Removal of Materials

Items not picked up at the end of the day should be removed by the student or the teacher will discard/recycle as appropriate.

The Superintendent or designee shall designate times, locations and means for distribution of non-school literature by students at District facilities other than school campuses, in accordance with this policy. Failure to comply with this policy regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a non-curriculum-related student group's use of District facilities and/or other disciplinary action in accordance with the Student Code of Conduct.

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG (LOCAL).

Dress Code

FISD Dress Code

The dress and grooming standards of the Frisco Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles and accessories should not be disruptive, immodest or compromise student safety. Students shall come to school looking clean, neat and ready to learn. The District prohibits pictures, emblems or writings on materials or clothing that are lewd, offensive, vulgar, immodest or promote or refer to alcoholic beverages, drugs or any other substance prohibited under policy FNCF (1).

The District also prohibits any clothing or grooming that in the administrator's judgment may reasonably be expected to cause disruption of or interference with normal operations. Clothing

or other personal items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items or wording are specifically prohibited.

The following statements serve as guidelines so that there is no question of what is acceptable.

- “Sagging pants” are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants and other articles of clothing that are torn, ragged, frayed or pants with holes are not permitted.
- Sunglasses, caps, hats, bandanas, and other headwear are not to be brought into the building.
- Hairstyles or unnatural hair colors that, in the judgment of the school administrator, cause a disruption of the educational environment are not allowed.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn at all times; house shoes are not permitted. Tennis shoes must be worn in physical education classes. Shoes with wheels are not allowed. *We discourage students from wearing flip-flops as these types of shoes can pose a hazard on the playground.*
- Earrings are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Reasonable standards of modesty must be met.
- *Students may not wear colored hair paint or colored gel or have hair in an unnatural color.*

Boys

- Shirts with sleeves must be worn at all times.
- Shorts that extend to or below the students’ fingertips when their arms are held to their sides are acceptable.

Girls

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, shoulder-baring, spaghetti strap blouses or any revealing or low-cut clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts in a sitting or standing position.
- Dresses, skirts and shorts must extend to or below the students’ fingertips when their arms are held to their sides.

Tights, leggings, jeggings, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to fingertip length. Students in violation of the student dress and grooming code will be expected to change to appropriate attire (provided by the school) when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes. Students who fail to meet this requirement of compliance with the Dress and Grooming Code may spend the remainder of the day in In-School Suspension.

Students who persistently violate the dress code may be held to a higher dress standard. Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

Note: The principal, in connection with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.

Emergency Procedures

Each school in Frisco Independent School District follows state laws and district guidelines in the case of individual or school-wide emergencies. Student safety is very important. Each campus has a trained Crisis Response Team that will coordinate any emergency procedures. In case of an emergency, students should follow school procedures and the directions of their teachers. Telephones will not be available for student use during school emergency situations.

Fire/Emergency/Safety Drills

Each school in the Frisco ISD is required by state law to conduct nine (9) fire drills per school year. Each school also conducts disaster drills, usually just prior to tornado season. These drills develop safety practices that will help students move quickly and orderly to assigned areas during an emergency. Teachers will review the rules of safety with their students. During a drill or an actual emergency, the students' personal safety will depend on the way they carry out these instructions.

Two "lockdown" drills will be conducted each semester. During a lockdown or lockdown drill, students will not be admitted into the building or released until threat has been cleared.

Inclement Weather

Ordinarily, inclement weather will not require an early dismissal of school. Parents are urged to let their child remain at school unless otherwise instructed through the local radio and television media. Please check the district website as well at www.friscoisd.org. In inclement weather, school may be the safest place for the children.

Severe Weather/Tornado Warnings

When there is a threat of severe weather, Frisco ISD officials monitor conditions and works with the city of Frisco at the Emergency Operation Center to determine when emergency procedures need to be implemented. When dangerous conditions exist and plans are implemented, we will use every means available to communicate this to our families. The safety of your children is our utmost concern and school may be the safest place for the children. When a tornado warning is issued, schools will go into tornado safety mode. Parents who are on site or waiting in the parking lot will be invited to shelter in place. Students will not be released and buses will not run until the EOC has determined that the threat for severe weather has ended.

Release of Students

By law, students may only be released to a parent, legal guardian or the emergency contact listed on a child's enrollment or health card. In the event of an emergency or crisis in which a child is involved:

1. Parents will be notified as soon as possible.
2. The school must obtain parental permission to release a child to an unauthorized person.
3. If a non-custodial parent has been barred from seeing a child or having access to student records, a copy of the court order must be on file in the school office.
4. If a child has a medical emergency, the hospital must obtain parental permission before performing any procedures.

At times, these rules may seem inconvenient. However, our responsibility is to protect your child, and we must obey the law. Please be sure that the people you identify as "emergency contacts" on

your child's enrollment or health cards are people to whom you would allow us to release your child, and advise those individuals that you have listed them as an emergency contact. Persons that come to pick up students may be required to show identification. The persons picking up your son/daughter must be a custodial parent or a person identified as an emergency contact. Students' parents will be contacted prior to a student's release if the above criteria are not met.

Pesticides/Asbestos

FISD schools apply pesticides as part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of non-chemical pest control tactics whenever it is possible.

Information concerning these applications may be obtained by calling Tim Sanz, the district's Integrated Pest Management Coordinator, at 469-633-6340.

*Copies of the inspections and assessments of asbestos-containing materials and the complete District Management Plan are both available for review at the FISD Administration Building, 5515 Ohio Drive, Frisco, Texas 75035.

Study Trips

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day prior to the scheduled trip asking that the student be allowed to ride with an adult designated by the parent. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. FMG (Local). If a parent or guardian is attending the study trip as a chaperone and is assigned the duty of supervision of students, he or she will not be allowed to bring siblings. If the parent or guardian is going on the trip as a parent and is not chaperoning, then siblings may attend if appropriate. No parent is permitted to ride the school bus except for the 5th grade outdoor learning experience. In the event of student misconduct/sickness, parents may be contacted to pick up and transport their child at the discretion of the principal/designee.

Fund-Raising

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. For a child's safety, door-to-door selling is not allowed. All fund-raising projects shall be subject to the approval of the principal and superintendent. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. (See EC). Funds raised shall be received, deposited and disbursed in accordance with CFD (LOCAL).

Grading

Report cards are issued to students in Kindergarten through 5th grade every nine weeks. The report card cover must be signed by the student's parents and returned to school. Progress reports are sent to parents in the Take-Home folder during the fifth week of the nine-week period.

Promotion/Retention

Promotion and retention are based on a committee decision. The committee may consist of the teacher, parent, counselor, and principal. To be promoted from one grade level to the next in grades 2-5, students must meet the following criteria:

- A final overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas; and a grade of 70 or above in four of the following areas: reading, language arts, mathematics, science and social studies.
- A child may be placed in the next grade level even if Texas Essential Knowledge and Skills were not mastered if the promotion and retention committee recommends placement.
- The state requires 90% attendance. A child may be placed even if he/she has more than the number of absences allowed if the promotion and retention committee recommends.
- Enacted by the 76th Texas Legislature in 1999 and modified by the 81st Texas Legislature in 2009, the Student Success Initiative (SSI) required that all fifth and eighth grade students pass the TAKS reading and mathematics tests. STAAR is now the state assessment used in the SSI process. Fifth and eighth grade students must now meet standard on the reading and math portions of STAAR to be promoted to the next grade level. Grade promotion for grades 4, 6 and 7 is not tied to passing STAAR.

Health Services

Each school has an assigned school nurse who is available when needed. If a student feels ill or is injured, the teacher will send him/her to the clinic. The emergency information on file in the office should be kept current regarding telephone numbers and people to be notified in case of accident or illness if parents cannot be reached. When you call the school to report that your child is home ill, the staff member may ask for symptoms if your child is ill in order to better allow personnel to monitor and track trends in illnesses.

Food Allergies

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at <http://www.friscoisd.org/ly/departments/HealthServices/index.htm>

Immunizations

Students will not be admitted to school without correct proof of current immunization (Section 38.001 of the Texas Education Code). 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 Department of State Health Services Immunization Division can be honored by the District. The immunizations required are: diphtheria-tetanus-pertussis, measles, mumps, rubella, poliomyelitis, haemophilus influenzae type B(hib), pneumococcal conjugate vaccine (PCV7) hepatitis A, hepatitis B and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy FFAB and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/default.shtm>].

Texas Education Agency (TEA) Awareness Release

Bacterial Meningitis

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. It can be caused by viruses, parasites, fungi or bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment, and it is usually not necessary to use antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical and life support management.

There are two common types of bacteria that cause meningitis:

- Strep pneumonia cause pneumococcal meningitis; there are over 80 subtypes that cause illness
- Neisseria meningitis—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- Sensitivity to bright lights
- Neck stiffness, joint pains
- High temperature
- Vomiting
- Drowsiness or confusion

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal, or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is Bacterial Meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but do not survive long outside the body. They are spread when people exchange saliva (such as kissing, sharing drinking containers, utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system to cause meningitis or another serious illness.

What is the risk of getting Bacterial Meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 persons per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is children 2 to 18 years old.

How is Bacterial Meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can Bacterial Meningitis be prevented?

- Students should not share food, drinks, utensils or toothbrushes.
- Students should limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend may have Bacterial Meningitis?

Seek prompt medical attention.

For More Information:

Your student's school nurse, family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Student Medication

Students are not allowed to have any medications in their possession at school. This includes prescription meds, over-the-counter meds, vitamins and herbs.

