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# Student Handbook

## Middle School (2017-18)



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

# About this Handbook

## 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.

## To Students and Parents,

Welcome to school year 2017-18! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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.

The Frisco ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into four sections:

**Section 1:** General Information

**Section 2:** Academic Information

**Section 3:** Attendance

**Section 4:** Expectations for Student Behavior and Student Code of Conduct

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Frisco ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at [friscoisd.org](http://friscoisd.org) and at all campus websites. The document is available in hard copy upon request.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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

If you or your child has questions about any of the material in this handbook, please contact the campus administration.

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# Section 1: General Information

## Accountability under State and Federal Law

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

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

This information can be found on the district's website and the web-site for each campus. Hard copies of any reports are available upon request to the campus or districts administration offices.

## Admission/Withdrawals

### Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://tea.texas.gov/index2.aspx?id=7995>

## **Admission of Students**

Any student admitted to a Frisco ISD middle school must have records such as report cards and/or a transcript from the previous school attended to verify his/her academic standing. 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 to verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. (Texas Education Code 25.002) Needed immunizations can be found at [www.tdh.state.tx.us/immunize/docs/school/6-14.pdf](http://www.tdh.state.tx.us/immunize/docs/school/6-14.pdf)

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)]

## **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.

## **Announcements**

School announcements are made over the public address system. Any announcement must be written in the form in which it is to be read and signed by the sponsor requesting it. When the announcements begin, students should be attentive and wait until the conclusion of the announcement before resuming activities.

## **Arrival and Dismissal Procedures**

Frisco Middle Schools are organized on an eight period day with approximately 45-minute class periods. School begins at 8:25 am and dismisses at 3:35 pm, Monday through Friday. Students are under the authority of school personnel during scheduled school hours. Students should arrive no earlier than 7:45 am and no later than 8:15 am. Students are considered to be "in school" when they board a bus or step on campus. Certain areas of the school will be

accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The campus will assign an area for assembly in the morning. All students are required to report here unless permission is granted to meet with a school official. All students are expected to remain seated in their designated area. Students are allowed to move about to obtain breakfast, prepay for food, discard trash or go to the restroom.

Remember: Before school, students are not allowed to be anywhere other than the designated assembly area unless granted permission from a teacher or administrator.

Arrangements should be made for transportation home for all students at the end of the school day at 3:35 pm. Students not attending an after-school activity should not be on campus after 3:55 pm each day (teachers are not on duty and supervision of students is not possible).

## Athletic Participation

Athletics may be taken in lieu of physical education classes in 7<sup>th</sup> grade or as an elective in 8<sup>th</sup> grade. Students may try out for soccer, cross country, and track without being enrolled in athletics. Enrollment in athletics does not ensure that a student will make a team. 7<sup>th</sup> grade students, who are not enrolled in athletics, will be enrolled in a physical education class. All students participating in athletics must submit all required FISD and UIL forms prior to participation. The school district does not provide personal injury insurance. All athletics are governed by Frisco ISD Board Policy and UIL regulations.

### Frisco ISD Annual Athletic Operational Fee

Middle School Athletes will pay an annual fee of \$100 and High School Athletes will pay an annual fee of \$200. This single fee will cover participation in all athletic activities for the duration of the school year.

**Middle school athletes** who are enrolled in the Athletics class (including Advanced Tennis) should pay their fee by September 1. Middle school athletes who are not enrolled in Athletics, but participate in soccer, track, and/or cross country should pay their fee prior to the first competition.

**High school student athletes** in programs beginning practice and/or competition prior to the first day of school should pay their fee by August 21, 2017. High school students participating in athletic programs with practice and competition beginning on or after the first day of school should pay their fee prior to their first game.

Fee payments may be submitted through your student's MyPaymentsPlus account. If necessary, checks or cash will also be accepted for fee payment.

**Refunds will only be granted in the following situations:** A student quits prior to the first competition or a student withdraws from Frisco ISD prior to the first competition. No refunds will be issued after the last day of the school year.

There will be a maximum fee of \$400 per family. A waiver form must be submitted once a family has reached the \$400.00 maximum in order to waive any additional athletic fees charged to the family.

Fee waivers will be automatically granted to students who are part of the free/reduced lunch program. Families who have special financial circumstances or hardships but are not currently part of the free/reduced lunch program may also apply for a waiver. Waiver forms may be obtained by contacting your student's head high school coach or middle school campus coordinator.

Please complete the form provided below for each student athlete in your family, even if payment is not required. Payment of this fee does not guarantee participation in games.

All students participating in athletics at FISD high schools are required to comply with the random drug/alcohol screening policy approved by the FISD Board of Trustees. All participants will receive a copy of the policy.

## Attendance

(Refer to Section 3: Compulsory School Attendance)

## Beginning the School Day

The middle school tardy bell rings at 8:25 am. The middle school instructional day is from 8:25 am to 3:35 pm. The school office is open from 7:55 am until 4:05 pm.

## Book Bags, Backpacks and Assorted Containers

Backpacks, book bags, etc., will be allowed to transport books and belongings to and from school. The above mentioned must be able to collapse and fit into the student's locker as students will not be allowed to carry any of the above between classes, to classes or to the cafeteria. Adoption of this policy is due to the health and safety concerns of the students.

## Bullying

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, or 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;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

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

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [See Safety Transfers/Assignments.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

## Reporting

The student can make a report directly to school personnel. If there is immediate danger, the student should report to the nearest staff member. If there is not immediate danger, the student can make a report to the classroom teacher or go to the front office to speak to the counselor or assistant principal. Many campuses have some type of "bullying report form" located in the office. Students are asked to fill out the report form and the administrator will then investigate the incident. At that time, safe guards are put in place to protect the student during the investigation. Parents are also welcome to make a report in the same manner.

### Online reporting occurs one of three ways:

1. [www.choosetocare.com](http://www.choosetocare.com) - Follow the prompts. Once you fill out the report, it will be sent to the campus administration team. A student may also report bullying of other students anonymously.
2. Frisco ISD App - procedure:
  - a. Download the Frisco ISD App
  - b. Once on the app, click on "schools"
  - c. Click on "Bully Report"
  - d. Click on the appropriate school
  - e. Click "accept"
  - f. Fill out the report
3. Campus Online Report Form - Some campuses have a specific place on their website where students (or parents) can file a report. A copy of this report goes to the campus administration team.

## Bus Transportation Regulations

The Frisco Independent School District has adopted the following rules of conduct for students while being transported by school buses owned, operated, contracted or controlled by the School 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.** Bus-hopping or changing from assigned buses is not permitted. 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.** 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 are asked to be at the bus stop 5 minutes before the scheduled pick up time.
- 12.** 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.
- 13.** No type of animal, pet, or bird is permitted on buses.
- 14.** Fighting is absolutely forbidden.
- 15.** Students may not eat, drink or litter while on the bus. Students may have water.
- 16.** Students may be denied bus privileges and required to pay for any damage to any part of the bus including seats and equipment.
- 17.** Skateboard/Hoverboards are NOT allowed on the bus.
- 18.** A stop with no students for three consecutive days will be dropped from the route until the Transportation Department receives a request to reinstate.
- 19.** Campus dress code will be enforced on the bus.

20. No cell phones may be visible. If a student's cell phone becomes a distraction or a safety issue, the driver can ask the student to put it away or take it from the student until they arrive at their stop.
21. Sports equipment (such as, but not limited to a basketball or tennis racquet) must be contained in a duffle bag or backpack. Golf clubs and Color Guard flags or poles are not able to be transported on the bus. Color guard props (rifles & sabers) must be contained in a duffle bag or backpack and not visible.
22. 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.
23. Discipline issues affecting students upon arrival to school are under school jurisdiction – this includes, but is not limited to, acts committed while waiting for the bus.

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.

### **Students Riding a Different Bus**

1. Student must be bus eligible. If your student is not bus eligible, they will not be able to ride any bus.
2. The reason for the request must be an EMERGENCY situation.
3. A note from the parent/guardian must be sent to the school with the request and the reason for the request to ride a different bus other than student's approved bus.
4. A campus administrator must verify the request and approve the note.
5. The note must be given to the bus driver.

### **Special Transportation – Parent Helpful tips:**

Dispatch phone number 469-633-6155

- Please notify dispatch if your student will not ride AM, Mid-Day or PM

- Please have the teacher notify transportation if your student will be out more than three days.
- Requests for stop location changes and information that can help us transport your student must come to transportation through the teacher.
- It takes up to 72 business hours to process a change (time is needed to notify other students/parents affected.)
- Please have your student ready before the scheduled pick-up time.
- Transportation becomes the responsibility of the parent/guardian if a student misses the bus.
- Any student delivered late due to a delayed FISD bus will receive an excused tardy.
- Parents are expected to be available to receive their student as early as school dismissal time.
- Drivers are instructed to return students to their campus if there is not an approved adult to receive the student.
- Bad Weather or Delayed Start – students attending a campus outside of FISD will be transported according to the FISD bad weather or delayed schedule procedures as indicated at [www.friscoisd.org](http://www.friscoisd.org).

## Cafeteria Service

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. You may get the forms to apply for free or reduced price meal service at the Child Nutrition page on the Frisco ISD website or securely complete an application online at [www.school lunchapp.com](http://www.school lunchapp.com).

## Meal 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.

For more information on the following policies, please visit [www.frisco cafe.org](http://www.frisco cafe.org):

- Student Meal Charging Policy

- Alternate Meal Policy
- Check Acceptance Policy
- Online Payments
- Child Nutrition Forms

Additional information concerning the Texas or United States Department of Agriculture Nutrition Policy may be found at [www.squaremeals.org](http://www.squaremeals.org)

Reminder:

- If your child no longer attends FISD, please complete the Cafeteria Account Refund Request form and turn off the automatic payment at MyPaymentsPlus website.
- Graduating senior- contact Child Nutrition to have the funds transferred to a sibling's account or complete the Cafeteria Account Refund Request form and turn off the automatic payment at MyPaymentsPlus website.

