



District Regulations

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DISCRETIONARY
FUNDS

Discretionary funds can be expended for community relations purposes, such as the following:

- Purchase of flowers upon the occasion of death of a student, employee, an employee's immediate family member, and other community members as determined by the Superintendent or designee
- Participation in a community event such as the Chamber of Commerce Awards Banquet, the Community Parade, and other events as determined by the Superintendent or designee
- Advertising to recognize the accomplishment of students, staff, and or other community members significant to the success of Frisco ISD

These types of expenditures benefit Frisco ISD and its students through the generation of goodwill and building of relationships and community support.

Campus purchase specifications pertaining to this regulation are provided in the Frisco ISD Purchasing Operations Manual.

EXCHANGE STUDENTS

Foreign exchange agency representatives will apply to the office of Student Administrative Services for permission to enroll a foreign exchange student in Frisco ISD.

A waiver to limit the number of foreign exchange students district-wide is in effect. The number of students accepted and the placement in schools within Frisco ISD will vary from year to year according to the current waiver limit and enrollment projections for each school. The following requirements and guidelines pertain to the admission and attendance of foreign exchange students:

1. Applications to enroll students for the following school year will be accepted February 1 through June 1 each year. Applications must be delivered in person or by mail to Facilitator of Special Projects, FISD Child Development Center, 7075 Hickory Street, Frisco, Texas, 75034. Faxed requests will not be accepted. Beginning February 1, one qualified student application will be approved per agency, until March 1. During the week following March 1, students will be accepted on a first-come, first-served basis providing space is available, or provided that the number of student applications exceeds the number of spaces available, the name of each remaining qualified student will be entered into a drawing. As the names are drawn, assignments will be made, up to the waiver limit. Those students drawn in excess of the limit will be placed in order on a waiting list. This method guarantees fairness to all agencies.
2. The completed application must include the following records, written in English, for each student:
 - Cover List of Applicant File Contents
 - Acknowledgment of District Foreign Exchange Student Guidelines
 - District Transcript Conversion Form
 - Official high school transcript
 - Copy of birth certificate or passport (verifying age at the time of enrollment of 15 to 18 1/2)
 - Host family information
 - School acceptance form
 - Immunization record

The program representative cannot be named as host family on a temporary basis while awaiting a permanent host family. To ensure accurate credit evaluation for preparation of an official high school transcript, all information must be

complete on the District Transcript Conversion Form. All information for courses both completed and in progress at the time of the application must be included.

3. Based upon previous high school records and age, Frisco ISD counselors will determine grade placement. Students with high school credits from non-English-speaking foreign countries can receive a maximum of two credits for courses taken in English as a second language. Students must take both English III and English IV to meet the Texas requirements. Generally, students with 0 to 5 credits will be placed in ninth grade, students with 6 to 11 credits will be placed in tenth grade, and students with 12 to 17 credits will be placed in eleventh grade. Frisco ISD staff will evaluate the foreign transcript to determine eligible credits that meet the Texas Education Agency and Frisco ISD graduation requirements. Students will not be placed in a grade level that is deemed inappropriate for their age or academic level to accommodate placement in Frisco ISD.
4. Frisco ISD reserves the right, if necessary, to limit the number of students placed by each organization to allow several organizations the opportunity to place students in the area.
5. The student will be officially approved for placement at a designated campus within Frisco ISD when the school acceptance form has been signed. The foreign exchange representative will be notified and the counselor at the respective school will receive all records submitted for the student. When the student arrives, the host family must make an appointment with the counselor to enroll the student and obtain a class schedule. The host family must present proof of residency in Frisco ISD at that time.
6. Following the drawing and acceptance of students, program representatives will be notified so they may make arrangements to place remaining students in other districts. Students not accepted due to the waiver limit will be placed on a waiting list. If a student is approved and later elects not to attend, the next student on the waiting list will be accepted. Representatives will be contacted immediately.
7. If a student is approved for placement at a campus that is not the homeschool attendance area assigned to the host parent's residence, the host parent will be responsible for transporting the student to and from school. Transfer

students are not eligible for school bus transportation. The student is eligible for school bus transportation if they are assigned to the homeschool for the host parent's residence and the residence is two or more miles from the school.

8. Students are subject to Frisco ISD attendance and discipline policies and are expected to participate fully in their classes, including taking tests. Students must be in attendance at least 90 percent of days each course is offered to receive credit. Absences for any reason are counted in the attendance record.
9. The representative is expected to maintain continuous personal contact with each of its exchange-visitor students, the host family, and the high school in which each student is enrolled. The representative will initiate action to resolve any problems that arise with respect to the student's participation in his or her academic program or with respect to the student's relationship with his or her host family.
10. Programs must be able to bring the student to Frisco via a J-1 visa, since Board policy and State law prohibit Frisco ISD from issuing an I-20 form for a student to obtain a F-1 visa.
11. Sponsors will ensure all students demonstrate maturity, good character, and scholastic aptitude.
12. Frisco ISD will consider foreign exchange students from agencies listed in the most current issue of The Advisory List published by the Council on Standards for International Educational Travel (CSIET). Programs in violation of Frisco ISD guidelines may be excluded from consideration.
13. Any violation of the rules set forth in this regulation may result in the immediate withdrawal of the foreign exchange student from Frisco ISD schools. A foreign exchange student enrolled in a Frisco ISD school, who did not acknowledge himself or herself as a foreign exchange student and who has not been issued a school acceptance form to attend a Frisco ISD school will be withdrawn immediately. The student must be enrolled in Frisco ISD whose official signed their acceptance form. The program representative responsible for the enrollment of the student without an acceptance form may receive sanctions restricting future placement of the program's students in a Frisco ISD school.