Exceptions: A student with asthma and/or severe allergic reaction (anaphylaxis) may be permitted to possess and self-administer prescribed asthma and/or anaphylaxis medication at school or at a school-related activity only if he or she has written authorization from his or her parent and written authorization & instructions from a physician or other licensed health care provider. The prescription medication must be prescribed for the student as indicated by the prescription label on the medication. The student must also demonstrate to his or her physician or licensed health care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma and/or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See policy FFAC (LEGAL)

A student with Cystic Fibrosis may be permitted to possess and self-administer prescribed Pancreatic Enzyme Supplements at school or at a school-related activity only if he or she has written authorization from his or her parent and written authorization & instructions from a physician or other licensed health care provider. The prescription medication must be prescribed for the student as indicated by the prescription label on the medication. The student must also demonstrate to his or her physician or licensed health care provider and to the school nurse the ability to use the prescribed medication. If the student has been prescribed medication for Cystic Fibrosis for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

See policy FFAF (LEGAL).

A student with Hemophilia may self-administer Antihemophilic Factor (Recombinant) at school or at a school-related activity only if he or she has written authorization from his or her parent and written authorization & instructions from a physician or other licensed health care provider. The prescription medication must be prescribed for the student as indicated by the prescription label on the medication. The student must also demonstrate to his or her physician or licensed health care provider and to the school nurse the ability to use the prescribed medication. If the student has been prescribed medication for Hemophilia for use during the school day, the student and parents should discuss this with the school nurse or principal.

All prescription medication that cannot be scheduled for hours other than those at school may be given at school. We must receive a signed Request for Administration of Medication form from the parent/guardian. The medication must be in the original container and must be properly labeled.

The district will not purchase oral nonprescription medication for students. In order for students to receive district-approved oral nonprescription medication (Tylenol, Advil, Benadryl, Tums, Cough Drops and Throat Strips) while at school, the parent/guardian must complete and sign the Request for Administration of Medication form & send the medication to school in the original, properly labeled container. The nurse may give up to 10 doses of the district-approved oral nonprescription medications. When a student takes 10 doses of a medication, the parent/guardian will be notified, and a doctor's note will be needed in order to continue to give the student the medication.

A list of medications used in the school clinic is available upon request from the school nurse.

Protocols established by the District's Medical Advisor are also available on request. Portable Oxygen, AED's, and Epi-Pens may be used to assist students in an emergency situation.

All other nonprescription medications must have a signed note from the physician and must be in their original containers. No baggies with medications, please. The physician may fax a note for the medication. A *Request for Administration of Medication* form must be completed and signed in the clinic for all medication dispensed at school. At the end of the school year, all medications must be picked up from the clinic by a parent/guardian. All medications not picked up by the end of the day on the last day of school will be destroyed.

Herbal Substances & Dietary Supplements

Herbal Substances & Dietary Supplements will not be given to students while at school unless all of the requirements below are met:

Herbal Substances & Dietary Supplements provided by the parent & only if:

1. The child's personal physician has ordered that such product(s) be administered;
2. The order specifies that the product(s) must be administered during school hours; and
3. The child's individualized education program (IEP) or 504 Plan reflects that the product(s) are necessary for the provision of a free, appropriate public education for a student with a disability.

See policy FFAC (LOCAL)

Fever

A student with a temperature of 100 degrees or above will be excluded from school. The student's temperature must be **below 100 degrees for a full 24 hours (without taking a fever reducing medication)** before returning to school.

Pink Eye

(Conjunctivitis): A student with red, painful, itchy eyes, especially with discharge/crusting/swelling, should have a medical evaluation by a physician. Children with infectious conjunctivitis are considered contagious and will be excluded until 24 hours after treatment has begun.

Vomiting

A child must be excluded from school if vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. A child should have one or two meals without vomiting before returning to school. Your child may be sent home from school for vomiting one time.

Diarrhea

A child with any diarrheal illness must be excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medications.

Head Lice

If your child has a known or suspected case of head lice, please notify the school nurse. If your child has active head lice, he/she must be excluded from school until receiving treatment with a medicated shampoo or lotion, and active lice are no longer present.

Rashes

Students with a "questionable" rash should be referred to a physician for a medical diagnosis.

Health Screenings

Vision and Hearing Screening Requirements

The [Vision and Hearing Screening Program, Texas Health and Safety Code](#) requires that all children enrolled for the first time in any public, private, parochial or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems.

The requirements apply each year for children enrolled in any licensed child-care center and licensed child care home or school program at the ages or grades listed below:

WHO MUST BE SCREENED	WHEN SCREENING MUST BE DONE
4-years-old by September 1st Kindergartners Any other first-time entrants (4 years* through 12th grade)	Within 120 days of admission
1st-, 3rd, 5th and 7th graders	Anytime within the school year (preferably within first semester)

Acanthosis Nigricans

The Texas Risk Assessment for Type 2 Diabetes in Children is a legislatively mandated program developed, coordinated, and administrated by The University of Texas Pan-American Border Health Office (BHO). The program assesses children who may be at high risk of developing Type 2 Diabetes in Texas Education Agency Regional Education Service Centers 1, 2, 3, 4, 10, 11, 13, 15, 18, 19, and 20. During vision/hearing and scoliosis screenings of 1st, 3rd, 5th, and 7th graders in public and private schools, certified individuals assess children for the acanthosis nigricans marker, a skin condition that signals high insulin levels. Children who are positively identified with the marker undergo additional assessments of body mass index (BMI), BMI percentile and blood pressure. Referrals are issued to the parents of these children, alerting each parent of their child's risk factors and encouraging further evaluation from a health professional. Becoming aware of and understanding what the risk factors suggest can help stimulate the changes necessary to prevent or delay future health problems for children at risk of developing Type 2 Diabetes and other conditions.

Psychotropic Drugs

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 will not recommend use of psychotropic drugs. 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, if appropriate.

A "psychotropic drug" is a substance used in the diagnosis, treatment or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion or behavior. It is commonly described as a mood or behavior-altering substance.

[For further information, see policies at FFAC.]

Note: The Frisco Independent School District Health Services department does share personal identifiable student health information with state and local public health entities on a need to know basis for the purposes of immunization compliance and communicable disease control as required by state law.

Homework

Homework assignments can be an extension of unfinished classroom work or a review of previously taught skills. Parents are not expected to instruct their children. They are expected to assist if the need arises. Students should understand what they are to do before they leave school for the day and be able to complete the assignment in a relatively short period of time. Drill-type activities are ones that should be completed quickly.

Elementary school students should spend no more than 10 minutes per grade level on homework, including nightly reading; (i.e. first grade 10 minutes, second grade 20 minutes, third grade 30 minutes, etc.). If homework routinely takes more time than this, students or parents are encouraged to talk to the teacher privately and explain the concerns students are experiencing with their homework. Teachers, students and parents should work together to ensure a reasonable homework load.

Parents should ensure that their child does the homework each day. Regular monitoring of homework provides a good overview of how and what the student is doing in various subjects. Homework provides a regular channel of communication between the parent and teacher.

Student Accident/Medical Supplemental Insurance

The District is not responsible for medical costs associated with a student's injury, but we do offer parents some options that can be of help, particularly if the family is uninsured. At the beginning of each school year, the District makes available an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. It can be accessed at school or on the website at: <http://www.friscoisd.org/departments/RiskManagementInsurancePrograms/index.htm>.

Under this program FISD provides an opportunity for you to purchase student accident insurance at a low cost. Participation in this insurance program is strictly voluntary. AN IMPORTANT NOTE: Even if you already have medical insurance, this low cost coverage is designed to supplement your other insurance by assisting with deductibles and balances left unpaid by your primary carrier. If you have no other insurance the benefits **may not be adequate to cover the full cost** of medical treatment. Please reference policy details and benefits in regards to specific coverage questions.

Several voluntary options are available:

- 24-hour - Injury only plan that protects your student around the clock/anywhere in the world; until school starts the following year.
- At-School - Injury only plan that protects your student during the regular school term, on school premises while school is in session.
- Extended Dental - An accident only supplemental plan provided to students covered by At-School, 24-Hour or Football student insurance.
- Football - An additional plan that provides injury only coverage for high school interscholastic football. This policy is different from the UIL Extracurricular Activity Insurance provided by the district.

Online enrollment is possible: <http://www.bene-marc.com/>

Printed program enrollment brochures are available from Frisco ISD athletic trainers or in the main office at every campus. It is the responsibility of the parent or guardian to complete the enrollment and premium payment directly with the insurance company. Frisco ISD will not collect forms and payments for this coverage.

Law Enforcement Agencies

(Refer to Section 3: Code of Conduct)

Lost and Found

Lost items are easily returned if they are labeled with the student's name. Students should turn in any item they find (such as money, clothing, lunch boxes, books, etc.). If a student loses something at school, he/she should check the lost and found. Periodically, unclaimed articles in lost and found are donated to charity. The school is not responsible for lost items.

Meal Service

FISD Child Nutrition personnel prepare nutritious breakfasts and lunches daily. All meals are analyzed for essential nutrients and meet the dietary guidelines for each grade level. Students may also bring a lunch from home and buy milk or snacks. Menus are posted in each school and on the Frisco ISD web page. Child Nutrition staff will provide alternatives for special diets classified as disabilities with documentation from a doctor. Other allergies may, but are not required, to be accommodated. A variety of specialty items are also available daily on a special order basis to assist with providing more choices for students.

Breakfast prices are \$1.25 for students and \$1.50 for adults/guests. Lunch prices are \$2.25 for students and \$3.00 for adults/guests.

Parents and relatives may have lunch with students. In these cases, parents/relatives **may only provide lunch for their students**. The Texas Public School Nutrition Policy prohibits distribution of food to non-family members. Please remember that all guests should sign in at the school office.