## Meal Prices

Pricing for meals and a la carte items are available at [www.friscocafe.org](http://www.friscocafe.org).

- Each student will use his or her student identification number or I.D. card for food/purchases.
- Students should: refrain from giving out their student identification number, stay in line and wait their turn, cooperate with adults on duty, speak quietly.
- Before leaving: clean your table, dispose of trash properly, leaves the floor clean, use recycle bins when possible.

## Unpaid Meal Charge Policy

Pursuant to State and Federal Regulations all Child Nutrition Programs on the NSLP are required to "break even" at the close of each school year. The goals of this policy will ensure the completion of this goal on an annual basis.

Parents/Guardians are encouraged to sign up at My Payments Plus where they can monitor and manage their student's meal account. Benefits include:

- Low-balance email alerts,
- Monitor account balance and meal transactions,
- Set up automatic payments, and
- Pay online with a convenience fee of only 3.99% (\$.80 for a \$20 payment).

Cash or check payments are accepted at the school cafeteria. Free and reduced meal applications are available at every campus and on-line at School Lunch App.

**Middle School:** Students with no money in their account will be allowed a grace-period to "charge" up to \$13.00 for full pay students and \$1.50 for reduced pay students. This will allow time for parents to be notified and funds to be deposited in the student's account. Students may not charge any a la carte items. After charging \$5 parents will be notified by the supervisor along with an automated call. After charging \$9.00 the school principal and counselor will be

notified of students reaching this limit. After the student reaches the maximum charge limit, the student will receive and be charged for courtesy meals.

## Meal Service

FISD Child Nutrition personnel prepare nutritious breakfasts and lunches daily. Menus are posted in each school cafeteria, FriscoCafe.org, Frisco ISD App, and on the Frisco ISD web page. All meals are analyzed for essential nutrients and meet the dietary guidelines for each grade level.

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. Students may also bring a lunch from home and buy entrée's, fruit, vegetables, milk or snacks.

Parents and relatives may have lunch with students. In these cases, parents and relatives may only provide lunch for their students. Students or parents should only bring enough food for themselves, and no large quantities to feed other students are allowed. Parents and relatives may not purchase food from the cafeteria and give to other students. Guests may purchase any item offered as an a la carte purchase.

Parents and relatives may have lunch with students. In these cases, parents/relatives **may only provide lunch for their students**. Please remember that all guests should sign in at the school office. Students are not allowed to order food from an outside vendor. Students or parents should only bring enough food for themselves, and no large quantities to feed other students are allowed.

The district participates in the National School Breakfast and Lunch Programs. Free and Reduced-Price meals are available based on financial need upon completion of an application. For faster processing, parents may securely complete an application online at [www.school lunchapp.com](http://www.school lunchapp.com). Applications may also be downloaded and printed from our website [www.friscoCafe.org](http://www.friscoCafe.org). In addition, paper applications are available at your child's campus and the Child Nutrition District office.

## 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.

## Changing Address and Telephone Number

Students/Parents who change their residence, mailing address or telephone number after enrollment are required to report the change promptly to the school administration so that records may be kept current and/or corrected when necessary. A valid proof of residence must be provided, such as a utility bill.

## 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.**

## Cheerleading

Specifics for middle school cheerleading teams are distributed by each campus in the spring. Please reference the *Frisco Independent School District Cheerleading Code of Conduct* for more details. This may be obtained by contacting your middle school cheer sponsor.

## 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. By pinpointing and addressing learning problems early, every infant, child and youth is offered the opportunity for educational success. All referrals are considered confidential, and services are provided 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, call the Child Find information number at 469-633-3838 or contact the Department of Special Education Services at 469-633-6900.

## Child Sexual Abuse and Other Maltreatment of Children

The District has established a plan for addressing child sexual abuse, which may be accessed at <http://www.friscoisd.org/departments/guidance-and-counseling/guidance-and-counseling-home>. 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 and 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 stomachaches and headaches. Behavioral indicators may 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 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 or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services at:

**[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp)**.

The following websites might help you become more aware of child abuse and neglect:

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- <http://kidshealth.org/en/parents/child-abuse.html>
- <http://taasa.org/resources-2/>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-1>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-2>

Reports of abuse may be made to:

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>).

## Clinic Procedures

A student who becomes ill during school hours is to report to the teacher who will then send the student to the clinic. The school nurse will notify parents/guardians in the event a child needs to go home. A nurse is on duty or on call at all times for emergencies.

## Clubs and Organizations

Activities of the middle schools are considered to be an integral part of the curriculum. These activities are designed to meet the varied interests of the student body. All students are encouraged to participate and take an active part in these activities. Student clubs, performing groups and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. In addition, higher academic standards may be required for participation in these activities.

# 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.
3. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
4. For all medical or health concerns, please contact your child's school nurse by phone.
5. Please keep all contacts professional. Jokes, stories, chain letters, or commercial solicitations are inappropriate.
6. Please send any requests for public information to the following District e-mail address for processing: [publicrecords@friscoisd.org](mailto:publicrecords@friscoisd.org) or [studentrecords@friscoisd.org](mailto: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.

## Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be

handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at <http://www.friscoisd.org/ly/news/policy.htm>.

Should a parent or student feel a need to file a formal complaint, the parent or student should complete and file a district complaint form within the timelines established in policy FNG(LOCAL). Please contact the principal's office for the correct forms in regards to complaints originating at a campus. The student or parent should submit the written complaint form to the campus principal.

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."

Every effort should be made to resolve complaints and concerns 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.

### **Extracurricular Activities**

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

## **Counseling**

The goal of the guidance and counseling program is to ensure that each child feels *cared for, capable, and connected*. School counselors will work closely with students, administrators, teachers, parents, and the community as they strive to accomplish this goal. When working with students, counselors will focus on three strands of guidance: academic success, college/career information and personal/social development. The developmental guidance curriculum has a scope and sequence for student competency development. The curriculum is taught in small or classroom-sized groups of students by counselors, staff members or other consultants. Counselors also work with students in small group settings as well as individually. Counselors also play an integral part in helping to ensure a safe school climate at each campus.

Please contact the school counselor with any questions regarding the counseling program at your school.

### **Academic Counseling**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

## **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should visit the guidance and counseling department to set up an appointment. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

## **Dress Code**

All requirements within this policy will be strictly enforced. In order to attend their regular classes, students are required to be in full compliance with this policy.

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 meet reasonable school appropriate standards that support a safe school environment.

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 principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing 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 to clarify the dress code expectations:***

- "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.
- Sunglasses, caps, hats, and bandanas are not permitted to be worn in the building.
- 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; house shoes are not permitted. Tennis shoes must be worn in physical education classes and no shoes with wheels are allowed.
- Earrings and a single nose stud are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Dresses, skirts and shorts that extend to or below the students' fingertips when their arms are held to their sides are acceptable.

- Tears, frayed or ragged edges, and holes must be below fingertip length on any article of clothing.
- Tights, leggings, jeggings, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to fingertip length.
- See-through, bare midriff, halter type, shoulder-baring (unless they have at least a 2" shoulder strap, or 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 whether in a sitting or standing position.
- Underwear-type sleeveless shirts, athletic tank tops and jerseys with large arm holes, beach wear, swim wear, halter-tops, and tube tops, are not appropriate or acceptable. Shoulder straps on tops and other clothing must be a minimum of two inches in width and must cover the undergarments.

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 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 groom of students who participate in the activity and may impose higher standards.

## Drug Dog

A trained drug dog will visit your child's campus occasionally to help us to maintain a drug-free environment.

## Extracurricular Eligibility

The Frisco Board of Trustees encourages participation in competitive events sponsored by University Interscholastic League (UIL). No events shall be scheduled and no student shall be allowed to participate in any UIL event unless all rules and regulations pertaining thereto are strictly enforced. The Superintendent or a designated representative is to maintain all necessary records and reports and see that all UIL rules and regulations are met.

### Academic Eligibility Requirements

Participation in all competitive activities, as part of an FISD activity group or organization, is contingent upon meeting the academic requirements established by the governing body responsible for that competitive activity. A student must be passing all of the courses in which he/she is enrolled at the end of the six weeks to be eligible to participate in extracurricular

activities during the next six weeks. This participation applies to all meetings, performances or contests that take place before and after school or on weekends. There is a seven-day grace period at the end of a six weeks before ineligibility goes into effect. A student who has been academically ineligible may become eligible immediately at the end of 3 weeks ineligibility if passing grades in all courses are verified.

\*To be eligible during the first six weeks at the beginning of the school year, the student must have been promoted to the seventh grade or eighth grade.

## **Advanced Courses and Ineligibility Waiver**

Student enrolled in advanced courses as defined by the Texas Education Code may apply for a waiver of ineligibility if they fail only an advance course during a 6 weeks grading period. Advanced courses include Advanced Placement, Pre-Advanced Placement, Dual Credit and Honors courses. The request for a waiver must be student initiated and submitted in writing to the campus principal. Principals may require that waiver request be submitted prior to the UIL eligibility deadline each marking period. The principal will then investigate and make the determination to grant or deny the waiver request. A student may apply for a waiver under these circumstances more than one time during the year. The principal's decision is final. Generally, the principal will consider several factors; including, but not limited to:

- Whether the student completed and submitted all assignments
- Whether the student attended tutorials
- Was the student working at or near their potential capacity
- Did the student sit for any and all retests available to them

Further information regarding Academic Eligibility, advanced courses and other related issues may be found by accessing the UIL Side by Side Manual (<https://www.uilTEXAS.org/files/policy/TEA UIL Side by Side.pdf>).