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
(ADMINISTRATIVE REGULATION)

DUE DATES

Frisco ISD employee student transfer requests will only be accepted from May 9 to June 10, 2011.

General public student transfer requests will only be accepted from July 18 to August 10, 2011.

Request submitted prior to the acceptance date will be returned to requestor. General public requests for new residents moving in after August 10 and employees new to Frisco ISD hired after June 10 will be accepted and considered on an individual basis.

GENERAL

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

PRIORITY
GUIDELINES

1. Due to the rapid growth in the Frisco ISD, 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

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
(ADMINISTRATIVE REGULATION)

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 Frisco ISD to a campus projected at a higher capacity than their previous home zoned campus, may request and receive a transfer to remain at their previous campus.
7. Sibling Transfers—Sibling status will not guarantee transfer approval. Requests to transfer to attend a school outside their attendance area with their sibling will be evaluated as all other requests and will not be given preference. Siblings must meet criteria for transfer eligibility.
8. Due to the diverse and specialized allocation of staffing at high school campuses, building capacities, and UIL considerations, all general public high school student transfer requests will be denied.
9. With approval of the home campus counselor/principal, high school students may petition for transfer to a four-year campus if they are on the fast track for early graduation and required course work is not available at their home campus.

GENERAL
CLARIFICATIONS

1. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.
2. New students to Frisco ISD receiving an approved transfer should go to their campus to complete registration paperwork.
3. 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.
4. For the purpose of these guidelines, full time employees, long term substitutes, and officials who serve the entire Frisco ISD will be allowed to have their children remain at a campus that the student has attended for at least the previous year regardless of the projected percentage of capacity if the parent maintains his/her standing with the

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
(ADMINISTRATIVE REGULATION)

campus and/or Frisco ISD.

5. A student whose parent is a full time Frisco ISD employee may attend the campus that all other students within their current Frisco ISD campus attendance zone would attend as they transition to middle/high school.
6. 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.
7. Student transfers may be revoked for lack of academic progress, attendance, tardies and misconduct. FDB (Local)

TRUANCY

As Frisco ISD has continued to grow, we have found a strong need to require all campuses to follow the same process in truancy recording.

In an effort to promote the necessary consistency at all Frisco ISD campuses, the notification letters generated by the COGNOS/eSchool system are to be sent home as described below:

1. All campuses will use the Frisco ISD provided truancy letter (November 4, 2009), i.e. only used for unexcused absences.
2. Letters will be generated for unexcused absences at the following thresholds and should always be sent home:
 - a. *Elementary – 5 and 8 unexcused absences
 - b. Secondary – 3 and 5 unexcused absences
3. On the tenth unexcused absence, a final letter should be generated and sent to parents. This letter involves court related truancy proceedings. Campus personnel hesitant to send this letter should contact their Truancy Prevention Facilitator and describe extenuating circumstances that may lead to the letter not being sent.

*Elementary campuses may choose to attach the old attendance letter to the November 4, 2009 letter designating the absences in each category, i.e. UA, UP, U, T and leave early dates if you believe it helps clarify information for parents.

COMMUNICATION

Please do not hesitate to meet with parents or contact them via telephone to inform them of the truancy process and answer any questions they may have. We have found that this communication in advance of the truancy notification letter has saved campuses time and questions after the parent has received the notifications.

90% ATTENDANCE
LETTER

Only the new attendance letters from November 4, 2009 should be used from this point forward. Please use the 90% attendance letter to address student attendance possibly resulting in loss of course credit or student retention/promotion (includes all absences-excused and unexcused). Ninety percent attendance is not a part of the truancy process or a court related issue and is handled completely at the campus level.