The district participates in the National School Breakfast and Lunch Programs. Free and reduced-priced meals are available based on financial need upon application completion. Applications are

available in the school office, online at www.friscocafe.org or in the Child Nutrition Administration Office. Parents may also securely complete an application online at www.SchoolLunchApp.com.

SCHOOL LUNCH PAYMENTS:

Prepayment of meals is necessary for any purchases (breakfast, lunch or snacks) in the cafeteria to speed up meal service. All students should bring their lunch money to the cafeteria before school starts.

“Charging” - Students with no money in their account will be allowed to charge two meals. Students may not charge any snack items. After charging the permitted two meals, an alternate meal will be provided at no cost. Parents will receive low balance phone call reminders via School Messenger. Students should remind their parents to prepay into lunch accounts.

Alternate Meals - Although not required, the FISD Child Nutrition Department currently provides an alternate lunch meal for students who have exceeded the allowable two-meal charge limit. For the 2012-2013 school year, the alternate lunch meal is a **cheese sandwich and a carton of fruit juice**. The alternate lunch is intended as an “emergency meal” when a student is over the two-meal charge limit.

Online Payments: Mypaymentsplus

Prepayments may be made in cash, by check or on the Internet at www.friscocafe.org or www.mypaymentsplus.com. Mypaymentsplus was designed to provide parents with a safe and convenient way to pay for students’ lunches online. No more lost lunch money! It also allows parents to be in complete control of money being applied to lunch accounts. Parents may look at account balances and transactions at any time. Parents may set up recurring payments at specified balances so lunch accounts never run out of money. All payments received are updated in 24-48 hours at the campus. **There is no transaction fee for using mypaymentsplus. Setting up recurring payments with Mypaymentsplus ensures that there is always money available in your student’s account.**

Child Nutrition Check Acceptance Policy

In the event that a check written to any campus cafeteria is returned unpaid by your bank, the Frisco ISD Child Nutrition program will redeposit the check electronically. **Additionally, you authorize service charges and processing fees, as permitted by state law, of \$30 to be debited from the same account by paper draft or electronically.** The Child Nutrition department will not accept checks for payment for the remainder of the school year once a check is returned unpaid by your bank. The use of a check for payment into a student lunch account is parental acknowledgment and acceptance of this policy and its terms. All checks are collected through **PayTek Solutions at 1-800-641-9998**. *Payments may be made **with cash or online** with Mypaymentsplus.*

Texas Public School Nutrition Policy

Frisco ISD’s Child Nutrition programs operate under the direction of the Texas Department of Agriculture. On March 3, 2004, the Texas Public School Nutrition Policy (TPSNP) was issued effective August 1, 2004, in an effort to allow students the opportunity to eat a hot school lunch. The policies that are enforced at all Elementary School campuses are as follows:

FMNV--Foods of Minimal Nutritional Value are defined as the four categories of foods and beverages (soda water, water ices, chewing gum and certain candies) that

are restricted by the U. S. Department of Agriculture under the child nutrition programs.

- Elementary school campuses may not serve or provide access for students to FMNV *and all other forms of candy* at any time anywhere on school premises until after the end of the last scheduled class. FMNV may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guest speakers or any other person, company or organization.
- The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, *but they may not provide restricted items to other children at school.*

COMPETITIVE FOODS are foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, which includes the School Breakfast Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups or any other person, company or organization.

- An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class except for those food items made available by the school food service department.
- All foods, beverages and snack items must comply with the nutrition standards and portion size restrictions as defined by the TPSNP. www.squaremeals.org
- Elementary classrooms may allow one nutritious snack per day under the teacher's supervision, but it may not be served during regular meal periods for that class. The snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students.
- Prepackaged snacks must comply with fat and sugar limits of the TPSNP and must be single-size servings. No snacks (homemade and prepackaged) may contain any FMNV or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.).
- The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, *but they may not provide restricted items to other children at school.*

Exemptions under the TPSNP (the following excerpts are for clarification; for a complete list parents may go to www.squaremeals.org)

School Events

Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year to be determined by campus. The exempted events must be approved, in writing, by a school official. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

Birthday Treats at School

- Parents or grandparents of a student may bring store bought food items that may be otherwise restricted by the TPSNP for a treat for the child and his or her classmates on the occasion of the child's birthday. Treats will be

distributed by the teacher at some time after all grade level lunch periods, usually at the end of the instructional day. Childrens' birthdays are acknowledged in a variety of ways at elementary schools. Consider donating a book to the library in your child's name on his or her birthday rather than bringing a food treat.

- Parents or grandparents may bring restricted food items for children to one of the three a school-designated parties.

All child nutrition forms, including lunch applications, may be accessed at www.friscocafe.org. Additional information concerning the TDA Texas Nutrition Policy may be found at www.squaremeals.org

Movies

Movies will not be shown in entirety. Videos rented or purchased should be used in the classroom for educational purposes only. No rented video that includes a notice that the video is intended for "home use only" shall be shown to a class. All videos shall have prior approval of the building administrator before they are shown to students. No "R" rated videos shall be shown to students. Any video shown at the elementary level with a rating other than "G" requires written parent permission.

Parent Conferences

During the first semester, teachers will schedule a conference with each student's parents. The teacher will discuss the student's progress in school. A second conference in the second semester may be held. However, teachers and parents may also talk with each other by telephone, e-mail or in person at other times during the school year. Parents may call the school office to leave a message for their child's teacher at any time. The teacher will return the call as soon as possible in order to talk or schedule a conference for a later time.

Parent Teacher Association

The school's PTA works to help foster the relationship between the school and the home, the parents and the teachers. This group works in partnership with the school and community to enhance educational opportunities and experiences for all students. Campus PTAs provide information regarding campus opportunities for involvement.

Party/Celebration Guidelines

Any parties or celebrations that take the place of lunch are not allowed. Three exemption party days are permitted each school year. Candy and foods of minimal nutritional value are allowed on these days only, but meals **may not** be planned to take the place of school lunches. The United States Department of Agriculture (USDA) requires that all students have access to school meals daily. Frisco ISD has designated the following exemption dates for campus celebrations:

Winter Break

Valentine's Day

End-of-Year

Campus principals may request to designate the third party date as field day instead of the end-of-year party.

Individual Student Birthdays

- Parents may bring cupcakes or cookies to be distributed for student birthdays with the timing of distribution at the discretion of the teacher and building administrator. (The timing will never be before the end of the class lunch, as required by the Texas Department of Agriculture's Public School Nutrition Policy). (Please refer to LUNCH.)
- Homemade items cannot be brought into the classroom due to food safety and Hazard Analysis Critical Control Point (HACCP) requirements. All food items served to students must be prepared in a facility with a current health inspection and permit.
- Students issuing invitations to individual birthday parties or other celebrations may only do so at school if all students in the homeroom class are invited. These birthday invitations must be passed out at the end of the day with permission from the teacher.
- Floral arrangements, balloons, cookie grams, etc. are not considered appropriate during school hours. The school office staff will not deliver these items to the classroom.

Pledges of Allegiance and Minute of Silence

With the passing of Senate Bill 83 in the Texas legislature, public school districts now require students to recite the Pledge of Allegiance to the United States and Texas flags and to also observe a minute of silence following the recitation of the pledges. A student may be excused from reciting the Pledge of Allegiance if the student has provided a written request from his/her parent or guardian. During the one minute of silence, each student may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract another student.

Excusing a Student from Reciting a Portion of the Declaration of Independence

As a parent, you may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week, unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity [See policy EHBK (LEGAL)].

Physical Activity for Students in Elementary Grades

Students in elementary grades engage in at least 30 minutes of recess each day. They are provided with organized physical activity of 135 minutes per week through physical education classes and activities with their classroom teachers. Individual classroom teachers document this in their lesson plans. To encourage a higher level of safety, students are required to wear tennis shoes in physical education class. If a student is not participating in PE for medical reasons or illness, a doctor's note will be needed after 4 consecutive days of non-participation.

Physical Fitness Assessment

Annually, school districts will conduct a physical fitness assessment on students in grades 3-12. At the end of the school year, a parent may submit a written request to the school district to obtain results of his or her child's physical fitness assessment conducted during the year.

Pride in School

Parents and other Frisco ISD taxpayers have provided students with a well-maintained school and playground, and student participation is essential in keeping the buildings and playground neat and clean. Each school will be involved in at least one community project or school project as a way for students to develop a feeling of ownership in their schools and community.

Principal/Assistant Principal Conferences

Since the principal or assistant principal may be observing in classrooms or attending scheduled meetings, parents should call in advance to schedule an appointment with the building principal or assistant principal.

Prohibited Items

In an effort to ensure safety in the schools, the following items are prohibited in addition to the items listed in the FISS Student Code of Conduct (Section III):

1. Knives of any size, including pocket knives
2. Fireworks of any kind
3. Razors
4. Chains
5. Laser pointers
6. BB guns, pellet or air guns of any size or shape and/or ammunition
7. Any other object used in a way that threatens or inflicts bodily injury to another person
8. Any toy resembling a weapon, i.e. toy gun, sword, etc.
9. Electronic toys (games)
10. Collectibles of any kind or
11. Any other items that cause an academic disruption to the class.

The school is not responsible for personal items lost or stolen.

Protecting Student Rights

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

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

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation. [For further information, see policy EF.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, scoliosis screenings, or any physical exam permitted or required under state law. See policies EF and FFAA.

School Day

Frisco elementary schools begin at 7:50 am and dismiss at 2:50 pm Monday through Friday. Students are under the authority of school personnel during scheduled school hours. Students are considered to be “in school” when they board a bus or step on campus. Certain areas of 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.