## **Conflicts in Activities**

Because of a crowded school calendar of events, it is possible that students might face conflicts in scheduled events between organization and club activities. The general procedure in resolving conflicts is as follows:

- Activities under the University Interscholastic League program take precedence over non-UIL activities.
- Local activity conflicts are resolved with the first to be scheduled being given priority.
- Other conflicts are resolved by mutual agreement of the sponsors and instructors.

## **Extracurricular Activity Participation and School Attendance**

Students must be in attendance for at least half of the school day in order to participate in an afterschool extracurricular activity. The principal or their designee may make an exception to this requirement after they review documentation that the student was at a medical, dental or legal appointment that had been scheduled previously.

## Fundraising Activities

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).

## Home Access Center (HAC)

FISD parents have access to their students' academic information through the Home Access Center (HAC), which is easily accessible through the district or campus home page. Each campus will communicate usernames and passwords to students and parents. Teachers will update information in the Home Access Center by 5:00 PM of the first instructional day of each week. Please allow 3 weeks at the beginning of the school year to get the data loaded into the system and operational.

## Health and Wellness

### School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from the Director of Elementary Student Services.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

[See policies at BDF and EHAA.

### Student Wellness Policy/Wellness Plan

Frisco ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact the Director of Elementary Student Services with questions about the content or implementation of the district's wellness policy and plan.

### Physical Activity for Students

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding junior high and middle school student physical activity requirements, please see the principal.

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to your child’s PE teacher or the campus administration to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

## **Health-Related Matters (Other)**

### **Asbestos Management Plan**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s Asbestos Management Plan is available in the superintendent’s office. If you have any questions or would like to examine the district’s plan in more detail, please contact Tim Sanz, the district’s designated asbestos coordinator, at 469-633-6340.

### **Pest Management Plan**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child’s school assignment area may contact Tim Sanz, the District’s Integrated Pest Management Coordinator, at 469-633-6340.

### **Vending Machines**

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

## **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.

## **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 overcome 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, toothbrushes, or cigarettes.
- 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, and the Department of State Health Services.

Note: The DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

**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.

## **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.

## **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>

Food allergies that require modifications to meals provided by the Child Nutrition department require a completed Food/Allergy/Disability Substitution Request form that has been signed by a physician. Please refer to the child nutrition website for a copy of this form and for additional information: <http://friscocafe.org>.

## **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
<i>1st, 3rd, 5th and 7th graders</i>	<i>Anytime within the school year (preferably within first semester)</i>

### Spinal Screening Program

In 1985 the Texas Legislature passed House Bill 832 which requires screening for abnormal spinal curves for students in grades 6 and 9 attending public and private schools. The school is then required to notify the parents if a child shows any signs of a possible curvature. Screening should be done during the growth spurt years, ages 10-14 years (Grades 5-9), to detect spinal deformities early. The screening requirement for children entering grades 6 and 9 may be met if the child has been screened for spinal deformities by a physician and a record has been provided.

**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.

### 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. See policy FFAC (LOCAL).

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.

### Hand Sanitizer Use

To reiterate the District's primary infection control effort; student must wash their hands frequently with soap and running water as often as appropriate or needed. Hand sanitizer may be used to supplement this hand washing effort when running water and soap are not readily available.

It is not mandatory or a requirement that students utilize hand sanitizer. Students are encouraged to utilize provided (non-alcohol) based hand sanitizer if they choose to do so.

Students may possess or bring hand sanitizer (any formulation) for their personal use only. Any personal hand sanitizer brought onto campus may not be shared with any other students or staff.

If a teacher or staff member suspect's abuse or intentional misuse of any hand sanitizer product by any student, the product will be confiscated, and following any appropriate medical care required, student conduct management procedures will be initiated.

## **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 for 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 (DSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online: Affidavit Request for Exemption from Immunization. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; **rubeola (measles,)**, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. 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.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

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

**The emergency information card 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.**

## **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 and 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 and 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 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 other than school hours 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 properly labeled.

A student who transfers to Fisd from outside of the state of Texas who is under the care of a physician for a medical procedure or takes prescription medication and has a need to do either of the above while at school must be evaluated by a licensed Texas physician within 30 days of enrollment. New orders must be received within 30 days of enrollment. Under special circumstances, an extended 10 day period will be granted. If the above criteria are not met, the school nurse or designated employees will not be allowed to administer medical procedures or prescriptions from the out of state physician after the above mentioned time.

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 and send the medication to school in the original container and must be properly labeled. The nurse may give up to 10 doses of the district-approved oral nonprescription medications. When students take 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 that are used in the school clinic is available on request from the school nurse.**

**Protocols established by the District's Medical Advisor are also available on request. Portable Oxygen, AED's, Albuterol Sulfate Inhalation Solution by nebulization, 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 us 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.

## **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.

"Psychotropic drug" means 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.]

## **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.

## **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.

## **Lockers**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present.

## **Math/Science Team**

### **Guidelines for district-sponsored students:**

TMSCA holds three (3) meets at which students can qualify to compete at the state level. Ten (10) students from each middle school campus will be selected to compete at the state competition. Students shall qualify for one of the ten positions on each campus based on the following criterion:

- 1.** Students must, during one of the three qualifying meets, qualify in at least one area of math AND in science.
- 2.** Each of the ten slots allotted to the campus shall be filled by students in the order in which they qualify. For example:
  - a.** During the first meet, Student A qualifies in the math area of Number Sense but not in science. Student B qualifies in the math area of Calculator Applications and in science. Student B will fill the first available slot for the campus allotment. Student A may go on to another qualifying meet to try to qualify in science in order to receive district sponsorship.
- 3.** If students from the same campus qualify simultaneously, the qualifying score shall be used to determine the selection order (greatest to least).

4. After the third qualifying meet, each campus shall submit the list of their top 10 students to the curriculum department. These students shall represent FISD at the state meet.
5. Twenty-five additional positions will be available for any student who has qualified in math or science during TMSCA meets. These slots will be filled by FISD at a district qualifying meet. The FISD qualifier shall be held after TSMCA's third qualifying meet.

## **Texas Math and Science Coaches Association (TMSCA) Competition**

Middle School students on FISD Math/Science teams meet at least once a week to learn number sense shortcuts, explore material not always taught in the middle math school curriculum, and have fun "playing" with math. The team competes in meets held throughout the year on Saturday mornings at schools across the Metroplex. Although a qualifying score must be attained by each student in order to be eligible to participate at the state competition, all students on the team may take qualifying tests as often as they like.

## **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.

## **National Junior Honor Society**

National Junior Honor Society is open to qualified students in seventh or eighth grade. To be eligible for membership, a student must have attended a Frisco middle school for the full semester prior to consideration and have a 94 average in the core subjects for the fall semester just completed. Selection for membership is based on outstanding scholarship, character, leadership, service and citizenship. Dues are \$5.00 per semester. Interested parents and students should seek information from the counseling office at the beginning of the school year.

## **Parent and Family Engagement**

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child’s academic progress and contacting teachers as needed. [See Academic Counseling]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the campus administration.]
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council (SHAC).**]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## Parent Teacher Association/Organization

The school PTAs and PTOs work to help foster the relationship between the school and the home, the parents and the teachers. These groups also work in partnership with the school and community to enhance the educational opportunities and experiences for all young people.

## Parental Rights (CONSENT, OPT-OUT, AND REFUSAL RIGHTS)

### Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

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

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

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

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

### **Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

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

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

### **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus administration.

## **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school-wide or classroom recognition; a student’s name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing to the principal within 10 days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.]

The district has identified the following as directory information:

- Student name,
- Photograph/image,
- Date of birth,
- Grade level,
- Enrollment status,
- Dates of attendance,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Honors and awards received, and
- Schools attended by student.

If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs. (FL[LOCAL])

## **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to 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. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **Participation in Third-Party Surveys**

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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.

You 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(LEGAL).]

### **“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

As a parent, you have a right to receive notice of and deny permission for your child’s participation 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, selling, or otherwise disclosing that information. Note: This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- Any nonemergency, 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, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

## Human Sexuality Education Parent Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

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

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

You can also visit the FISD website for more information on Senate Bill 283 and Human Sexuality Instruction at

<http://www.friscoisd.org/ly/parentsstudents/schoolhealthadvisorycouncil.htm>

In accordance with state law, the following is a summary of the district's curriculum regarding human sexuality instruction.

*The instruction presents abstinence as the preferred choice of behavior for unmarried persons of school age as a means of preventing unwanted pregnancies, and the transmission of sexually transmitted diseases.*

The curriculum has been selected by the Board of Trustees with the advice of the local school health advisory council. The health advisory council is primarily comprised of parents of students enrolled in the District and who are not employed by the District.

*This notice serves to inform parents/guardians of the District's basic content of human sexuality instruction and of a parent's right to remove his/her student from any part of that instruction. Parents or guardians who do **not** want his/her child to participate in FISD human sexuality instruction should provide a signed written notice to school principals.*

*A specific information item will be sent to parents of students in grade 6 who have the opportunity to attend the AIM for Success program – this is an abstinence based assembly presentation that parents can preview. Parents may opt their students out of this program through a written notice to the school principal as well.*

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or

other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

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

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 U.S. government extends diplomatic immunity. [See policy EHBK(LEGAL).]

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See Board Policy EC(LEGAL).]

### **Religious or Moral Beliefs**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal. The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

## P.E. – Off-campus programs

Students can earn credits for physical education for appropriate private or commercially sponsored physical activity provided that the program meets district criteria. Questions regarding the process of approval should be addressed to the campus principal.

## P.E. – Uniforms/Substitutions

P.E. uniforms must meet district specifications of plain black shorts and a plain white or light grey t-shirt. These uniforms must be purchased at the parents' expense.

## Planning Ahead for Higher Education

It is never too early for students to plan for higher education while in middle school. Please note the following academic incentive and financial opportunity available upon completion of high school.