**APPROVAL PROCESS FOR CURRICULAR, CO-CURRICULAR
AND NON-CURRICULAR CLUBS**

**FNAB
(REGULATION)**

**NON-CURRICULAR
CLUBS**

- Student requests permission from the principal to form a new club
- Principal asks the student to complete the form requesting permission to organize the club and hold meetings
- Student secures a staff member willing to sponsor the club
- Staff member signs “Non-Curricular Club Sponsor’s Acknowledgement of Role/Responsibility” form
- Principal approves or disapproves the request
- If approved, the request is sent to Student Services for review
- Copies of the signed form are sent to the campus principal, the curriculum group and the superintendent or designee

**CURRICULAR CLUBS
AND CO-CURRICULAR
CLUBS**

- Teacher (sponsor) requests permission from the principal to form a new club
- Principal asks the teacher to complete the form requesting permission to organize the club and hold meetings
- Principal approves or disapproves the request
- If approved,
Curricular requests are sent to Director of Secondary Instruction
 - Director of Secondary Instruction signs off and sends form to Executive Director for Student Services for final approval**Co-curricular** requests are sent to Executive Director for Student Services
- Student Services office emails the campus if club is approved
- Copies of the signed form are sent to the campus principal, the curriculum group and the superintendent or designee

OTHER INFORMATION

- Non-curricular clubs must reapply every year.
- Curricular and Co-curricular clubs that continue to operate after prior approval do not have to reapply each year.
- Campuses will let Student Services and Curriculum Office know which curriculum clubs will remain active each year.
- A campus does not have to have a curriculum club on their campus if it is approved on another campus, but they should make a good faith effort to find a sponsor and form the club.

CITATIONS

FISD Board Policy FNAB (Legal) and FNAB (Local)

Exhibits

Standard Student Group/Organization Approval Application

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(ADMINISTRATIVE REGULATION)

REIMBURSEMENT OF
LEAVE UPON RETIREMENT

The employee shall be reimbursed for each day of state and local leave, to a maximum of 100 days, at a rate of \$50 per day. The required ten years minimum service with the district does not need to be consecutive years.

SCHEDULE OF
LIMITATIONS

Professional or staff development days are those listed on the official school calendar that is adopted yearly by the Frisco ISD Board of Trustees. These days are protected and the employee is expected to work except in extenuating circumstances as determined by the Superintendent or designee.

Professional or staff development days may be used for campus and/or district meetings and training, parent teacher conferences, graduation ceremonies, district pin ceremony, and any other activity approved by the administration.

The two staff development days which occur the Monday and Tuesday before the Thanksgiving break are exchange days. An employee must follow the guidelines established by the professional development department to be excused from working these days. The Friday before the exchange day is a protected day and must be worked except in extenuating circumstances as determined by the Superintendent or designee.

The Friday before the first day of instruction for students is a work day and may not be taken as a discretionary day except in extenuating circumstances as determined by the Superintendent or designee.

A holiday is defined as a day in which students and FISD employees are not expected to be in attendance. The day before a holiday in this definition and the day after a holiday in this definition are protected days.

FRISCO INDEPENDENT SCHOOL DISTRICT
 Substitute Pay Scale
 2011-2012

Levels of Substitutes for Professional Personnel

- Certified – Currently a Certified Teacher in the United States
- Degreed – Hold a Bachelors, Masters or Doctorate degree
- High School – Have a GED, High School Diploma, Some College, or Associates Degree

Level of Substitute	Pay for a Full Day
Certified	\$90.00
Degreed	\$80.00
High School	\$75.00

Level of Substitute	Pay for a Half Day (4 hours of work)
Certified	\$45.00
Degreed	\$40.00
High School	\$37.50

Long-Term Assignments

It is the policy of Frisco ISD to use Certified Substitutes for long-term assignments. If a certified teacher is not available to work a long-term assignment, then Frisco ISD will use a degreed substitute. High School graduates are not eligible for long-term assignments.

After the 10th consecutive day worked on the same job, the pay scale for a long-term assignment is as follows:

Level of Substitute	Pay for Long-Term Sub Per Day
Certified	\$90.00 days 1 - 10 \$120.00 days 11 +
Degreed	\$80.00

Substitute Pay for Registered Nurses

- \$90.00 per day

Substitute Pay for Paraprofessional Personnel

- \$70.00 per 8 hour day

GIFTS

Frisco ISD recommends that its employees do not accept or solicit any gift, favor, service, or other benefit at a value above \$50, due to the potential for it to be construed as having the impact of influencing the employee's discharge of assigned duties and responsibilities.

(This administrative regulation will also be included in the Frisco ISD Employee Handbook.)

DEC (LOCAL) SCHEDULE OF LIMITATIONS

REGULATION

Professional or staff development days are those listed on the official school calendar that is adopted yearly by the Frisco ISD Board of Trustees. These days are protected and the employee is expected to work except in extenuating circumstances as determined by the Superintendent or designee.

Professional or staff development days may be used for campus and/or district meetings and training, parent teacher conferences, graduation ceremonies, district pin ceremony, and any other activity approved by the administration.

The two staff development days which occur the Monday and Tuesday before the Thanksgiving break are exchange days. An employee must follow the guidelines established by the professional development department to be excused from working these days. The Friday before the exchange day is a protected day and must be worked except in extenuating circumstances as determined by the Superintendent or designee.

The Friday before the first day of instruction for students is a work day and may not be taken as a discretionary day except in extenuating circumstances as determined by the Superintendent or designee.

A holiday is defined as a day in which students and FUSD employees are not expected to be in attendance. The day before a holiday in this definition and the day after a holiday in this definition are protected days.