Arrival

Supervision is provided for students 20 minutes prior to the beginning of classes. Neither the school nor the school district is responsible for children until 7:30 am. Before school, students are not allowed to be anywhere other than designated areas of the campus unless granted permission from a teacher or administrator.

Dismissal

Please have your child leave the school grounds as soon as he/she is dismissed. Students should go directly home or to an after- school care at 2:50 pm. Teachers are not on duty after school hours and supervision of students is not possible. If you are unable to pick up your child at 2:50 pm due to an emergency, please call the school office.

School Health Advisory Council

During the preceding school year, the Fisd School Health Advisory Council held four meetings. Additional information regarding the District’s School Health Advisory Council, including the number of meetings scheduled or held during the year, can be found on the district website at www.friscoisd.org.

School Office

The school office is open from 7:30 am until 3:50 pm. The purpose of the school office is to conduct school business. All school business should be transacted during those hours. Students go there to enroll, withdraw, file excuses for absences, secure reinstatement and secure permission to leave school during the day. **All calls made by students should also go through the school office.**

School Safety

Bicycles

Since riding a bicycle to school requires students to obey the same traffic rules that apply to automobiles, students must also accept the same responsibility for safety. Students are to ride in single file WITH the traffic, stop for lights and stop signs, signal for turns, give pedestrians the right of way and watch out for their own safety and the safety of others. Students must also remember to walk their bikes when on school property or crossing at crosswalks.

Students must secure their bikes with locks because the school cannot be responsible for lost or stolen bikes. Skateboards, skates, shoes with wheels, scooters and roller blades are not allowed at school.

Walking to and from School

When students are walking to and from school, they should obey all traffic rules. For students' safety, the city provides crossing guards at designated locations. Students are encouraged to cross only where the guards can help them.

Pets on School Grounds

No pets are allowed on FISSD property while students are at school unless authorized by the principal for a preapproved instructional purpose. Those walking students to or from school with pets will not be allowed on FISSD property. Those on city sidewalks/public easement should still be cognizant of students walking/riding bikes to and from school for safety considerations. This does not apply to service animals.

The “ChooseToCare” System

ChooseToCare is a progressive twist on a proven concept – the “tip-line”. Tip-lines have helped many organizations, public and private, detect problems early on, minimizing harm and in many cases preventing it all together. When properly implemented, tip-lines serve to support a climate of safety, honesty and integrity within the organizations they serve. What makes *ChooseToCare* unique is that it is Web-based. This enables users to provide school officials with valuable information securely and from the privacy of their own homes.

ChooseToCare is not meant to replace traditional and established methods of communication, but to supplement them. By providing another option for members of our school community (students, parents, administrators, teachers, etc.) to offer valuable information that they might otherwise choose to keep to themselves, *ChooseToCare* helps ensure that our schools will remain safe for all.

Why a Web-Based Process?

We believe *ChooseToCare* will appeal to the growing number of persons for whom the “online” experience has become second nature. This includes, but is not limited to, students and other members of our community who grew up with keyboards at their fingertips. Experience has shown that more people choose to come forward when provided the option of remaining anonymous. Participants are also offered a toll-free number to use if they prefer.

ChooseToCare is a professional tip-line administrator that is not a part of the school system. Tip-lines that are administered by objective third parties are more frequently used. *ChooseToCare* supports its website on a secure server that uses 128-bit encryption and digital certificate verification. Processes have been established to ensure that information received through the website is communicated

directly, securely and confidentially to the school district official specifically designated to receive tip information.

Frisco ISD knows that the vast majority of our community are honest, dedicated people who care for the safety of students and school personnel. However, we have to be prepared to deal effectively with those who would jeopardize what is so valuable to all of us. That is why we subscribe to *ChooseToCare*.

ChooseToCare Fact Sheet

ChooseToCare is an innovative, web-based, student, parent and teacher “tip-line.”

ChooseToCare is safe, secure and provides multiple privacy options for users.

There is always a percentage of the student population that has valuable information but will not use existing and conventional resources to convey their information to school authorities. Students withhold such information for many reasons, including: lack of awareness, fear of being wrong, fear of reprisal from suspects or peers, concerns about confidentiality, difficulty trusting or being simply non-confrontational.

ChooseToCare does not replace existing resources, but supplements resources already in place. It is part of a “layering-on process.”

ChooseToCare and its web-based format appeals to the segment of the student population and extended school community that finds the Internet to be a preferred way to communicate.

ChooseToCare is available in Spanish.

ChooseToCare provides a toll-free number option for those who are not web-enabled.

ChooseToCare provides other web-based services, such as Safe and Drug-free surveys, to support schools in their efforts to keep students safe.

ChooseToCare uses state-of-the-art technology for optimum security.

ChooseToCare is endorsed by the Texas School Safety Center.

Access *ChooseToCare*

Web: WWW.ChooseToCare.com

Phone: 877.277.3812

Questions About the Program?

Contact Kevin Haller, Frisco ISD Director of Security, for more information.

Gang-Free Zones

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be upgraded to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on or within 1000 feet of any district-owned or leased property or campus playground.

Raptor Visitor Identification System

The Raptor Technologies, Inc. visitor software program is installed at all campus sites. It is designed to monitor all visitors to the campus and to identify anyone who does not have the right to be there. There are three primary aspects of this program: 1) to maintain a registry of all visitors to the campus; 2) to identify any Registered Sexual Offender (RSO) attempting to gain access; and, 3) to identify any person who might attempt access but who is restricted due to any number of reasons, such as parental custodial matters or court-ordered restrictions.

Any and all visitors who request any interaction with students must be entered into the Raptor system. Visitors who will not be accessing the building past the security doors do not have to scan or be

registered in the system. Visitors to a campus entering the building past the security doors must provide a valid state or government-issued photo identification card before being granted access into the school.

Sexual Offender Registration Program

The Sexual Offender Registration Program in Texas, commonly known as Ashley’s Law, was passed in 1995. The law requires convicted sexual offenders to register with local law enforcement officials. Law enforcement is then required to pass the information on to school officials if the victim of the offense was a minor. The law leaves to local discretion the decision on what schools can do with the information. In consultation with local law enforcement officials, Frisco ISD has developed a procedure utilized by a majority of school districts in Texas. That procedure is to inform campus principals when the superintendent receives information on sexual offenders. The principal then alerts personnel as needed. Frisco ISD encourages principals to educate parents on how to access the information from local law enforcement. Law enforcement officials are in a better position to prevent mistakes such as inadvertent identification of victims or misidentification of offenders. The information on sex offenders can be accessed by visiting the local police station or websites or by accessing the Texas Department of Public Safety website.

Please understand that this law is intended to provide information to the public that there are convicted/adjudicated sex offenders in their communities so that they can make choices for their families’ protection; however, the public should not rely entirely on public notification to educate themselves on potential danger from sex offenders within their communities. We caution against a false sense of security in the belief that we know where all sex offenders are located. If a sex offender is non-compliant, the law allows for a penalty to be assessed, but verification of registration when offenders move is difficult to track. There is no substitute for always knowing where your children are and for maintaining close supervision. Together we can help our children be aware of their surroundings and to understand how to handle themselves in potentially harmful situations.

Searches

(Refer to Section 3: Code of Conduct)

Statements of Nondiscrimination

Access, Admission, and Employment

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with the Frisco Independent School District are hereby notified that this District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or employment in, its programs and activities. Any person having inquiries concerning the Frisco Independent School District’s compliance with the regulations implementing Title IX is directed to contact:

Rick Burnett, Student Issues
5515 Ohio Drive
Frisco, Texas 75035
(469) 633-6590

Brad Longfellow, Personnel Issues
5515 Ohio Drive
Frisco, Texas 75035
(469) 633-6000

Mr. Rick Burnett and Mr. Brad Longfellow have been designated by the Frisco Independent School District to coordinate the District’s efforts to comply with the regulations of implementing Title IX.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. In the public schools, specifically, Section 504 ensures that eligible disabled students are provided with educational benefits equal to those provided to non-disabled students.

The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as caring for one-self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, The Frisco Independent School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students.

No discrimination against any person with disability will knowingly be permitted in any of the programs and practices in the school district. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

*If there are questions, please feel free to contact the Section 504 Coordinator for the school district by calling Karen Kidd (student issues) or Brad Longfellow (personnel issues) at (469) 633-6000.

Student Records

Family Educational Rights and Privacy Act (FERPA) and Student Education Records

See policy FL(local and legal) for more information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. "Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The District shall presume that a parent has authority to inspect and review the student's records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. A court may order the custodian of records to delete all references in a child's records to the place of residence of either party appointed as conservator before their release to another party appointed as conservator.

Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

The principal or Superintendent is custodian of all records for currently enrolled students at the assigned school. The principal or Superintendent is the custodian of all records for students who have withdrawn or graduated. The Director of Special Education is the custodian of additional records of students in special education.

Records may be inspected by a parent or eligible student during regular school hours.

If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 5515 Ohio Drive, Frisco, Texas 75035.

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by *Policy FNG*.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following or as otherwise outlined by law:

- School official, such as employees, trustees, or agents of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside provider used by the District to perform institutional services; an employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities; a contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an education record to fulfill the official's professional responsibility; or investigating or evaluating programs. In addition access may be required by various governmental agencies and officials or in response to a subpoena or court order. Records will be sent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Please Note:

The District's policy regarding student records is available from the principal's or Superintendent's office. The parent's or eligible student's right of access to and copies of student records does 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 the parents or student.