## Possession and Use of Electronic Communication Devices

Frisco ISD secondary schools permit the use of electronic communication devices by students at specified times. Electronic communication devices include but are not limited to the following: cell phones, smart phones, smart watches, mp3 players, iPod Touches, iPads and eReaders. It is not mandatory for students to bring their own mobile learning devices.

When electronic devices are used to enhance student learning in the classroom, students without a personal device will be provided access to an appropriate digital device. Students who choose to bring their personal devices must log in and use the Frisco ISD filtered wireless network during the school day.

**NOTE: Students bring electronic communication devices 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.**

Students may utilize electronic communication devices in the classroom for educational purposes when the teacher deems appropriate. Devices may be temporarily collected during assessments. While the district encourages students to use electronic communication devices for educational purposes in the classroom, use is prohibited during passing periods and lunch. Additionally, students will be allowed the opportunity to use their devices before/after school. Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

### Administrative Guidelines

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard.

Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

## **Cell Phone Rule**

All cell phone conversations during the school day should only take place under the supervision of staff personnel.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

## **Misuse of Computers, Electronic Devices and the Internet**

- Violating policies, rules, or guidelines.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using email or Web sites at school to encourage illegal behavior or threaten school safety.

**Note:** The online registration signature page acknowledging the FISD Technology Responsible Use Policy must be received before being allowed to use FISD computers/devices and student electronic communication devices.

## **School Property and Building Use**

School property must be taken care of by the middle school students in order to preserve the best appearance possible in the building. Students who willfully or carelessly damage school property will be assessed the cost of repair, will not be granted report cards or transfers within or outside the District until cash settlements have been made for such damage and may be subject to disciplinary action.

# School Publications

## Distribution of Non-School Materials

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization 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:

- 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
- 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.

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).

## School Resource Officer

In order to assist the District in providing a safe and secure learning environment, as well as offer additional instructional and counseling support, a uniformed police officer will be assigned to work closely with the middle school campus.

## School Safety Procedures/Emergency Procedures

Each school in the 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 which 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 actual emergency, the students' personal safety will depend on the way they carry out these instructions. Two "lockdown" drills will be conducted each semester.

## **Inclement Weather**

Ordinarily, inclement weather will not require an early dismissal of school. Parents are urged to let their students remain at school unless otherwise instructed through the local radio, television media, and the website. In inclement weather, school may be the safest place for the children. If schools must be closed due to inclement weather, a decision will be made by 5:30 a.m. that morning and the local media outlets will be contacted for announcements. It will also be posted on the FISD website at [www.friscoisd.org](http://www.friscoisd.org).

## **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.

## **School-Sponsored Trips**

No student is to go on a study trip or school sponsored trip of any kind unless his/her parent or guardian has signed the "Study Trip Permission Slip." Students on school-sponsored trips are subject to regular school rules. School-sponsored trips are a privilege and a student's participation can be restricted.

## **School Telephone**

Because of the tremendous amount of essential business which must be transacted over the office telephones, students are requested not to ask for use of the telephone except in emergencies. Office personnel will deliver messages in cases of emergency. No toll calls from office telephones are to be made by students.

## **Searches**

(Refer to Section 4: Code of Conduct)

## **Statements of Nondiscrimination**

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

youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

Kenny Chandler, Student Issues  
5515 Ohio Drive  
Frisco, Texas 75035  
(469) 633-6590

Cory McClendon, Personnel Issues  
5515 Ohio Drive  
Frisco, Texas 75035  
(469) 633-6000

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 following district representative has been designated to coordinate compliance with the legal requirements regarding discrimination on the basis of disability:

Jason Ellis  
5515 Ohio Drive  
Frisco, Texas, 75035  
(469) 633-6000

## 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. We are pleased to announce that Frisco ISD has contracted with The Brokerage Store, Inc. to administer the student accident insurance program for the 2017-2018 school year.

The Frisco Independent School District provides a supplemental student accident insurance plan to 7-12 grade students participating in UIL/Athletic activities. Accidents occurring during scheduled practice sessions, games, tournaments, events at other schools, and/or travel to and from activities are covered under this plan.

In addition to the UIL activity coverage provided, all students in grades PK-12 are automatically enrolled in a School-Time Accident Policy that covers all non-athletic accidents occurring on school grounds during normal school days, including school sponsored and supervised extracurricular activities.

In addition to the supplemental accident coverage provided by Frisco ISD, The Brokerage Store also offers Frisco ISD parents/guardians the opportunity to purchase additional coverage "layers" to supplement their students primary insurance; including 24 Hour Accident Coverage and Extended Dental Coverage. AN IMPORTANT NOTE: Even if you already have medical insurance, this low cost coverage is designed to *supplement* your student's primary insurance by assisting with deductibles and coinsurance expenses. This voluntary supplemental coverage offered is very affordable and available to any enrolled Frisco ISD student for a single low annual premium payment. Printed paper copies of the voluntary coverage enrollment brochures

can be obtained at your campus in the main office reception area, nursing clinic, or athletic training offices. Please do not hesitate to contact [The Brokerage Store, Inc.](#) directly should you have any questions or require any additional information regarding the Frisco ISD Student & Athletic Accident Insurance Program. It is the responsibility of the parent or guardian to complete the enrollment and premium payment directly with the insurance company. Frisco ISD staff will not collect forms and payments for this coverage.

**Participation in this program is strictly voluntary. In accordance with the Texas Tort Claims Act, please be reminded that Frisco ISD cannot legally be responsible for costs of treating student injuries or assume liability for any other costs associated with an injury at school or any school related function unless the personal injury is caused by a district employee's negligent operation of a motor vehicle while performing district duties. Please note that this insurance coverage offered is a limited benefit policy, any medical doctor or facility charges above the policy limits are ultimately the parents or guardians responsibility.**

Please visit the Frisco ISD website here for additional program enrollment materials and resources:

<http://www.friscoisd.org/departments/risk-management/student-accident-insurance>

## Student Council

Student Council members are representatives of the student body that foster closer cooperation between the school faculty, administration and student body, focusing on problems/issues concerning the school and student body. Student Council helps to provide a forum for student concerns, while creating and maintaining school interest, spirit and loyalty. Student Council members should practice good citizenship and leadership and will be expected to adhere to high standards for academics and behavior. Student Council members are elected by their peers. For more information on Student Council, please contact the campus level sponsor.

## Student Records, Curriculum Materials, and District Records/Policies

### FERPA – Family Educational Rights and Privacy Act

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.

## **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

## **Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education.

- 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 right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. 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 20202-5901

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes 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 educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.

- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information.

Release of personally identifiable information to any other person or agency— such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

A parent (or eligible student) may inspect the student’s records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student 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 or on an examination is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG(LEGAL)]

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's website at friscoisd.org.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's 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.

## **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

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

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

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

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

# **Students with Exceptionalities or Special Circumstances**

## **Parental Role in Certain Classroom and School Assignments**

### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., 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 policy FDB(LEGAL).]

### **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying,

as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. Please contact the superintendent's office for information.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See Bullying, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]

Request the transfer of your child to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE

### **Service/Assistance Animal Use by Students**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

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

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of any applications for admission or for financial aid;
- Arrange and accompany the student on campus visits;

- Assist in researching and applying for private or institution sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

## **Students Who Are Homeless**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

You are encouraged to inform the district if you and/or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district’s homeless education liaison, Christine Baughman, 469 -633-6587.

## **Students Who Have Learning Difficulties or Who Need Special Education Services**

If a student is experiencing learning difficulties, his or her parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a

referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.

If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45 school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, the school must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completion, the school must give you a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled Parent's 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**

Please contact campus administration regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services.

The district will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

## **Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

## **Students with Physical or Mental Impairments Protected Under Section 504**

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

The designated person to contact regarding a referral for evaluation applicable to Section 504 is Jason Ellis or Michelle Bilderback at 469-633-6572.

[See policy FB.]

## **Student Safety**

Each school in the Frisco Independent School District follows state laws and district guidelines in the case of individual or school-wide emergencies. Parents should be aware of the following:

- Each of our campuses has a trained Crisis Response Team, which will coordinate any emergency procedures.
- Each school in Frisco ISD is required by state law to conduct nine fire drills per school year. Additionally, each school also conducts two lockdown drills per semester and tornado drills.
- Ordinarily, inclement weather will not require an early dismissal of school. We urge you to let your child remain at school unless otherwise instructed through the local radio and television media. (Notices will be on the FISD website as well – [www.friscoisd.org](http://www.friscoisd.org). In inclement weather, school may be the safest place for your child.
- Each campus may be required to have their 7th and 8th graders take a Safe and Secure Schools Survey.
- By law, we may only release your child to a parent, legal guardian or the emergency contact you have listed on your child's enrollment or health card. In the event of an emergency or crisis in which your child is involved, you should know:
  - You will be notified as soon as possible.
  - The school must obtain your permission to release your child to an unauthorized person.

- If you are a custodial parent and the non-custodial parent has been barred from seeing your child or having access to student records, a copy of the true and exact court order must be on file in the school office.
- If your child has a medical emergency, the hospital must obtain your 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 to. Please 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.

## **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.

## **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 is 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](http://www.ChooseToCare.com)

Phone: 877.277.3812

### **Questions about the Program?**

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

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who

is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

### **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.

### **Pets on School Grounds**

No pets are allowed on FISD 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 FISD 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.

### **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.

### **Skateboards, Skates, Scooters, Roller Blades, RipStiks and Hoverboards**

These are not allowed on school property including Fisd buses. These items should not be brought to school and may be confiscated, with parents required to pick them up.

### **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 to cross only where the guards can help them.

## **Student Speakers**

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

## **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an

emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## Textbooks

When a student is issued a textbook or consumable workbook, his/her name should be written in the book in ink. Books should be properly covered at all times. Each student is responsible for the books issued to him/her. A lost book must be paid for prior to the student receiving a new one. If a book is 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. All book numbers are kept by subject teachers. 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 other textbooks being more supplemental in nature. We want parents to know that even if a student does not have their own textbook, that we are still providing access to what is needed for learning and that we do believe that students need to read information in text form, but sometimes that does not come in the form of a hardback textbook – today’s student needs to learn to read and analyze information from different sources and in different formats. Our teachers are also doing more to provide resources to parents to assist their students without the use of a textbook. 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 assistant principal.