Employee Standards of Conduct

(Administrative Regulation)

A certified or licensed employee, or any other employee designated in writing by the Superintendent or campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities.

Exceptions that would allow an employee to communicate with a student outside of their professional employee responsibilities relate to family and social relationships. *Family is self explanatory.* In regard to social relationships, many employees have roles in the community related to civic or youth-related organizational affiliations. If an employee, within the scope of these volunteer duties that are separate and apart from his/her teaching duties, is required to communicate electronically with members who are also students as a means of fulfilling this role, this type of communication is not prohibited by this policy. Examples of this are employees who are scout leaders, Young Life leaders, church leaders, youth sport coaches, etc. Social relationships could also include children of long-time friends, but caution would still be encouraged while the young family friend is a student.

Circumstances under which employees may use text messaging to communicate with students should be limited. It is understood that there may be times a student needs to communicate to a teacher/sponsor/coach that he/she may be late to practice, tutoring, or need to ask a clarifying question regarding an assignment; it is understood that a teacher/sponsor/coach may need to communicate a delayed practice, cancelled program, or project/assignment change or deadline. It is the preference, however, that these communications from the teacher occur uniformly to the entire group of students utilizing district approved resources. Such resources include email from the employee's district email account to the secondary students' gmail accounts; an approved twitter account that is private and the employee's supervisor is aware of and has access to, along with parents. We do understand that one-to-one communication is necessary at times in fulfilling the employee's professional responsibilities, however, employees should be mindful of the educator's code of ethics and standard practices, particularly standard 3.8 and 3.9 related to educator-student relationships and inappropriate communication that can be found in [DH \(Exhibit\)](#).

Other Resources –

- Responsible Use Policy for Employees and Web 2.0 Expectations in the [Employee Handbook](#)
- [Guidelines for Communicating with Parents and Students PowerPoint](#) found on the intranet, internal forms and documents

TRANSPORTATION MANAGEMENT
DISTRICT VEHICLES

CNB
(ADMINISTRATIVE REGULATION)

USE OF DISTRICT
VEHICLES

Frisco ISD collaborates and partners with the City of Frisco on many endeavors that benefit the Frisco ISD and its students; many of those ventures include Frisco ISD students.

Frisco ISD has a partner/sponsor role in bringing several venues to Frisco and has a direct interest in their success.

Frisco ISD will allow the use of district vehicles to support efforts involving the City of Frisco, its official groups and organizations and the public/private venues that are home to many of the official sports groups.

EXTRACURRICULAR
TRANSPORTATION –
CHARTER BUSES

All trips 300 miles or less (one-way) will utilize FISD transportation if activity buses and drivers are available for the duration of the trip to the contest sight. Transportation leadership will determine what the most cost-effective way to travel is. Calculations of cost will be determined by transportation and not subject to negotiations with principals, coaches, sponsors, directors or booster representatives.

Mileage per regulation –

Under 300 Miles:

Abilene – 194
Austin – 220
Houston – 267
Longview – 150
San Antonio – 300
Tyler – 130
Texarkana – 182

Over 300 Miles:

Amarillo – 348
Galveston – 318
Lubbock – 317
Midland – 345

FIELD TRIP

Field trip departure and arrival times should be scheduled between 9:00 a.m. and 1:30 p.m., and after 5:00 p.m. on school days.

In cases where UIL competitions cannot meet the above times, the Transportation Department will offer the following:

1. Picking students up between 9:00 a.m. and 1:30 p.m., dropping them off at the site of the competition and returning after 5:00 p.m. to return students home.
2. When number of students allow, one or more SUV's will be used.

Students should not be transported to a field trip in a personal vehicle by an employee or a parent. A parent may only take their child home with teacher or sponsor approval.

Individual students, classrooms or grade levels should not conduct fundraisers. Fundraisers can only be performed by recognized school and curricular clubs or parent organizations.

All fundraisers must be approved by the campus administration. A list of fundraisers must be compiled annually at the end of the school year and submitted to the Assistant Superintendent for Facilities and Finance.

SCHOOL-WIDE
FUNDRAISERS
INVOLVING SELLING OF
ITEMS/GOODS
(ELEMENTARY/MIDDLE
SCHOOL)

Only one school-wide fundraiser involving students each school year—Frisco ISD cautions that many fundraising endeavors give the school/PTA only a percentage of the proceeds, with the company receiving the rest. This one school-wide fundraiser can be a joint effort between the school and the PTA or PTA only. **Students should not conduct door-to-door sales.**

SCHOOL SPONSORED
CLUBS AND
ORGANIZATIONS
(ELEMENTARY OR
SECONDARY)

Student groups who want to raise money must do so through a service—sponsoring a dance, car wash, dinner theatre, play or performance, cheer/dance clinic, etc. See activity fund guide for information regarding competitive food
<http://homerom.friscoisd.org/InternalDocs/11281281009.pdf>
Only 1 fundraiser allowed per student group.