The *Family Educational Rights and Privacy Act* (FERPA) also requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, districts may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

According to FERPA, "directory information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. In those definitions directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

Frisco ISD does not consider address, telephone listing and electronic mail address as directory information and will not release this information. *All other information shall be considered directory information in order to promote school programs and student achievements.*

Parents shall be given annual notification of directory information through the student handbook and through the online registration process. If a parent does not wish the District to disclose this directory information from his or her child's educational records to promote school programs and student achievements without prior written consent, the parent shall notify the school of this in writing following enrollment. A parent can change their election in writing at any time.

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

You as a parent may grant or deny any request from the District to make videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is used for school safety
- When it relates to classroom instruction or a co-curricular or extra-curricular activity; or
- When it relates to media coverage of the school

Throughout the year we have the privilege of taking video footage of Frisco ISD students and the programs, activities, and honors in which they are involved. This film is used for video yearbooks, educational access programming and the FISD website and other websites for promotional and

educational purposes as an avenue to honor student achievement. FUSD also gives your child the opportunity to participate in distance learning field trips to places all over the world, as well as to other schools within the district.

Please note that if we use a child's image on the website or cable channel, we will not associate his/her full name directly with his/her image unless we have received special permission, such as in the case of members of broadcast teams and video production classes.

If for some reason you do not authorize your child's photograph/image to be taken and used for promotional purposes, please make this objection in writing at your school within 10 days of enrollment.

Student Speakers

See Board Policy FNA - Students Rights and Responsibilities, Student Expression.

Student Support Team (SST)

Each campus has a Student Support Team (SST) that is comprised of professionals working together to review teacher assessments, plan, monitor progress and problem solve regarding concerns related to children who are not making adequate progress in any area of school functioning (i.e., academics, behavioral, emotional, social). The SST's goal is to help all students experience educational success to the greatest degree possible in the least restrictive environment. Student concerns may be referred to the SST by both school staff and parents.

As part of the 2004 reauthorization of the Individuals with Disabilities Act (IDEA), school districts may implement a procedure that involves documentation of how a student responds to scientific, research-based interventions. This process is called Response to Intervention (RtI). RtI is a school-improvement process of implementing high-quality, scientifically-validated instructional practices based on learner needs, monitoring student progress, and adjusting instruction based on the student's needs. The spirit of RtI is early intervention.

Depending upon the specific concern addressed (e.g., working below grade level in one or more subject areas, not completing work), a specific intervention plan may be developed. The interventions recommended by an SST are based on three levels or tiers. A support plan is developed that includes specific learning goals and progress monitoring. Students with emerging difficulties may be provided Tier 1 instruction, or universal support, from the classroom teacher. If students do not demonstrate adequate progress, they may be provided with Tier 2 support which includes more targeted and intensive interventions (e.g., Accelerated Reading Intervention). These interventions may be provided by the classroom teacher and/or other specialists within the school. Students who do not respond to these targeted interventions may be referred for further evaluation to determine if a need exists for more specifically designed instruction or Tier 3 support (dyslexia and/or special education services). Specialists and classroom teachers typically join together to provide this level of intervention. In addition, students with disabilities who may require accommodations in order to be successful but do not require specialized instruction that can be provided only through special education may be referred for a Section 504 evaluation.

Parents of students supported by an SST plan will be informed in all steps of the RtI process, and communication will be ongoing regarding any interventions used to assist their child.

If you would like to have more information regarding Frisco ISD's SST as well as the RtI process, please contact your child's teacher, counselor or administrator.

Students Who May Need Special Education Services

At any time, a parent may request an evaluation for special education services by contacting the campus and requesting that the request be considered by the Student Support Team (SST). If the SST recommends a special education evaluation, the District must decide if the evaluation is needed within a reasonable period of time. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation.

The District must complete the evaluation and the report within 60 calendar days from the date the District received the written consent. The District will provide a copy of the evaluation report to the parent.

If the SST determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) which explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The District is required to give parents the [Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

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

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

The designated person to contact if you have questions regarding evaluations for special education services is:

Contact Person: Becky Specht
Phone Number: 469-633-6900

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 [See policy FDB(LOCAL)].

Supplies

Each campus publishes a list of school supplies students need. Students should not bring items to school that are not on the list except upon specific teacher request. Students may need to replenish supplies during the year. Pre-packaged supply orders are available towards the end of the school year at many schools. Parents should contact their campus office for more information. **Many of the supplies are placed in classroom sets.**

Teacher Qualifications

You may request information regarding the professional qualifications of your child's teacher. No Child Left Behind also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Textbooks

Textbooks and other instructional materials used in the classroom are reviewed and approved by the state. Since these adopted books are used for several years, it is extremely important that students take good care of them. Teachers may assign textbooks to students. If books are assigned, teachers will keep records of all book numbers. Books are required to be properly covered at all times.

Students are responsible for the books issued to them. A lost book must be paid for prior to receiving a new one. If a book should be found after it has been paid for, the student may be refunded the money upon presentation of the receipt issued at the time of payment. Fines will be assessed for damaged textbooks. A student whose textbook or library record is not clear will not be issued any school textbooks until the records are cleared. Release of student records may be delayed pending payment for textbooks/library books.

Note: The FISD curriculum writing teams have always provided the primary sources of teaching materials and utilized the latest resources with textbooks being more supplemental in nature. We want parents to know that even if a student does not have his or her own textbook, teachers are still providing access to what is needed for learning. Students are always provided a variety of genres of texts from which to read and learn. Today's student needs to learn to read and analyze information from different sources and in different formats. Our teachers provide resources to parents to assist their students in learning. Many are utilizing wikis, websites and video lessons to provide and share valuable resources to parents. If you have any questions, please feel free to call your student's teacher or the administrators at the campus.

Textbook Covers

Texas Education Code 31,104C requires each textbook, other than electronic textbooks, to be covered. The Walraven Company supplies free book covers to the Frisco Independent School District for campus and student use. Please contact your campus if your student has been unable to obtain a book cover.

Tobacco Prohibited

FISD and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored and school-related activities.

Transfers

Administrative Guidelines

Due dates

General public student transfer requests **will only be accepted from July 22 to August 13, 2013.**

Request submitted prior to the acceptance date will be returned to requestor. General public requests for new residents moving in after August 13 and employees new to FISD hired after May 17 will be

accepted and considered on an individual basis.

When reviewing petitions for student transfers, the Frisco ISD will consider each request on an individual basis; however, the guidelines below are in place to ensure consistency in our process. The transfer petitions will be considered by the Board's designee within 30 days of their receipt. If the designee denies the transfer request, the parent may file a written request of a hearing before the Board. If the parent chooses to appeal to the Board, the hearing will be held within 30 days of the written request for the hearing. All authorizations for K-8 student transfers are for a one-year period; petitions must be submitted annually. An approval for one year does not guarantee nor imply the approval of future transfers to the same campus or to the feeder campus.

Priority Guidelines

1. Due to the rapid growth in the FISD, the Board's designee will generally deny requests for student intradistrict transfers to campuses projected at 90% of capacity or greater as of June 1 unless significant extenuating circumstances exist. Portable building space will not be included in calculations of percentage of capacity.
2. Generally, requests for K-8 intradistrict transfer to campuses that are projected at less than 90% of capacity will be approved for any and all reasons.
3. Petitions for intradistrict transfer during the semester will be denied based on potential disruption of the educational program at both the assigned and requested campuses.
4. Extenuating circumstances may include documented medical, psychological, or other special needs of students who seek to remain on a campus that they have attended for at least the previous year. The Board's designee will investigate the petitions submitted on these grounds by consulting with the professional staff at the requested school. If campus professionals concur that there is risk of harm to the student by reassigning him/her, the request to remain will be given priority consideration.
5. Students with a previously approved transfer may request to remain on the same campus even when that campus is projected to be more than 90% capacity, if their home-zoned campus has a higher projected enrollment.
6. K-5 students rezoned by the district to a campus projected at a higher capacity than their previous home zoned campus, may request and receive a transfer to remain at their previous campus.
7. Sibling Transfers – Sibling status will not guarantee transfer approval. Requests to transfer to attend a school outside their attendance area with their sibling will be evaluated as all other requests and will not be given preference. Siblings must meet criteria for transfer eligibility.
8. Due to the diverse and specialized allocation of staffing at high school campuses, building capacities, and UIL considerations, **ALL GENERAL PUBLIC HIGH SCHOOL STUDENT TRANSFER REQUESTS WILL BE DENIED.**
9. With approval of the home campus counselor/principal, high school students may petition for transfer to a four-year campus if they are on the fast track for early graduation and required course work is not available at their home campus.

General Clarifications

- ❖ Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.
- ❖ New students to FISD receiving an approved transfer should go to their campus to complete registration paperwork.
- ❖ A student whose parent is an Frisco ISD employee may remain on a campus that he/she has attended for at least the previous year if the parent transfers or is reassigned to another campus or to a district-level position.
- ❖ For the purpose of these guidelines, full time employees, long term substitutes, and officials who serve the entire district will be allowed to have their children remain at a campus that the student has attended for at least the previous year regardless of the projected percentage of capacity if the parent maintains his/her standing with the campus and/or the district.
- ❖ A student whose parent is a full time FISD employee may attend the campus that all other students within their current Frisco campus attendance zone would attend as they transition to middle/high school.
- ❖ Buildings housed on the same campus will be considered as unified regarding the provision that employees may bring their children to the campus at which he/she works.
- ❖ Student transfers may be revoked for lack of academic progress, attendance, tardies and misconduct.