### Textbook Covers

Texas Education Code 31,104C requires each textbook, other than electronic textbooks, to be covered.

## Tobacco Prohibited

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

## Transfers for Students

### Administrative Guidelines

General public student transfer requests will only be accepted from July 18 to August 8, 2017. Requests submitted prior to the acceptance date will be returned to requestor. General public requests for new residents moving in after August 8 and employees new to FISD hired after May 12 will be accepted and considered on an individual basis.

When reviewing petitions for student transfers, 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.

## 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.
- 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. FDB (local)
- For the purpose of these guidelines, full time employees requesting a student transfer will be approved when the requested campus is in the employee's current or previous FISD assigned campus feeder pattern. Employees assigned to a non-campus facility follow the designated facility feeder patterns.
- A student whose parent is a 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. The student may remain in this feeder pattern as they transition to middle school and high school.
- Senior Rule – based upon FDA (Local,) a student transfer request form should be submitted.

## 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.

## **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. Please contact the superintendent's office for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See Bullying, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]

Request the transfer of your child to another district campus your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE

## Valuables

Each student in the school shall be personally responsible for his or her valuables. The school will assume no responsibility. Students are advised not to bring expensive jewelry, money in large amounts or other valuable possessions to school. Valuables that must be brought to school should be kept locked in the student's locker or be kept on the student's person. Students should not share their locker combination with anyone. The District is not liable and will not be responsible for repairing or replacing any such items in the event of theft, destruction or any loss or damage.

## Visitors

Parents and other visitors are welcome to visit the District's schools. All visitors must first report to the main office to sign in and obtain a visitor's badge. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not 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. Trespassing on school premises is strictly prohibited in accordance with Section 37.107 of the Texas Education Code.

## 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>

## Withdrawal Procedure

Students wishing to withdraw from school must give the registrar 24 hours notice prior to the intended withdrawal date. The student will be given a TEA withdrawal form that he/she will take to each of his/her teachers, the nurse, the cafeteria manager and the librarian for a withdrawal grade and clearance of textbooks and library books. Once this form is completed, the student will then take it to the grade level assistant principal. The student will then meet with the appropriate counselor for an exit interview at which time the student will officially be withdrawn. The student will be given a copy of the withdrawal form to take to his/her new school. Official records will be forwarded upon the request of the receiving school. Failure to follow procedure may cause a delay or a block of all records.

# Section 2: Academic Courses

## Academic Course Selections

### 6th Grade Course of Study

- Math
- Integrated Language Arts
- World Cultures
- Science
- Physical Education
- Technology Applications
- One Elective

### 7th Grade Course of Study

- Math
- Integrated Language Arts
- Texas History
- Science
- Physical Education / Athletics
- Two Electives

### 8th Grade Course of Study

- Math
- Integrated Language Arts
- U.S. History
- Science
- Three Electives

### Electives

Traditional electives offered may include but are not limited to:

#### ***Grades 6 - 8***

- Choir
- Band
- Art
- Orchestra
- Physical Education

- Theater Arts
- Technology Applications

### **Grades 7 - 8**

- Skills for Living
- Robotics
- Multimedia
- Exploratory Spanish
- Athletics
- Teen Leadership
- Tennis
- Video Production
- Animation/Graphics
- Career Investigation

### **Grade 8**

- Spanish I
- Broadcasting
- Yearbook
- Health

## **High School Classes in Middle School**

FISD Middle Schools will offer the following courses in which the student will receive High School credit if all requirements are achieved:

- Algebra I
- Geometry
- Health
- Spanish

## **PAP Courses**

Pre-Advanced Placement (Pre-AP) courses will be offered for students in the areas of Mathematics and Language Arts at all grade levels and in Science for students in the 7th and 8th grades.

## **Academic Ethics**

FISD expects all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

## **Plagiarism and Cheating**

Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Education is based on learning specific skills, forming

lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

### **Plagiarism and cheating include, but are not limited to:**

- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result.
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff notes, Spark Notes, etc.) in lieu of reading the assigned materials.

### **Consequences**

The teacher will notify the parent and Assistant Principal of any student who is caught plagiarizing or cheating, and the offense will be documented in OnCourse. When work is plagiarized or copied from another student, one or both of the students may be penalized.

In addition, the following consequences **must** be assigned for cheating/plagiarism on **major** assignments (50% category)\*:

- **1<sup>st</sup> Offense:** Student will receive a zero on the major assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply.
- **2<sup>nd</sup> Offense (in any class):** Student receives a zero on the major assignment/assessment, and the retest policy will not apply.

- **Any subsequent offenses** may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

\*Please see the campus addendum for more information regarding consequences for cheating/plagiarism on daily and minor assignment/assessments.

## College and University Admissions

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

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

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## College Credit Courses

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network; (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Collin College which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

# Credit by Examination – Without Prior Instruction

Middle school students who wish to earn credit for a course in which they have had no prior formal instruction may test through an exam for acceleration. Examinations for Grade 6-8 are criterion-referenced tests from Texas Tech University, University of Texas, or other testing instruments approved by the Superintendent or designee. Students must demonstrate 80% or higher mastery on the exam in order to earn credit. Courses taken for high school credit will not be computed in class rank. Students are encouraged to review the course study guide on the university website.

In the spring of 2014, FISD began using a district created CBE for 6th grade, 7th grade and 8th grade mathematics acceleration.

- **Texas Tech University** – [www.depts.ttu.edu/ttuisd/cbe\\_review\\_sheets.php](http://www.depts.ttu.edu/ttuisd/cbe_review_sheets.php)
- **University of Texas** - [www.utexas.edu/cee/dec/k16/index.php?page=credi](http://www.utexas.edu/cee/dec/k16/index.php?page=credi)

Applications are available from the middle school counselor and must be returned to the counselor for processing. The application deadlines as well as the test sessions are listed below. Parents should be aware that there are no exceptions available for students to test for acceleration and plan accordingly.

For students who move to the Frisco community at the start of the school year, every effort will be made to provide an opportunity for students to test during the second or third week of school.

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.

For more information regarding Credit by Examination for Acceleration please visit Frisco ISD Assessment & Accountability website for the updated testing calendar.

<http://www.friscoisd.org/departments/testing/acceleration-credit-by-exam>

## Gifted and Talented Program

Gifted and talented students are those who perform at or show the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibit high performance capability in intellectual areas, creative problem solving, and/or excel in specific academic fields. Gifted and talented students require educational experiences beyond those normally provided by the regular school program. Students shall be identified through the use of multiple criteria as specified by the Frisco Independent School District. The district recognizes that students identified as gifted and talented can come from all races, socioeconomic groups, geographical locales, and environments.

Frisco ISD middle school students identified as gifted and talented are served in gifted and talented Pre-AP ILA (Integrated Language Arts) courses and in the Pre-AP math and science courses.

Referrals for the gifted and talented program may be made by parents, teachers, counselors, community members or peers. Students may be referred each year, but the prior testing data may be considered valid for two years. Gifted and talented teachers are available on each campus and may be contacted for answers to questions.

District-wide screening will be conducted at specific times scheduled throughout the school year. Major assessments will be conducted in August/September, December/January and February/March/April. During August/September, students who are new to FISD and have been identified for a gifted and talented program in another district or state may be screened for placement in the FISD Gifted and Talented Program after their previous district's screening results are evaluated. New students who enroll and are transferring from private or home schools will also be screened at the parent's request. The **December/January** screening will focus on kindergarten assessment. **March/April** screening will address assessment/testing for any other student referred by parents, teachers, administrators, or by the student. Assessment will be based on information gathered from a variety of sources, which may include, but is not limited to, teacher observation, parent referral, academic/creative performance task activities, and standardized test scores. A three-step process determines the identification and selection of students for participation in the program: (1) referral, (2) assessment, and (3) identification.

More information on gifted and talented in Frisco ISD can be found at:

**<http://www.friscoisd.org/ly/departments/CurriculumInstruction/giftedTalented.htm>**

Special Programs Requirements for qualifying for gifted and talented, special education, dyslexia, migrant and ESL programs are very detailed and specific. Additional information is available in the school office upon request.

## Grading System

### Grading Philosophy

The goal of FISD's grading and assessment system is to help ensure student mastery of the curriculum. The purpose of grading is to be informative in nature. The grading process provides important feedback on student progress and informs instructional decisions. Grades should be a true reflection of the relative level of mastery. Students have mastered content when they demonstrate a thorough understanding as evidenced by doing something substantive with the content beyond merely echoing it. Timely analysis and re-teaching are essential to student growth and increased mastery.

### Grade Weighting and Categories

- Weighting: Major Grades = 50% – Minor Grades = 30% -Daily Grades = 20%
- Major Grade: assesses a large amount of material over several Learning Targets or Knowledge and Skills and is assessed individually for all or part of the grade
- Minor Grade: assesses specific targets of learning, for learning and as learning occurs

- Daily Grade: an authentic assessment of a specific learning target in daily instruction and serves as a snapshot of a student's relative level of mastery

## **High School Grade Point Average (GPA) and High School Courses Taken in Middle School**

Beginning with the Class of 2017 (freshman entering high school in the fall of 2013), rank in class, honor graduate status, valedictorian, and salutatorian determination shall be based on a weighted GPA system.

Grade points shall be based on semester grades for courses taken in grades 9–12 and courses taken in middle school for high school credit. The GPA shall be computed to three decimal places. The average of the fourth and fifth six-week grades in the semester prior to graduation shall count as a semester grade for purposes of determining rank, honor graduate status, valedictorian, and salutatorian.