OTHER REVENUE
SOURCES—ALL
SCHOOLS

Proceeds can be made from the following:

- Coke Machines (secondary)
- School and Class Pictures
- Yearbook Sales
- Spirit Wear—It has been suggested that a good idea might be that the spirit shirt also be the field trip and the field day shirt (elementary) and advertised as such.
- School Store—can include spirit items and/or replacement school supplies.
- Other passive fundraisers such as the grocery store cards and restaurant spirit nights—each school should have no more than one restaurant night a month and should work with just one or two entities throughout the year.

Note: Money cannot be raised from items that are required, such as student planners or PE uniforms.

Note—Any fundraisers that are strictly school sponsored should use vendors on the approved vendor list. This is not required of parent organizations at this time.

ADDITIONAL PTA AND
PTO/BOOSTER CLUB
EFFORTS BEYOND THE
ONE SCHOOL-WIDE
FUNDRAISER

Any other revenue generating projects by PTA/PTO should be a service—such as book fairs, fair or festival, dinner/silent auction, pre-packaged school supplies (the pre-packaged supplies can be school or PTA/O), concession stand work (secondary), etc.

A check-writing campaign could be utilized for a specific purpose, in place of the traditional selling fundraiser, or as a letter that accompanies the selling fundraiser stating that parents have the option of participating or writing a check.

Booster Clubs—Booster clubs must clear their fundraisers with the campus administration as well, with only one involving students. Students/schools cannot sell raffle tickets or chances to win. Clubs should check with laws regarding raffles/501c3.

APPROVED FISD
CHARITABLE
ENDEAVORS

- Frisco Family Services—Food Pantry (each school has a month/portion of a month to conduct a food drive)
- Shoe Bank—Each elementary school collects shoes all year long.
- Recycling Efforts in Conjunction with the City
- Frisco ISD also promotes and encourages participation in the fundraising efforts of the Frisco Education Foundation, such as: Gary Burns Frisco Fun Run, Chili Challenge, Community Nights at the Sporting Venues.
- Small World Angel Program
- Frisco ISD also supports the Council of PTAs Roughrider Family Night Event and the Community Parade.

SOLICITING
CONTRIBUTIONS
FROM
STUDENTS/ADDITIONAL
CHARITABLE
ENDEAVORS

No outside organizations of any sort may solicit contributions of any type from students, within the schools.

Frisco ISD does not encourage charitable fundraisers that involve gaining pledges. Passive change/coin drives seem more acceptable for raising funds for a charity. If a school feels strongly about a charitable organization or foundation such as the American Heart Association, Juvenile Diabetes, Cystic Fibrosis, etc., and would like to participate in a fundraiser because of a student or staff member, then one such effort would be appropriate on an annual basis. A school club should initiate/spearhead this effort. Charitable donations must go to an organization and cannot be donated directly to a local family.

GIFTS AND SOLICITATIONS
FUNDRAISING

FJ
(ADMINISTRATIVE REGULATION)

Monies should be secured in a locked area nightly. Monies generated in coin drives do not have to be counted prior to making the donation to the organization—the receiving organization should sign a statement that the district/school makes no representation as to the amount of money being donated. If the money is counted, a money order/cashier's check can be sent to the organization. This should be the responsibility of at least two people. These funds cannot be deposited into a student activity fund or any other district account.

Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to all students.

No funds shall be solicited from students for gifts. School employees or parent groups may not ask students for funds for gifts for individuals.

SOLICITING
CONTRIBUTIONS
FROM BUSINESSES

No schools/groups should solicit businesses for funds—only in-kind contributions or advertising.

If funds are needed, schools should utilize the budgeting process/Grants for Great Ideas or contact the Foundation/Partners office for help in obtaining specific sponsorships.

The following businesses should not be contacted for advertising/sponsorships:

- Comstock Resources
- Corgan Associates
- CoServ
- North Dallas Bank and Trust
- SHW Architects
- AT&T
- Southwest Securities
- Oncor
- RLK Engineering
- Roughriders
- FC Dallas
- Mario Sinacola and Sons
- Exide Technologies
- Centennial Medical Center, Tenet HealthCare Foundation

Frisco ISD does not support the utilization of outside companies to solicit businesses for advertising dollars to support items for

promoting spirit at games or for team schedule posters, etc.

For questions regarding business involvement with the schools contact the Director of the Frisco Education Foundation/School-Business Partners; fine arts boosters or sponsors may contact the Director of Fine Arts; coaches or athletic boosters may contact the Director of Athletics. The Executive Director of Communications/Community Relations is the contact for PTA. Questions related to funds or accounting procedures may be directed to the Frisco ISD Business Office.



**Frisco
Independent
School District**

**LETTER OF NOTIFICATION
FEA(LOCAL)-A**

To: Mr. Rick Burnett
Executive Director for Student Services
Frisco ISD
12025 Rolater Road
Frisco, Texas 75035

I hereby certify that (choose one)

____ I intend to home school, beginning ____/____/____
(Date)

____ I am currently home schooling my child _____
(Name of Child)

using a curriculum designed to meet the basic education goals of reading, spelling, grammar, mathematics and a study of good citizenship. I assume responsibility of my child's education and am teaching in a bona fide way. I understand that if my school is unaccredited, my child may not be given credit upon return to public school. I also understand that test (s) may be given to determine placement or credit earned from an unaccredited school.