Transfer Limits

A student transfer may only be requested one time per school year. Parents may request a transfer for their child to another classroom or campus if their child has been verified by the Assistant Superintendent for Support Services to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Assistant Superintendent for Support Services for information.

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (twins, triplets, etc.) assigned to the same grade and campus, you may request 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).)]

Visitors

All visitors to schools are welcome to visit the campus; however, visitors first must report to the office. All visitors will be expected to sign in through the visitor software program Raptor. Visitors to individual classrooms during instructional time shall be permitted only with the principal's prior

approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Observers in classrooms are limited to no more than one hour. Policy GKC (local).

Since students are engaged in learning activities throughout the school day, it is important that out-of-town friends or relatives only visit them and the school during the lunch period.

Please see the section labeled Classroom Interruptions for further explanation.

Volunteers

Volunteers are welcomed enthusiastically to assist teachers in a variety of ways throughout the school days. Volunteers who bring small children with them are responsible for providing adequate supervision. Any adult interested in being a volunteer at any school may contact the PTA or school office for information concerning the volunteer program. We welcome your help and involvement. All volunteers will be required to fill out the Safe-School Form (DPS Background Check) and be approved annually before volunteering in the Frisco ISD schools.
<https://volunteer.friscoisd.org>

Section 2: Attendance

General Attendance Requirements

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws – one dealing with compulsory attendance, the other with attendance for course credit – are of special interest to students and parents. They are discussed below.
See policies at FEA, FEC, and EHBC.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. A student who voluntarily attends or enrolls after his eighteenth birthday is required to attend each school day. If a student eighteen or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs; from additional instruction assigned by a placement/ attendance committee; or from required tutorials or

required summer school/remediation will be considered in violation of the law and subject to disciplinary action.

A school-aged student deliberately not attending school may also result in assessment of penalties by a court of law against both the student and/or his or her parents. A complaint may be filed in the appropriate court if the student is:

1. Absent from school ten (10) or more days, or parts of days, within a six month period in the same school year, or
2. Absent from school on three (3) or more days, or parts of days, within a four-week period.
3. **Leaving early from school is considered a tardy due to missing a part of the school day.**

Note: All absences, both excused and unexcused, count against the 90% attendance rule and for exemption purposes. Tardies are considered parts of days.

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

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

- United States. To be considered temporarily absent, the student must begin classes **OR** return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional;
- Is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Your district is required to excuse Sounding TAPS at Military Honors Funeral held in Texas;
- Religious holy days;
- Required court appearances-Important: Absences to meet with probation officers and other absences related to court ordered activities *outside* the courtroom do not qualify as required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders;
- Misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence, or misses school for the purpose of serving as an election clerk or student election clerk. Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year;
- Is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed to practice in the up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment;
- Related to court-ordered activities for students in the conservatorship of the Department of Family and Protective Services. Students under the conservatorship of the Department of Family and Protective Services and misses school:

- to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable¹ or
- to attend a mental health or therapy appointment or family visitation as ordered by a court under the Texas Family Code, Chapter 262 or 263².

Your school district must allow a student whose absence is excused for any of the previously listed reasons a reasonable amount of time to make up school work missed on these days. If the student satisfactorily completes the school work, the day of absence is counted as a day of compulsory attendance. If your school district excuses a student's absence for any of the previously listed purposes, the district must keep documentation related to the absence on file for audit purposes.

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

Absences Due to Family Trips/Vacations

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being unnecessarily absent from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that can cause a family to choose for their student to be absent. Some of those are unplanned, such as a death in the family. Others are planned, such as a trip or vacation.

We strongly discourage students being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom. If, after considering the information above, a family deems it necessary for their student to be absent from school:

1. The parent shall submit a written request, **in advance**, stating that the vacation or trip cannot be taken at another time. **These absences will be considered unexcused.**
2. Only one such trip or vacation per family, per year, can be requested.
3. No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee.
4. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early.
5. If a student is going to be absent more than 10 consecutive days, the student may be withdrawn on the 10th day. His/her place in class may be held and they will be reenrolled upon his/her return.

Make-up Work for Planned Absences (Unexcused)

The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Some may be

given ahead of time and some may be given upon return. It is the student's responsibility to do make-up work following any absence. Students are responsible for collecting ~~their~~ make-up work the first day they return to the class(es) that was missed. After receiving their make-up work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time.

A teacher may also ask for a reading log, journaling or a writing activity to demonstrate learning that occurred on a trip.

The student will not be entitled to additional tutoring either before or after the trip.

Make-up Work for students who are absent 10 or more consecutive days and are withdrawn and reenroll

The teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. As stated above, it is the student's responsibility to obtain this make-up work from the teacher. The students will have three days to complete and turn in the work.

Frisco ISD Truancy Warning Notice

Notice: Laws and Frisco ISD Rules Governing Compulsory Attendance in Texas Schools OFFICIAL NOTICE PURSUANT TO EDUCATION CODE 25.095, TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD. Failure to comply with the laws and rules governing compulsory attendance may result in legal action or other consequences.

Texas requires a child who is at **least 6 years of age**, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has **not yet reached his/her 18th birthday** to attend school unless exempt by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. **Education Code 25.085**

Except as provided by Texas Education Code 25.092, a student may not be given credit **for a class** unless the student is in attendance for at least 90 percent of the days class is offered. **Education Code 25.092**

If a student is absent from school on 10 or more days or parts of days within a 6-month period in the same school year or 3 or more days or parts of days within a 4-week period (**tardies are considered parts of days**), the student's parent is subject to prosecution under Texas Education Code Section 25.093, and the student is subject to prosecution under Texas Education Code Section 25.094. An offense under either section is a Class C misdemeanor punishable by a fine not to exceed \$500 for each offense. Each day may be a separate offense. The burden of showing that an absence should be excused is on the student or parent. **Education Code 25.093; Education Code 25.094; Education Code 25.095**

It is an affirmative defense to prosecution under Education Code 25.093 that one or more of the absences required to be proven was excused by a school official or should be excused by the court. The burden is on the defendant to show by a preponderance of the evidence that the absence has been

or should be excused. A decision by the court to excuse an absence for this purpose does not affect the ability of the District to determine whether to excuse the absence for another purpose. It is an affirmative defense to prosecution under Education Code 25.094 that one or more of the absences required to be proven were excused by a school official or by the court or that one or more of the absences were involuntary, but only if there is an insufficient number of unexcused or voluntary absences remaining to constitute an offense under 25.094. The burden is on the defendant to show by a preponderance of the evidence that the absence has been excused or that the absence was involuntary. A decision by the court to excuse an absence for purposes of this section does not affect the ability of the school district to determine whether to excuse the absence for another purpose. **Education Code 25.093; Education Code 25.094**

If a student is found to have violated Section 25.094, a court may order : 1) the child to attend school without unexcused absences; 2) the child to attend GED preparatory classes or take a GED examination; 3) the child to attend a special program that the court determines to be in the best interest of the child, including an alcohol/drug abuse program; 4) the child and the parent/guardian to attend classes for students at risk of dropping out of school; 5) the child to complete reasonable community service; 6) the child to attend tutorials; and, 7) the child's driver's license be suspended or not issued. **Code of Criminal Procedure Art. 45.054**

A parent/guardian of a school age child has the responsibility to require that their child attend school regularly. When sickness or other obligation necessitates an absence, **a note signed by the parent/guardian** explaining the reason for the absence **is required** the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed **three (3) days to submit a written note** (emails acceptable) excusing the absence. **The absence will be unexcused if a parent/guardian fails to provide a note within the specified time.** A student shall be excused from attending school for the purpose of observation of religious holy days, including travel for that purpose, and such days shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Additionally, a student may be excused for temporary absence resulting from an appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. **Education Code 25.087; 19 TAC 129.21.**

A person required to attend school may be **excused for temporary absence** resulting from any unusual cause acceptable to the Superintendent, the principal or the teacher of the school in which the student is enrolled. Such causes may include, but are not limited to: 1) personal sickness; 2) family emergency; 3) documented juvenile court proceeding; 4) Board-approved extracurricular activity; or 5) approved college visitation. **Education Code 25.087**

When a student is absent due to **personal illness for four (4) successive days**, the student shall provide a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school (the school nurse is available to verify an illness on the day of the absence). The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. Absences such as non-school related **vacations and trips**, babysitting, working (including modeling) and non school-sponsored athletic events and programs shall be considered unexcused.

Unless specifically exempt, an enrolled student who is eligible **must attend** an extended-year program or **required tutorial classes** that are provided by the district for students identified as likely

not to be promoted to the next grade level; an accelerated reading instruction program to which the student is assigned; an accelerated instruction program to which the student is assigned; a basic skills program to which the student is assigned; or a summer program provided as a disciplinary program. (Saturday School, “Thursday/Friday-Night Live” Tutorials and/or any after-hours school are considered to be extended-year programs.) **Education Code 25.085**

A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for purposes of Section 37.107.