## **Homework**

Homework has a significant place in the learning process. In the natural development of a student's activities, the time necessary to complete his/her homework and study to attain competency and depth in knowledge will become greater as the student moves into areas of higher learning. While there are a few subjects in which little or no homework is necessary, the nature of the majority of subjects in the curriculum is such that some work outside of class is necessary for satisfactory progress. Even though homework may not be assigned, there is usually a need for study in the subject. Parents can contribute greatly to their student's success in school by providing for home study in a quiet room with good lighting.

## **Make-Up Examinations**

Students absent during examinations shall not be allowed to miss academic time by making up the exam during class time. The classroom teacher cannot supervise the testing adequately at this time. Make-up examinations may be given before or after school. The teacher will assign the make-up session within the days the student is allowed to make up work. It will be the student's responsibility to make up the examinations during their assigned times. A grade of "0" may be given if the exams are not made up during these assigned times. Teachers do not have the option of giving the examinations during their conference period.

## **Make-Up Work**

It is the student's responsibility to make up work. If the student is aware of an assignment/project/exam deadline before the absence occurs, the assignment or exam may be due upon the student's return to school. Students will be allowed a time equal to the number of days absent to complete make-up work. After two or more consecutive days of absence, the office will assist in providing the students' assignments. Students absent one day should see each teacher upon their return for schoolwork missed.

## Progress and Grade Reports

At the end of the first three weeks of a grading period, teachers shall prepare a progress report for students whose grade average is lower than 70. The notice will be given to make students and their parent/guardian aware of failing grades. Grade reports will be issued to students on the Friday following the end of the grading period. Students who receive a grade below 70 at the end of the grading period will be suspended from extracurricular activities for the following three-week period (for guidelines see Extracurricular Eligibility in the General Information section).

## Middle School Retest Regulations

Students will be able to retest grades 84 and below on major exams for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade.

Students will have a window of five school days after the exam is returned to retest. (Remediation and retest must be completed by the end of the five-day window.)

Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines.

This retest policy would not include:

- CBAP Process (English Language Arts Curriculum Based Assessment Prompt)
- Projects
- Presentations, speeches, lab reports, and writing assignments that fall under the current Project Guidelines
- Assessments given the final five days of the course

Project Guidelines:

- Any project assigned and included as a portion of the “major assignment” should be assessed using a rubric that is given to the students at the time the project is assigned.
- The project should be broken down into parts, each part given a deadline/due date prior to the deadline of the completed project.
- Each portion should be assessed as the project progresses, providing several measures of progress in addition to the grade for the final project.

## Promotion and Retention

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: integrated language arts, mathematics, science, and social studies. Students also have to meet the requirements of Student Success Initiative in regards to successfully passing the required state standardized tests.

## Schedule Change Requests

Schedule change requests are subject to availability in the class requested, student need, and master scheduling issues. Students need to choose classes carefully. Schedule change requests will be accepted during the first week of school. A schedule change request does not guarantee that a schedule change will occur. All schedule changes must be approved by the principal or principal's designee.

### High School Credit Course Drop Guidelines (excluding Algebra I)

Communication between teachers, students, and parents is essential. A student who is not successful in the course may need to be placed in an alternative class. Changes to schedules regarding Spanish and/or Health will be allowed through the second week of each semester, which aligns with high school expectations.

### PreAP Algebra I/PreAP Geometry – Drop guidelines

Middle school students who take PAP Algebra I are allowed to drop the class prior to the beginning of the third six weeks. The decision to make a schedule change will need to be made between the teacher and parents in the best interest of the student, understanding that these classes will affect the high school GPA (grade point average). All schedule changes must be approved by the Principal or designee.

### PreAP Courses (not including PreAP Algebra 1 and Geometry) – Drop Guidelines

Pre AP classes are the classes may be dropped for an equivalent on-level course at the end of the 1<sup>st</sup> six weeks grading period of a course or at the end of the semester. This change will occur only if the teacher, student and parent concur on the change. All schedule changes must be approved by the principal or principal's designee.

## Standardized Testing

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

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

**STAAR A** will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

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

**STAAR L** is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

Districts are required to provide remediation to any student who fails a STAAR assessment, whether in grades 3-8 or high school.

How does STAAR affect middle school students enrolled in a high-school level course with a STAAR End of Course Assessment (STAAR EOC) (e.g. Algebra I)?

- Middle school students enrolled in high school-level EOC tested courses are required to take the corresponding end-of-course (EOC) assessment. Please see the Frisco ISD High School Handbook and Academic Guide for more information regarding EOCs. More information can also be found on the Texas Education Agency web-site at:  
<http://www.tea.state.tx.us/student.assessment/staar/>

## Student Success Initiative (SSI) and Grade Promotion

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

The SSI grade advancement requirements apply to grades 5 and 8 mathematics and reading STAAR. As specified by these requirements, a student may only advance to the next grade level by passing these tests, or in some cases, by a parent appeal and a unanimous decision by a grade placement committee (GPC).

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity in which they do not meet the standard.

When a student has not met the passing standard after two testing opportunities, the GPC meets, which consists of the campus principal, teacher and parent or guardian. The GPC is responsible for determining the accelerated instruction the student needs before the third testing opportunity.

A student who does not meet the passing standard after three testing opportunities is automatically retained. However, if the parent appeals the retention, the GPC may choose to place the student – if all members agree the student is likely to perform on grade level with additional accelerated instruction – and if the student completes the required accelerated instruction.

The goal of the SSI is to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. This effort depends greatly on schools, parents, and community members working in partnership to meet individual student needs.

Students subject to SSI requirements include those served by special education who takes STAAR or STAAR with Accommodations. The ARD committee will determine the appropriate assessment for the individual student in each SSI content area and grade level and make all decisions involving accelerated instruction and promotion.

## **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. **[See the school counselor for more information on the state testing requirements for graduation.]**

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

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

## **Student Registration**

### **Accelerated Instruction (for all grade levels)**

Students identified as needing extra math and/or reading instruction will be placed into an accelerated math and/or reading class. State guidelines mandate accelerated instruction for students not mastering the curriculum. This class will take the place of an elective class.

### **New Students**

Students transferring from another Texas school must provide STAAR results from the most recent administration. If STAAR results are not available upon enrollment, please note that necessary schedule changes will be made to address any academic needs once they are received.

## **Student Schedules**

Students pre-enroll in the spring, and the master schedule is based on that information. Each student should decide during the course enrollment process window the courses he/she will take the following year. Pre-enrollment is done the preceding year, and each student is to follow the courses he/she has chosen and put on his/her pre-enrollment sheet. However, there are times when the administration finds it necessary to alter pre-enrollment choices in order to equalize class sizes or to provide for other unavoidable circumstances. Counselors are primarily responsible for making schedule changes.

## **Students with Learning Difficulties**

### **Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. 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 of the date the District receives the written consent. The District must give a copy of the evaluation report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with prior written notice that 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 regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person: Garrett Jackson  
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)].

## Texas Grant Program

Students who demonstrate financial need and who have completed the Recommended or Distinguished Achievement program may be eligible for a grant for college tuition. For complete details, please visit: <http://www.collegefortexans.com/TEXASGrant/TEXASGrant.cfm>

### **Texas Virtual School Network (TXVSN) (Secondary Grade Levels)**

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See Extracurricular Activities, Clubs, and Organizations] In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made by the campus principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the high school counseling department.

## Tutorials

Tutorials are offered at school, including before and after school, for students who need additional help from their teachers. Students should make arrangements with teachers when in need. Students may be required to bring a note or signed agenda from the teacher of the class or their parent to be allowed in the hallways before or after school.

# Section 3: Attendance

## 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

### All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### Students with Disabilities

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

### Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student’s enrollment, the district may implement a behavior improvement plan.

### Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement

plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

State law requires that a student between the ages of six and 19 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.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student 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/or applicable subject area.

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

If you have questions about your student and the effect of his or her absences from school, please contact the truancy prevention facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year. Tardies are considered parts of days.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

## **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the

class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year. Tardies are considered parts of days.

### **Documentation after an Absence (All Grade Levels)**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

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 to the data clerk are acceptable) excusing the absence, but the district reserves the right to require a written note.

## Driver License Attendance (Verification of Enrollment)

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS. A verification of enrollment (VOE) **and attendance** form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

## 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:

- 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;
- 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 practicable<sup>1</sup> 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 263<sup>2</sup>.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. [See page 1 for that section.]

## 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. If a student is going to be absent more than 10 consecutive days, the student may be withdrawn at

the end of the 10th day. His/her place in class may not 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 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 re-enrolled**

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.

## **Truancy**

### COMPULSORY ATTENDANCE WARNING NOTICE FRISCO INDEPENDENT SCHOOL DISTRICT

NOTICE: Laws Governing Compulsory Attendance in Texas Schools

Failure to comply with the laws governing compulsory attendance may result in legal action.

### **OFFICIAL NOTICE TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD:**

Texas requires a child who is at least 6 years of age and who has not yet reached their 19th birthday to attend school, unless exempt by Sec. 25.086 of the Education Code. On enrollment in pre-kindergarten or kindergarten, a child shall attend school. A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered and is subject to the same requirements for compulsory attendance for students under 19. Education Code 25.085, 25.086

A parent/guardian commits an offense of Parent Contributing to Non-Attendance under Sec. 25.093, if, after having been warned in writing, a child has unexcused voluntary absences on 10

or more days or parts of days within a 6 month period from school. An offense under Subsection (a) is a misdemeanor, punishable by fine only, in an amount not to exceed:

1. \$100 for a first offense;
2. \$200 for a second offense;
3. \$300 for a third offense;
4. \$400 for a fourth offense; or
5. \$500 for a fifth or subsequent offense.