Parent Signature

Date

Print Name

Phone

Address

School

Witness Signature

Date

Legal Reference: A student in a home school shall be exempt from compulsory attendance if he/she is pursuing in a good faith a curriculum consisting of books, workbooks, other written materials (including those that appear on an electronic screen of either a computer or video tape monitor) or any combination of these. The curriculum shall be designated to meet basic education goals of reading, spelling, grammar, mathematics and a student of good citizenship. TEA v. Leeper, 893 S.W. 2nd 432 (Tex. 1994)

cc: FISD Truancy Specialists

Frisco ISD
Frisco, Texas
Board Policy
Date Issued: 9/18/2007

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(ADMINISTRATIVE REGULATION)

In order to create a reasonable and equitable class enrollment for each teacher and due to the rapid growth in school attendance zones, it may be necessary to divide classes after the beginning of the school year. If it becomes necessary to divide classes the following criteria will be used:

GRADES K-5

1. Parent volunteers first.
2. Random selection from current class lists (divided by boys and girls) using a predetermined number, such as every fourth student or every third student.

GRADES 6-12

1. Volunteers first.
2. Counselor and administration make the determination.

INSTRUCTIONAL ARRANGEMENTS
CREDIT BY EXAMINATION WITHOUT
PRIOR INSTRUCTION

EEJB
(ADMINISTRATIVE REGULATION)

LIMITS

Credit by examination will not be offered for performance courses such as, but not limited to, physical education, band, choral music, art, and career and technical courses.

A student earning credit by examination for acceleration in a high school course will not receive grade points for any credit earned by examination.

INSTRUCTIONAL ARRANGEMENTS
LESSON PLANS

EEP
(ADMINISTRATIVE REGULATION)

CONTENT AND
SUBMISSION

Lesson plans will be prepared by each teacher for each subject taught and submitted to the building principal or designee as requested. The lesson plan design will include those items deemed appropriate for that specific campus by the campus administrator. Such items may include, but not be limited to, Texas Essential Knowledge and Skills (TEKS) objectives, individualized education program (IEP) goals and objectives, materials, strategies/activities/evaluation design, and reteaching.

INSTRUCTIONAL MATERIALS
MOVIES

EFE
(ADMINISTRATIVE REGULATION)

USE AND APPROVAL

Any video or DVD rented or purchased should be used in the classroom for educational purposes only. No rented video or DVD that includes a notice that the video or DVD is intended for "home use only" will be shown to a class. All videos or DVDs will have prior approval of the building administration before they are shown to students. No "R" rated videos or DVDs will be shown to students. Any video or DVD shown at the elementary level with a rating other than "G" will require written parent permission.

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE
TIME, PLACE, AND MANNER RESTRICTIONS
REVIEW OF THIRD PARTY MATERIALS

GKDA
(ADMINISTRATIVE REGULATION)

TIME, PLACE, AND
MANNER

The district website www.friscoisd.org is the distribution location for all nonschool related information from outside/third party groups/organizations/businesses.

PRIOR REVIEW

Information posted should be youth-oriented. Items posted in the Community Folder

<http://www.friscoisd.org/departments/Communications/ElementaryCommunityFolder.aspx>

area of the site are subject to review and approval based on Board Policy GKDA (Local).

DISTRICT
PARTNERSHIPS

Frisco ISD collaborates and partners with the City of Frisco and other municipalities that are part of Frisco ISD on many endeavors that benefit the Frisco ISD and its students; many of those ventures include FISD students.

Frisco ISD has a partner/sponsor role in bringing several venues to Frisco and has a direct interest in their success.

Frisco ISD may allow the use of district communication channels to support efforts/events involving the City of Frisco, its official groups and organizations, and the public/private venues that are home to many of the official sports groups.

Frisco ISD also reserves the right to distribute free tickets to the State Fair of Texas.