Section 3: Code of Conduct

Student Behavior and Student Code of Conduct

***Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of the district’s educational program. The district’s rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Harassment of any nature is against the law and school policies. Students will be assigned appropriate consequences for such harassment.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others.
5. Reading and supporting the programs and procedures outlined in the student handbook and other materials.
6. Conducting themselves in a responsible manner.
7. Paying required fees and fines, unless they are waived.
8. Refraining from violations of the student code of conduct.
9. Obeying all local school rules, including safety rules.
10. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
11. Cooperating with staff in the investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense

***Rights and Responsibilities of Parents**

Throughout this plan, “parents” includes single parent, legal guardian or person having lawful control of the student.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to pay attention and obey the rules.
3. Be sure their child attends school regularly, and promptly report and explain absences and tardies to the school. When you call the school, the staff member may ask for symptoms if your child is ill in order to better allow personnel to track trends in illnesses.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent/teacher conferences to discuss their child’s school progress and welfare.
6. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure their child is appropriately dressed for school and school related activities.
10. Discuss report cards and school assignments with their child.
11. Bring to the attention of school authorities any learning problem or condition that may relate to their child’s education.
12. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
13. Cooperate with school administrators and teachers.
14. Be sure their child attends school tutorials when required or as the need arises.
15. Read and support the programs outlined in the school handbook and other materials.
16. Submit a signed statement that they understand and consent to the responsibilities outlined in the district’s discipline management plan.
17. Control their child. Under Family Code §41.001, a student’s parent is legally liable for property damage caused by:
 - The negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty; or
 - The willful or malicious conduct of a student who is at least 12 but under 18 years of age.

***Rights and Responsibilities of Administrators**

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote effective training and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
6. Successfully complete effective training in the district’s discipline management plan.
7. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

***Rights and Responsibilities of Teachers**

Teachers have the responsibility to:

1. Successfully complete effective training in the district’s discipline management plan.

2. Use discipline management techniques developed in the district's discipline management plan.
3. Ensure good student discipline by being in regular attendance and on time.
4. Be prepared to perform their teaching duties with appropriate preparation, assignments and resource materials.
5. Comply with district and school policies, rules and regulations, and directives.
6. Maintain an orderly classroom atmosphere.
7. Teach to the standards of performance required by the district.
8. Establish rapport and an effective working relationship with parents, students, and other staff.
9. Teach students to strive toward self-discipline.
10. Encourage good work habits that will lead to the successful completion of assigned work.

Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

Campus Discipline Person

The campus discipline person(s) on each campus shall be the principal and/or assistant principal.

Duties shall include the authority to:

1. Assess and implement the campus discipline management program.
2. Remove a student from campus for compelling disciplinary reasons or pending a hearing.
3. Identify and refer students to school-community guidance centers.
4. Remove students to Disciplinary Alternative education programs.
5. Serve as hearing officer(s).

The Superintendent and/or Assistant Superintendent are authorized to expel students.

It is understood by the administration and school board that some parts of the Discipline Management Plan may be reviewed and refined annually according to the unique needs of students, teachers and administrators of each building.

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

10. When the student is required to register as a sex offender.

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

The district has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code.

Participation might include a speaking role, as established by district policy and procedures. Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code, resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

See **DAEP – Restrictions During Placement** for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

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

The district prohibits the following:

Disregard for Authority

- Failing to comply with directives given by school personnel (insubordination).
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school buses.
- Refusing to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

- Using profanity or vulgar language or making obscene gestures.
- Fighting or scuffling. (For assault see DAEP Placement and Expulsion) Also see school handbook addendum
- Threatening another student or district employee on or off school property.
- Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)
- Engaging in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.
- Engaging in conduct that constitutes dating violence. (See glossary.)
- Engaging in inappropriate or indecent exposure of private body parts.
- Hazing. (See glossary)
- Causing an individual to act through the use of or threat of force (coercion).
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student (this includes any public display of affection) or a district employee.

*Property Offenses**

- Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
- Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Stealing from students, staff, or the school.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

- Possessing or using:
- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;

- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Sexting Images or Audio
- Tobacco products;
- Matches or a lighter;
- Electronic devices that are not approved by the campus principal (ex., CD players, iPods, cameras, phones, MP3 players, Game Boys)
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Possession of Telecommunications Devices

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

Penalties - If a student uses such a device, leaves the device turned on, or displays the device during this time, it will result in confiscation of the device. The device will only be returned to a parent or guardian.

- The first offense will result in the phone/pager being taken up and returned to the parent with a warning for the student/parent.
- The second offense will result in a \$15 fine being required before the phone/pager is returned to the parent.
- The third offense will result in an additional \$15 fine being required before the phone/pager is returned to the parent.
- A fourth offense will result in the phone/pager being confiscated for the remainder of the school year and an additional \$15 fee being required for the return.

Parents will be notified within two school days after the device has been confiscated and may set a time to pick up the device and pay the fine if applicable. *If the parent refuses to pick up the phone or pay the fine, the company whose name and address appear on the device will be notified if applicable.*

Disposal - If the device is not picked up by the end of the school year, it will be disposed of following district guidelines.

Code of conduct discipline can be implemented for violations of using/exhibiting prohibited items.

• **Note: Students bring phones and other items to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.**

Illegal and Prescription Drugs

- Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.

- Abusing over-the-counter drugs. (See glossary for “abuse.”)
- Being under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence.”)
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter; destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Safety Transgressions

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

Miscellaneous Offenses

- Violating dress and grooming standards as communicated in the student handbook.
- Cheating or copying the work of another.
- Gambling.
- Falsifying records, passes, or other school-related documents.
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violating other communicated campus or classroom standards of conduct.

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

Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Students with Disabilities

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

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

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

- Verbal (oral or written) correction.
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School assessed and school administered probation.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.

- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.
- Restitution or other compensations for loss, damage or injury.

Notification

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in a detention outside of regular school hours, out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy on Line at <http://www.tasb.org/policy/pol/private/043905>.

Consequences shall not be deferred pending the outcome of a grievance.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

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

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

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

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

Suspension

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

In deciding whether to order suspension, the district shall take into consideration self defense (see glossary) and the student's disciplinary history. The District will take into consideration a student's intent or lack of intent.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused.

- The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.
- The number of days of a student's suspension shall be determined by the appropriate administrator, but shall not exceed three school days.
- The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten-grade 5 and secondary classification shall be grades 6-12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district shall take into consideration: self defense (see glossary) and the student’s discipline history. The District shall take into consideration a student’s intent or lack of intent.

Discretionary Placement: Misconduct That May Result in DAEP Placement

General Misconduct

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

Misconduct Identified in State Law

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.

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

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
- Engages in conduct punishable as a felony.
- Commits an assault (see glossary) under Penal Code 22.01(a)(1).
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence”)

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

Sexual Assault and Campus Assignments

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a non-emergency basis.

Process

Removals to a DAEP for mandatory placements shall be made by the campus administrator. Removal to a DAEP for discretionary placement shall be made by the Central Intake Team.

Conference

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent. Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The duration of a student's placement in a DAEP will be determined by the central intake team. The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements. The maximum period of DAEP placement shall be one calendar year except as provided below.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

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

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the campus and DAEP administrator must determine that:

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

Exceeds 60 Days

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

Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with the District's Discipline Management Program. A copy of this policy may be obtained from the principal's office or the central administration office. **Disciplinary consequences will not be deferred pending the outcome of an appeal.** The decision to place a student in a DAEP cannot be appealed beyond the Student Management Appeals Committee.

Restrictions during Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus and DAEP administrators at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

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

Notice of Criminal Proceedings

The office of the prosecuting attorney shall notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

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

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

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings. If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

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

Newly Enrolled Students

The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district. The district may place the student in the district's DAEP or a regular classroom setting.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement

When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

Review Committee

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

Newly Enrolled Student

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

Appeal

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

Certain Felonies

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

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;

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

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Newly Enrolled Students

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

Expulsion

Discretionary Expulsion: Misconduct That May Result in Expulsion

In deciding whether to order expulsion, the district shall take into consideration: Self defense (see glossary) and the student's disciplinary history. The District will take into consideration a student's intent or lack of intent. A student **may** be expelled for:

Discretionary Expulsion: Misconduct That May Result in Expulsion

Any Location

A student may be expelled for:

- Engaging in the following no matter where it takes place:

- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
 - Breach of computer security.

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at School Event

A student may be expelled for:

- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)

Within 300 Feet of School

A student may be expelled for:

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

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

While in DAEP

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

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

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Under the Texas Penal Code

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
 - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use exhibition or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department
 - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun or a tire deflation device. (See glossary)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed offenses.

Under Age Ten

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

Emergency

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion **may** be made on a non-emergency basis.

Process

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

Until a hearing can be held, the principal may place the student in:

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

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The hearing shall be conducted by the campus administrator. The student is entitled to:

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

3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Executive Director for Student Services authority to conduct hearings and expel students.

Board Review of Expulsion

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

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Executive Director for Student Services shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

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

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

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

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

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

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

Withdrawal during Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions during Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

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

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

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

Emergency Expulsion

When an emergency expulsion occurs, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

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

Glossary of Disciplinary Terms

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

Abuse is improper or excessive use.

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

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

Armor-Piercing Ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is:

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

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

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

This conduct is considered bullying if it:

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

Chemical Dispensing Device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

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

Cyberbullying is the use of any electronic communication device to engage in bullying or intimidation.

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

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

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

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

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

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

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

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

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

Firearm Silencer means any device designed, made, or adapted to muffle the report of a firearm.

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

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Please see special area on Harassment and Hazing within this handbook.

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

Hit List is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

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

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

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

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

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

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

Serious Misbehavior means:

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

Serious or Persistent Misbehavior includes but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-Barrel Firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. The term does not include a knife that has a spring, detent or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic Threat is a threat of violence to any person or property with intent to:

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

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC (EXHIBIT)]

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

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

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

Zip Gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Types of Offenses and Penalties

Type I Offenses: include but are not limited to

(Consequences include but are not limited to: Verbal warning, Detention, C-hall, In School Suspension - ISS)

- a. Two or more tardies in the same class in any 6 weeks period.
- b. Unexcused absences up to 1/2 of the school day.
- c. Disturbing classes in progress by running and making noises in the hallway.
- d. Leaving classroom without permission.