Education Code 25.093/Family Code 65.003(a)

\*Each day may be a separate offense

**A “failure to attend school” violation by a student may be referred to truancy court under Education Code 25.0951, Family Code 65.003(a),** and on a finding that the child has engaged in truant conduct, a justice or municipal court may order: 1) the child to attend GED preparatory classes; 2) 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; 3) rehabilitation; 4) counseling, including self-improvement counseling; 5) training in self-esteem and leadership; 6) work and job skills training; 7) training in parenting, including parental responsibility; 8) training in manners; 9) training in violence avoidance; 10) sensitivity training; 11) the child and the child’s parent/guardian attend a class for students at risk of dropping out of school; 12) a program that provides training in advocacy and mentoring; 13) complete not more than 50 hours of community service on a project acceptable to the court, and 14) participate for a specified number of hours in a tutorial program covering the academic subjects in which the child is enrolled that are provided by the school the child attends. **Family Code 65.003(a)/ Education Code 25.085**

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. Tutorials, Saturday School, Student Action Management, and any other after hours school are considered to be extended year programs.

**Education Code 25.085, 25.086, 29.084**

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 the class is offered.

**Education Code 25.092, Fisd Policy FEC (LOCAL)**

A parent/guardian of a school age child has the responsibility to require their child attend school regularly. When sickness or higher obligation necessitate an absence, a note (emails acceptable) signed by a parent/guardian explaining the reason for the absence is required within 3 school days of when the student returns to school. If the student fails to submit a note, the absence will be considered unexcused. **Fisd Student Handbook**

A child not exempt from compulsory attendance laws 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. The temporary absence may be the result of, but not limited to: 1) personal sickness, 2) family emergency, 3) religious holy day, 4) documented juvenile court proceeding, 5) board-approved extracurricular activity, or 6) approved college visitation. 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. **FISD Policy FEC (LOCAL)**

### **Personal Illness**

When a student's **absence for personal illness exceeds four (4) consecutive days**, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, 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. **FISD Policy FEC (LOCAL)**

# Section 4: Student Code of Conduct 2017-18

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Frisco ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be available at the principal’s/assistant principal’s offices and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the Student Handbook, the Code shall prevail.

**Please note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## 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 tardiness 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:
  - a. The negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty; or
  - b. 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.
11. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

## School District Authority and Jurisdiction

Frisco ISD no longer utilizes the Campus Behavior Coordinator (CBC) as the sole administrator over student management/behavior. Each campus was required by law to designate a single administrator to implement the district student management/behavior plan.

House Bill 1842, passed in 2015 in the 84th Session of the Texas Legislature, in part amended Chapter 12A of the Texas Education Code (TEC) to create Districts of Innovation. The designation allows school districts to be exempt from certain sections of the TEC, providing more flexibilities and control in locally meeting the needs of students and the communities served.

In February 2017, Frisco ISD determined that the requirement of the Campus Behavior Coordinator of the Texas Education Code inhibits the pursuit of the goals of the Frisco Independent School District in meeting the needs of students at this time. Frisco ISD therefore adopted and will abide by the following guideline to return authority to the campus administration.

*The principal may delegate the duties of the Campus Behavior Coordinator to campus administrator(s) to best serve the needs of students and families, and the District will provide the training and guidance necessary for them to execute the expectations, practices and protocols of FISD that also meet all other provisions of the Code (Chapter 37, SB 107 and the Student Code of Conduct), i.e, timely notifications. This will ensure consistency and adherence to policy and legal requirements.*

A campus administrator will be assigned to assist each student with their individual academic and behavioral needs.

### **Campus Administration: Student Management Duties**

1. Assessing and implementing the campus discipline management program.
2. Removing a student from campus for compelling disciplinary reasons or pending a hearing.
3. Provide models of positive behavior.
4. Provide alternative disciplinary courses of action that do not rely exclusively on strategies such as in-school suspension, out-of-school suspension, or placement in disciplinary alternative education programs that include:
  - a. positive behavioral intervention and support;
  - b. referral for services, as necessary;
  - c. restorative practices;
  - d. social and emotional learning
5. Ensuring that parents and guardians of a student receiving disciplinary consequences are contacted within the time constraints as outlined in SB 107.
6. Identifying and referring students to school-community guidance centers.
7. Responding to teacher referrals to remove a student out of the classroom for misconduct.
8. Serving as a hearing officer.
9. Reporting crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

## **Discipline Management Plan**

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 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 a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;

8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and
11. 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 belief that the vehicle 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 belief that they may contain articles or materials prohibited by the district.

The district has the right to search a student's cell phone or telecommunication device when there is reasonable belief that it may contain articles or materials prohibited by the district and is causing a substantial disruption to the educational environment.

The principal or other school administrators, as appropriate, shall report crimes as required by law and shall 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 of Conduct.

## **Reporting Crimes or Threats**

The principal or other school administrators, as appropriate, shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on or off campus.

## **"Parent" Defined**

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

## **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.

## **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL), as appropriate.

## **Students Placed in the DAEP**

Seniors who are placed in the DAEP at the Student Opportunity Center through the last day of instruction for the current school year may not participate in graduation ceremonies.

- Exceptions to this guideline may be made by the home campus after an evaluation of the severity of the reason for placement, as well as, the student's disciplinary record for the year. Any exception allowed by the campus will be part of the DAEP placement order. The campus will set specific standards that must be met by the student while attending the SOC. Students not meeting the standards outlined in the DAEP order will have their exception withdrawn.
- Students may not attend or participate in any other school-sponsored activities while assigned to the DAEP.
- Students must have completed all coursework and requirements outlined by the campus before the first graduation rehearsal to be eligible to participate in graduation exercises.

## **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.

## Disregard for Authority

Students shall not:

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

## Mistreatment of Others

Students shall not:

- Use profanity, vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion)
- Threaten another student or district employee on or off school property.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See glossary for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See glossary.)
- Engage in inappropriate or indecent exposure of private body parts.
- Commit hazing. (See glossary)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see DAEP Placement or Expulsion)

- Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft, see DAEP Placement and Expulsion)

## **Possession of Prohibited Items**

Students shall not possess or use:

- 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 that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A location-restricted knife;
- A hand instrument designed to cut or stab another by being thrown;
- \*A firearm;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; E-cigarettes; and any component , part or accessory for an e-cigarette device;
- Matches or a lighter;
- Electronic devices that are not approved by the campus principal (ex., CD players, iPods, cameras, phones, smart watches, tablets, 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. In most circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

## **Possession of Telecommunications Devices or Other Electronic 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/watch/tablet 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/watch/tablet is returned to the parent.
- The third offense will result in an additional \$15 fine being required before the phone/watch/tablet is returned to the parent.
- A fourth offense will result in the phone/watch/tablet 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.*

## **Illegal, Prescription, and Over-the-Counter Drugs**

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see DAEP Placement and Expulsion for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse.”)
- Abuse over-the-counter drugs. (See glossary for “abuse.”) Be 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.”)
- Have or take 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/guardian 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, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student.
- Send, post, deliver, 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 or infringes on the rights of another student at school.
- Use the Internet or other electronic communication 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 or infringes on the rights of another student at school.

## **Safety Transgressions**

Students shall not:

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

## **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook;
- Cheat or copy the work of another;
- Gamble;
- Falsify records, passes, or other school-related documents;
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities;
- Repeatedly violate 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, including restorative discipline practices. Discipline shall 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 including misconduct in a district vehicle owned or operated by the district, 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 receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, 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, regardless of whether the action is mandatory or discretionary, 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, in combination, or as part of progressive interventions – 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.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.

- 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.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses 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 campus administration shall promptly notify a student's parent/guardian by phone or in person of any violation that may result in: in-school suspension, out-of-school suspension, placement in a DAEP, placement in the JJAEP, or expulsion. The campus administration shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent/guardian written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 PM of the first business day after the day the disciplinary action was taken, the campus administration shall send written notification by U.S. Mail.

Before the principal or appropriate administrator assigns a student under 18 to detention outside the regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

## **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 Frisco ISD Board 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://pol.tasb.org/Home/Index/309/>

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

## Removal from the School Bus

A bus driver may refer a student to the campus administration to maintain effective discipline on the bus. The campus administration must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the campus administration may restrict or revoke a student's transportation privileges, in accordance with law.

## 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 campus administration's office as a discipline management technique. The campus administrator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

### Formal Removal

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.

Within three school days of the formal removal, the campus administration shall 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 campus administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The student shall have 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 campus administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.

- Out-of-school suspension.
- DAEP.

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 shall be followed.

## **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.

# **Out-of-School Suspension (OSS)**

## **Misconduct**

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

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

## **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 campus 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 campus administrator, but shall not exceed three school days.

In deciding whether to order out-of-school suspension, the campus administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

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)**

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, regardless of whether the action is mandatory or discretionary, the campus administration shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's discipline history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

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

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- 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.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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 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 campus administration 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. A student with a valid prescription for low THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (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:
  - The student receives deferred prosecution (see glossary),
  - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  - 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 continuous sexual abuse of a young child or children or 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's parent or another person with the authority to act on behalf of the victim requests 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 shall be transferred to a DAEP.

### **Process**

Removals to a DAEP for mandatory placements shall be made by the campus administration.

### **Conference**

When a student is removed from class for a DAEP offense, the appropriate campus administrator shall 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 campus administration shall 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.

## **Consideration of Mitigating Factors**

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus administration shall take into consideration:

- Self-defense (see glossary),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history, or
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate campus 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 a foundation curriculum course in which the student was enrolled at the time of removal and which is 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 campus administration.

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. Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

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 the student is a threat to the safety of other students or to district employees.

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 administration or the board's designee 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.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with FNG (LOCAL). A copy of this policy may be obtained from the principal's office, the assistant principals' office, the central administration office, or through *Policy On Line at the following address:* <http://pol.tasb.org/Home/Index/309/>

\*Disciplinary consequences will not be deferred pending the outcome of an appeal.