FACILITY RENTAL FEES CHART
 LABOR AND UTILITY COSTS FOR THE DISTRICT BY LEVEL OF SCHOOL
 Based on Square Footage

School	Custodial Fee	Facility Fee (utilities included)	Total Estimated Cost for Use
HIGH SCHOOL			
Gymnasium	\$16/hour – reg.	\$120/hour	\$136/hour
	\$24/hour – 1.5	\$120/hour	\$144/hour
Cafeteria	\$16/hour – reg.	\$120/hour	\$136/hour
	\$24/hour – 1.5	\$120/hour	\$144/hour
Auditorium	\$16/hour – reg.	\$130/hour	\$146/hour
	\$24/hour – 1.5	\$130/hour	\$154/hour
Wrestling Practice Room	\$16/hour – reg.	\$120/hour	\$136/hour
	\$24/hour – 1.5	\$120/hour	\$144/hour
Stage usage (for use of special lights and sound, in addition to auditorium fee)			\$150/hour
Stage use technician (for use of special lights and sound)			\$16/hour
Dressing Room/Green Room use			\$20/hour
MIDDLE SCHOOL			
Gymnasium	\$16/hour – reg.	\$91/hour	\$107/hour
	\$24/hour – 1.5	\$91/hour	\$115/hour
Cafeteria	\$16/hour – reg.	\$91/hour	\$107/hour
	\$24/hour – 1.5	\$91/hour	\$115/hour
Stage usage (for use of special lights and sound, in addition to auditorium fee)			\$150/hour
ELEMENTARY SCHOOL			
Gymnasium	\$16/hour – reg.	\$82/hour	\$98/hour
	\$24/hour – 1.5	\$82/hour	\$106/hour
Cafeteria	\$16/hour – reg.	\$82/hour	\$98/hour
	\$24/hour – 1.5	\$82/hour	\$106/hour

COMMUNITY RELATIONS
 NONSCHOOL USE OF SCHOOL FACILITIES

GKD
 (EXHIBIT B)

TRAINING ROOMS- CTE
 Center, Transportation
 West, and Athletic
 Complex

Three training rooms	\$16/hour – reg.	\$91/hour	\$107/hour
	\$24/hour – 1.5	\$91/hour	\$115/hour
Two training rooms	\$16/hour – reg.	\$72/hour	\$88/hour
	\$24/ hour – 1.5	\$72/hour	\$96/hour
One training room	\$16/hour – reg.	\$53/hour	\$69/hour
	\$24/ hour – 1.5	\$53/hour	\$77/hour

Additional fees are as follows:

1. If the activity requires more than one custodian, the number of additional custodians will be multiplied by the custodial fee.
2. Holiday use of school facilities will be subject to custodial availability and will be charged at \$30 per hour for custodial services in addition to other facility charges.
3. This chart does not include a charge for having a cafeteria worker on duty when a kitchen is used. If a kitchen is used, \$24 per hour for cafeteria supervision must be added.
4. Activities using secondary school athletic facilities require a District facility supervisor at a fee of \$25 per hour.
5. Activities using elementary cafeterias and gymnasiums may require a District facility supervisor at a fee of \$25 per hour.
6. A reservation fee of \$30 per reservation will be added as appropriate. [See Exhibit A]
7. A reservation fee for groups that use facilities on a regular or continuing basis will be assessed a one-time fee each school year.
8. A building use fee of \$8 per hour will be assessed to any group that uses a District facility on a regular and continuing basis.
9. Secondary school facilities will not be leased for church use on a regular or continuing basis.
10. Tournaments using secondary school facilities require police security, hired by the District, at an hourly rate of \$30.

PRIORITIES

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or]school sponsored activities [see Board Policy GE (Local)].
3. Meetings and other activities of groups made up primarily of school aged children.
4. Meetings of employee organizations [see Board Policy DGA (Local)].
5. Meetings and activities of other groups on a first-come, first-served basis.

GENERAL
CONDITIONS

Applications must satisfy the school officials that they guarantee orderly behavior and shall underwrite any damages due to their use of the premises or equipment. Frisco ISD shall be the sole judge of damage done and shall make the final decisions as to suitable repair or replacement.

The Board shall approve all applications for use of buildings for purposes and time not specifically covered in other sections of this policy and/or administrative guidelines.

Reservations of a building or facility shall not be confirmed more than 60 days in advance except for ongoing youth programs or in exceptional circumstances. Reservations of buildings or facilities shall be requested at least 30 days in advance of use.

Frisco ISD shall have a custodian or other district employee assigned to open and close the building. The district employee shall be in charge of the building and shall remain on duty for the entire period of activity. The district employee shall be paid only by Frisco ISD. Some activities may also require a district hired site supervisor.

Any movement of school owned furniture or equipment must be made under the supervision of the custodian. It is not in the best interest of Frisco ISD to move furniture from one building to another; therefore, this practice shall be strongly discouraged.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(ADMINISTRATIVE REGULATION)

School facilities may not be rented for use past 11:30 p.m. and may not be rented for Sunday use except for church activities.

No organization shall have free use of a building or any part of it when the purpose is to raise funds, except when funds are raised for some phase of the public school program.

Use of Frisco ISD facilities shall not be permitted for money making projects other than district related or local nonprofit organizations.

DISTRICT
PARTNERSHIPS

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Frisco ISD has a partner/sponsor role in bringing several venues to Frisco and has a direct interest in their success.

Frisco ISD shall allow the use of district facilities to support efforts involving the City of Frisco, its official groups and organizations and the public/private venues that are home to many of the official sports groups.

GROUP DESIGNATIONS AND FEE ASSIGNMENTS

Frisco ISD facilities/buildings may be rented to organizations headquartered within district boundaries that have at least three-fourths of their membership residing within the district.