- e. Exhibiting any unacceptable physical contact, including public displays of affection.
- f. Using profanity.
- g. Displaying any behavior which is disruptive to the orderly process of classroom instruction, such as:
 - Excessive/unnecessary talking
 - Laziness/not working
 - Failure to have required supplies/assignments
 - Name-calling
 - Decorative make-up (Stickers, glitter, etc.)
- h. Violating posted classroom rules of conduct. (Example: No Gum)
- i. Failure to attend a tutorial session.
- j. Cheating on an exam and/or copying the work of another student. (A grade of zero may also be given.)
- k. Being improperly dressed.
- l. Bringing banned items to school – radios, CD players, Game Boys, water guns, matches, lighters, fireworks, chains, lasers, knives or other items not needed for class.

Type II Offenses: include but are not limited to

(Consequences include but are not limited to: Extended detention or C-hall, ISS, Out of School Suspension – OSS)

- a. Failure to attend assigned C-Hall session.
- b. Unexcused absences of a full day or more.
- c. Disrespectful or discourteous remarks to faculty or staff.
- d. Vandalism of any type (restitution also required).
- e. Physically aggressive behavior.
- f. Second commission of any Type I offense.

Type III Offenses : include but are not limited to

(Consequences include but are not limited to: ISS, OSS)

- a. Failure to attend assigned C-Hall second time.
- b. Repeated and flagrant disregard for school rules.
- c. Any type of verbal threat toward any faculty or staff member.
- d. Unexcused absences totaling more than three days.
- e. Continued commission of any Type I or Type II offense.
- f. Smoking or tobacco possession.

Type IV Offenses : include but are not limited to

(Consequences include but are not limited to: Extended ISS, OSS)

- a. Failure to observe rules in assigned in-school suspension class.
- b. Simple assault of another student.
- c. Documented persistent incorrigible behavior.
- d. Theft or vandalism resulting in serious financial loss to school.
- e. Fighting.
- f. Continued commission of any Type I, II, or III offense.

Alternative Education Placement Offenses

See Disciplinary Alternative Education Program Section.

Type V Offenses (Expulsion)

See Expulsion Section.

Consequences: Descriptions of Disciplinary Settings

Disciplinary settings may include, but are not limited to:

1. *Detention* –scheduled before school, after school or during lunch (time will be determined by each individual campus). Detentions include c-halls, Friday night reflections, lunch detentions and after hours school.

2. *In-School Suspension* – ranging from one class period to ten days in a supervised setting completely isolated from other students. School work missed for each teacher along with a folder of exercises designed to improve social skills will be completed as well. If the student work is not satisfactory, students will be required to do the packet over. Students who chose to misbehave in I.S.S. will have their assignments extended or referred to the Assistant Principal for further disciplinary action. Students may not attend or participate in any after school or extracurricular activities during this time.

3. *Suspension* - Up to three (3) consecutive days at home in an unsupervised educational setting. School work must be accepted. Students must turn in their assignments upon their return to school or the late work policy will be enforced. State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement or expellable offense. A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days. Students may not attend or participate in any after school or extracurricular activities during this time.

Alternative Placement:

4. *Disciplinary Alternative Education Program (DAEP)* – Keeping Every Youth Successful (KEYS), 7159 Hickory Street and the Student Opportunity Center (SOC), 6942 Maple Street are supervised suspension Special Programs Centers. Placement in the SOC or KEYS usually will be for a minimum of six (6) weeks and may be for the duration of the year. Transportation to and from SOC and KEYS is the student/parent's responsibility.

5. *Expulsion* - Student dismissed from school for the remainder of a semester or remainder of the school year and will be assigned to the Juvenile Justice Alternative Education Program in McKinney. Transportation to JJAEP will be provided by the District.

Miscellaneous Disciplinary Behaviors and Procedures

Arrested Students

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA], and then shall deliver over the student. The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or

other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.

Assaults

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Students violating this policy may be issued a citation for disorderly conduct, suspended from school for three (3) days and placed in In-School Suspension for FIVE (5) days upon their return to school.

*Violations which constitute assaults as defined by the Texas Penal Code § 22.01(a)(1) will result in students being charged with an assault and being placed in the Disciplinary Alternative Education Program.

Bullying

In accordance with FISD Board Policy FFI (LOCAL) bullying is prohibited in any form on school property, in a school vehicle or at a school-sponsored event. Students who have bullied others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension and expulsion.

Bullying is when a student or group of students engages in any gesture or written, verbal, or physical or computerized or other electronically transmitted act, or threat that: 1) Will have the effect of physically harming a student, damaging a student's property or reputation, or placing a student in reasonable fear of harm; or 2) Is sufficiently severe, persistent or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Disruption of Classes

For the purpose of this rule, "School property" includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by district schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park or sidewalk. No person shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, along or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or of loud or profane language causing disruption of class activities.

Disruption of Lawful Assembly

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District.

Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance or hallway of any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with an administrative, educational, research or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school. A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur. Inappropriate conduct of students, either in or out of class, that for any reason, whether because of time, place or the rights of other students or employees at school or school-related activities is prohibited. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

Harassment

The District will not tolerate harassment of any form.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or District employee. This prohibition applies whether the conduct is by word, gesture or any other sexual conduct, including requests for sexual favors.

In accordance with FISD Board Policy FNC(Local), students are prohibited from engaging in harassment motivated by race, color, religion, national origin or disability and directed toward another student.

Further, in accordance with DIA(Local) and FFH(Local), employees are prohibited from engaging in harassment motivated by race, color, religion, national origin, disability or age directed toward students or District employees. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Harassment is defined as any repeated, unwelcome and offensive slurs, jokes or other oral, written, graphic or physical conduct relating to an individual's race, color, religion, national origin or disability that creates an intimidating, hostile or offensive educational environment.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

Students who believe they have been harassed by a fellow student or a District employee should immediately report the incident to the campus principal. If the principal is the subject of the complaint, the student may immediately report the incident to the Superintendent's designated administrator.

Complaints regarding harassment should be directed to:

The building principal or Rick Burnett (Superintendent's Designee)
5515 Ohio Drive
Frisco, Texas 75035
(469) 633-6000

A substantiated charge against a student shall result in disciplinary action in accordance with FISD Board Policy series FO and the Student Code of Conduct.

Hazing

Hazing means any intentional, knowing or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are, or include, other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to act described above.
5. Any activity that induces, causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

Students shall have prior approval from the principal or designee for any type of 'initiation rites' of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing can result in criminal penalties as well as school discipline.

Interrogations and Searches

School officials may search a student or a student's property with reasonable or probable cause that the student possesses contraband, or that the student's property contains contraband, or with the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given.

- Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep or maintain any article or material in school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Students are responsible for anything found in their lockers.
- Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the students' person,

shall be conducted only if probable cause exists to believe that the student possesses contraband.

- In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District shall use specially trained dogs to sniff out concealed contraband, drugs or alcohol on school property.
- Administrators, teachers and the School Resource Officer have the right to question students regarding their conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves.
- The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or on the student's person, as a result of a search conducted in accordance with this policy.

Laser Pointer or Similar Light Device Possession

Due to the potential danger resulting from the inappropriate use of a laser pointer or similar device, students may not possess or use a laser pointer or similar device at school or at a school activity. Violation of this policy will result in confiscation of the device and possibly other consequences ranging from detention to AEP placement, depending upon circumstances related to the violation.

Persistent Misbehavior

In determining the class of misconduct, the District defines persistent misbehavior as **two or more violations of the Code of Conduct**.

Physical Restraint

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous objects.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

Police Questioning of Students

For police questioning of a student in school, except by school resource officers, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Secret Societies

Students shall not become members or promise to become members of any organization composed wholly or in part of students of public schools below the rank of college or junior college which seeks

to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

Steroids

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, 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.

Elementary Student Technology Responsible Use Policy

Frisco ISD uses a variety of procedures to protect our students and provide for appropriate use of technology. First, we utilize a filter for the Internet, allowing us to block identified, inappropriate sites. This database is updated weekly. Second, students will be monitored when using the Internet for research. Third, administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students in Frisco ISD must adhere to the following standards:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students must not access, modify, download or install computer programs, files or information belonging to others.
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and consistent with the educational objectives of Frisco ISD.
- Students must not release personal information on the Internet or electronic communications.
- Personal FISD network access information should not be conveyed to other students nor attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any disrespectful, threatening or profane communication or materials and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.

Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

Computer network privileges, including Internet, will be granted only after the Handbook Acknowledgement receipt is signed and returned to school. By signing, you and your child agree to comply with the acceptable use policy presented here.

Tobacco Use

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco, while under the school's jurisdiction. Students in violation of this policy will automatically be ticketed by the School Resource Officer and will be assigned to serve three (3) days of ISS. Additionally, electronic/vapor cigarettes, cigars, etc. are prohibited.

Notification of Legal Authority

As required by state law (pursuant to Texas Education Code § 37.102), the District has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student. In addition to discipline issued by the school for violating the student code of conduct, the Texas Education Code provides that a code of conduct violation can be considered a Class C misdemeanor. To that end, the following violations may result in either the issuance of a citation or being arrested for the offense.

Possession of Prohibited Items

Possessing or using:

- A razor, box cutter, chain or any other object used in a way that threatens or inflicts bodily injury to another person;
- A "look-alike" weapon, an air gun or BB gun.

Use, Possession or being Under the Influence of Illegal, Prescription and Over-The-Counter Drugs

- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.
- Sells, gives or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, dangerous drug or over-the-counter medication in an amount not constituting a felony offense.

Additionally, any law or ordinance regulating traffic on a public roadway applies to the operation of a vehicle on school property (Texas Education Code § 37.102).