### **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 co-curricular 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.

Seniors who are placed in the DAEP at the Student Opportunity Center through the last day of instruction for the current school year may not participate in graduation ceremonies.

- Exceptions to this guideline may be made by the home campus after an evaluation of the severity of the reason for placement, as well as, the student's disciplinary record for the year. Any exception allowed by the campus will be part of the DAEP placement order. The campus will set specific standards that must be met by the student while attending the SOC. Students not meeting the standards outlined in the DAEP order will have their exception withdrawn.

## **Placement Review**

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus administration 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 misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus administration and/or DAEP administration may enter an additional disciplinary order as a result of those proceedings.

## **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

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 campus administration may complete the proceedings and issue a placement order. If the student then re-enrolls 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 campus administration 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 is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, 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 the 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 the DAEP or JJAEP if the campus administration 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:

- The date on which the student's conduct occurred,
- The location at which the conduct occurred,
- Whether the conduct occurred while the student was enrolled in the district, or
- 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

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus administration shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

# Discretionary Expulsion: Misconduct that May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See DAEP Placement)

## Any Location

A student may be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- 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:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security. (See glossary)
- 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. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See glossary for "under the influence.")
- 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 the abuse of 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.
  - Carrying on or about the student’s person a handgun, a location-restricted knife, or a club, as these terms are defined by state law. (See glossary.)
  - Possessing, manufacturing, transporting, repairing, or selling a, or prohibited weapon, as defined by state law. (See glossary.)
  - Possession of a firearm, as defined by federal law. (See glossary.)

### **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 or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See glossary.)

**Note:** Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

## Under the Texas Penal Code

- Carrying on or about the student's person the following, as defined by the Texas Penal Code:
  - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See glossary.) Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, 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. [See policy FNCG(LEGAL).]
  - A location-restricted knife, as defined by state law. (See glossary.)
  - A club, as defined in state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (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.
  - Continuous sexual abuse of a young child or children.

- 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.

## **Process**

If a student is believed to have committed an expellable offense, the campus administration 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 campus administration 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 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 witnesses called by the district at the hearing.

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 Assistant Superintendent 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 shall 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**

Before ordering the expulsion, the board or campus administration shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

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 Assistant Superintendent 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 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 re-enrolls 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 campus administration 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 campus administration 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 JJAEP or another district-approved program.

## **Newly Enrolled Students**

The district shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

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 Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, 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 defined by Texas Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Texas Penal Code 28.02 as:

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; 22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and 22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of Computer Security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

\*Students who have bullied others are in violation of school policy and state law may be subjected to disciplinary action, up to and including suspension, expulsion, and pursuit of criminal charges.

**Chemical Dispensing Device** is defined by Texas Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable 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 defined by Texas Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, 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 defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**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.

**E-cigarette** means an electronic cigarette or any other device that stimulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive Weapon** is defined by Texas Penal Code 46.01 as 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** is defined by federal law (18 U.S.C. § 921(a)) as:

1. 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;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

\*Such term does not include an antique firearm.

**Firearm Silencer** is defined by Penal Code 46.01 as 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.

**Handgun** is defined by Texas Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**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 person, including a district student, employee, board member, or volunteer; 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, as defined by Section 37.001 ((b)(2) of the Education Code.

**Hazing** is defined by Section 37.151 of the Education Code as an intentional, knowing, 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 defined in Section 37.001 (b)(3) of the Education Code as 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.

**Improvised explosive device** is defined by Texas Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Texas Penal Code 21.08 as an offense that occurs when a person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph,

video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location Restricted Knife** is defined by Texas Penal Code 46.01 as a knife with a blade of over five and one-half inches.

**Knuckles** as defined by Penal Code 46.01 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.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine Gun** is defined by Penal Code 46.01 as 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 school property used by the student, including but not limited to a locker or desk.

**Prohibited Weapon** under Texas Penal Code 46.05(a) means

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
  - a. An explosive weapon;
  - b. A machine gun;
  - c. A short-barrel firearm
2. Knuckles;
3. Armor-piercing ammunition;
4. A chemical dispensing device;
5. A zip gun;
6. A tire deflation device;
7. An improvised explosive device; or
8. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

**Public Lewdness** is defined by Texas Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual

contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**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; Texas Penal Code, or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07; Texas Penal Code;
  - b. Indecent exposure under Section 21.08; Texas Penal Code;
  - c. Criminal mischief under Section 28.03; Texas Penal Code;
  - d. Personal hazing under Section 37.152; Education Code: or
  - e. Harassment under Section 42.07(a)(1); Texas Penal Code, of a student or district employee.

**Serious or Persistent Misbehavior** includes but is not limited to:

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

**Short-Barrel Firearm** is defined by Penal Code 46.01 as 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.

**Terroristic Threat** is defined by Penal Code 22.07 as 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).

**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.

**Title 5 Felonies** are those crimes listed in Title 5 of the Texas Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Code;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code;
- Assault; under Section 22.01, Texas Penal Code;
- Aggravated assault under Section 22.02, Texas Penal Code;
- Sexual assault; under Section 22.02, Texas Penal Code;
- Aggravated sexual assault; under Section 22.021, Texas Penal Code;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02, Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;
- Improper relationship between educator and student under Section 21.12, Texas Penal Code;
- Voyeurism under Section 21.17, Texas Penal Code;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code;
- Disclosure or promotion of intimate visual material under Section 21.16, Texas Penal Code;
- Sexual coercion under Section 21.18, Texas Penal Code;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04, Texas Penal Code;
- Abandoning or endangering a child under Section 22.041, Texas Penal Code;
- Deadly conduct under Section 22.05, Texas Penal Code;;

- Terroristic threat under Section 22.07, Texas Penal Code;
- Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
- Tampering with a consumer product under Section 22.09, Texas Penal Code.

[See FOC (EXHIBIT)]

**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 defined by Texas Penal Code 46.01 as 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, In-School Suspension - ISS):

- Excessive tardiness
- Unexcused absences up to 1/2 of the school day
- Disturbing classes in progress by running and making noises in the hallway
- Leaving classroom without permission
- Exhibiting any unacceptable physical contact, including public displays of affection
- Using profanity
- Displaying any behavior which is disruptive to the orderly process of classroom instruction.
- Violating posted classroom rules of conduct
- Failure to attend a tutorial session
- Cheating on an exam and/or copying the work of another student (A grade of zero may also be given.)
- Being improperly dressed
- Bringing banned items to school

### Type II Offenses

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

- Failure to attend assigned detention
- Unexcused absence of a full day or more
- Disrespectful or discourteous remarks to faculty or staff
- Vandalism of any type (restitution also required)
- Physically aggressive behavior
- 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):

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

## Type IV Offenses

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

- Failure to observe rules in assigned in-school suspension class
- Simple assault of another student
- Documented persistent incorrigible behavior
- Theft or vandalism resulting in serious financial loss to school
- Fighting
- Refusal to comply and provide access to a vehicle driven to school by a student and parked on school property whenever there is reasonable belief that the vehicle contains articles or materials prohibited by the district.
- 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, during lunch, or on Saturdays (will be determined by each individual campus).
- 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)** – The Student Opportunity Center (SOC) is an alternative education campus. The DAEP is located at the SOC. The SOC Campus is located at 6928 Maple Street. Elementary students will attend the elementary (grades k-5) DAEP in a separate wing away from secondary students.. Placement in the DAEP will usually be for a minimum of sixty days and may be for the duration of the year. Transportation to and from the SOC or Annex is the student's/parent's responsibility.
- 5. Expulsion** – Student dismissed from school will be assigned to the Juvenile Justice Alternative Education Program in McKinney for. 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.

## **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 300 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 between students should be directed to:

The campus administration or  
Kenny Chandler (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 endanger 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, 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 belief 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 student's 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.

- The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable belief that the vehicle contains articles or materials prohibited by the district.
- Administrators, teachers and the School Resource Officer have the right to questions 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 School 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 for the safety of the student, as well staff members.

### **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.

## **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 may be assigned to serve three (3) days of ISS or OSS. 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, delivers to another person, 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.

# Student Responsible Use of Technology

Frisco ISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email and any other technology designated for use by students. With this educational opportunity comes responsibility.

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Frisco ISD network is a privilege and 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 of responsible use:**

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 or accounts will always be private.

Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise. Students will not retrieve, save, distribute, or display hate-based, offensive, or sexually explicit material.

Students must log in and use the Frisco ISD filtered wireless network during the school day on personal electronic devices.

Students must not access, modify, download or install computer programs, files or information belonging to others.

Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).

Students must not alter computers, networks, printers or other equipment except as directed by a staff member. Students will refrain from attempting to bypass, hack, or circumvent security settings or Internet filters, or interfere with the operation of the network by installing software or web-based services.

Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Frisco ISD.

Students must not release personal information on the Internet or electronic communications.

If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.

Students are responsible for not pursuing material that could be considered offensive. Students should notify a teacher or administrator immediately if they encounter materials which violate appropriate use.

Students are responsible at all times to keep their district issued network and email account safe and secure. Do not share usernames, passwords or other account information, nor attempt to access other users' accounts. Report any suspected unauthorized use of their account to a teacher or district official immediately.

Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name

Students will use electronic mail and other means of communications such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. Students must not create/publish/submit/distribute or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal and should report any instances encountered.

Students will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. They will use only those school network directories that are designated for student use and for the purpose designated by the teacher.

Students shall respect the intellectual property of other users and information providers. They will obey copyright guidelines, and will not plagiarize or use the work of others without proper citation and permission.

Students will be polite and use appropriate language in electronic mail messages, virtual learning environments, online postings, and digital communications with others. They will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.

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 access, will be granted only after the online registration signature page acknowledging the FISD Technology Responsible Use policy is received. By signing, you and your child agree to comply with the responsible use policy presented here.

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

### **Secondary Schools**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing,

damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.