GROUP DESIGNATIONS

Rental fees for Frisco ISD facilities will be determined based upon the organization's group designation. Group designations will be:

A—Youth-oriented nonprofit

B—Nonyouth nonprofit

C—Youth-oriented profit

D—Profit

E—Elections

F—Other school districts

G—Churches/church groups

H— Youth-oriented nonprofit clubs

GROUP A

Youth-oriented, nonprofit groups will include but not be limited to: YMCA, YWCA, Scout groups, Little League, parent-teacher organizations, booster clubs, and parent groups for school-related student groups. City recreation programs will be considered separately.

Group A fees are as follows:

1. There will be no reservation fee.
2. There will be no charge for activities scheduled from 7:00 a.m. until the beginning of school and after school until 8:30 p.m. for elementary schools and 10:00 p.m. for secondary schools on regularly scheduled school days during the normal school year.
3. School holidays and weekend fees will be charged according to the facility rental fees chart for custodial fee, plus 25 percent of facility fee per hour.

GROUP B

Non-youth, nonprofit groups will include but not be limited to: Chamber of Commerce, civic clubs, community theater, service clubs, and homeowner associations.

Group B organizations are eligible to use Frisco ISD facilities during nonschool hours.

Group B fees are as follows:

1. There will be no reservation fee.
2. Charges will be assessed according to the facility rental fees chart for custodial cost plus 75 percent of facility fee per hour.
3. There will be a minimum charge of two hours.

GROUP C

Youth-oriented profit groups shall include but not be limited to: dance schools/studios and other youth schools.

Rental fees will cover all costs for facility and administrative and custodial services. Use shall be during nonschool hours.

Group C fees are as follows:

1. There will be a reservation fee.
2. Charges will be assessed according to the facility rental fees chart.
3. There will be a minimum charge of two hours.

GROUP D

Profit organizations are eligible to use designated Frisco ISD buildings/facilities. Fees will include standard overtime custodial rate, full facility costs, administrative costs, and a use fee.

Group D fees are as follows:

1. There will be a reservation fee.
2. Charges will be assessed according to the facility rental fees chart.
3. A use fee of \$60 per hour will be assessed. However, use fees may be waived for business-school partnership companies/organizations.
4. There will be a minimum charge of three hours.

GROUP E

Frisco ISD will make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the building for the same day and simultaneous use is impractical, the district will determine which authority may use the building. Election Code 43.031

Frisco ISD will not assess a charge for the use of a school building for a precinct, county, or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. Frisco ISD shall provide an itemized statement of expenses to the reimbursing authority.

Election Code 174.0631

Group E fees are as follows:

1. There will be no reservation fee.
2. There will be no charge for election activities scheduled from 7:00 a.m. until 7:00 p.m. for regularly scheduled school days during the normal school year.
3. On nonschool days, charges will be assessed according to the facility rental fees chart to cover actual cost of usage.
4. No additional fees will be charged.

GROUP F

Other school districts may request use of Frisco ISD athletic or other facilities. Use and fees will be considered on an individual basis.

Group F use and fees will be considered on an individual basis.

GROUP G

Churches and church groups may use designated Frisco ISD facilities. Rental fees will cover all costs for facility fees, administrative and overtime custodial services, and a use fee.

Group G fees are as follows:

1. There will be a reservation fee.
2. Charges will be assessed according to the facility rental fees chart.
3. Use will be assessed for ongoing building maintenance.
4. There will be a minimum charge of four hours.

GROUP H

Youth-oriented, nonprofit Kindergarten–Grade 12 club groups will include but not be limited to: clubs, sports teams (e.g., volleyball, basketball, wrestling, AAU teams), and other youth clubs.

Group H fees are as follows:

1. There will be no reservation fee.
2. Charges on regularly scheduled school days will be assessed according to the facility rental fees chart for one hour of custodial cost, plus 40 percent of facility fee per hour.
3. School holidays and weekend charges will be assessed according to the facility rental fees chart for custodial cost, plus 50 percent of facility fee per hour.
4. There will be a minimum charge of two hours.

**RESOLUTION OF THE BOARD TO SUSPEND PORTIONS OF EIE(LOCAL)
FOR THE 2011–12 SCHOOL YEAR ONLY**

WHEREAS, Title 19, Chapter 101 of the Texas Administrative Code and section 28.0211(a) of the Texas Education Code require students in grades 5 and 8 to meet the passing standards on the applicable state-mandated assessment instruments for those grade levels to be promoted to the next grade.

WHEREAS, the Frisco ISD EIE(LOCAL) policy requires students in grades 5 and 8 to satisfy the above stated promotion standards in addition to local standards of promotion to be promoted to the next grade.

WHEREAS, state passing standards for the STAAR grade 5 and 8 examinations will not be established for the 2011–12 school year but only raw score data will be available.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Frisco ISD shall suspend for the 2011–12 school year only the portions of EIE(LOCAL) that require students in grades 5 and 8 to meet the passing standards on the applicable state-mandated assessment instruments for those grade levels to be promoted to the next grade.

Adopted this ____ day of _____, _____, by the Board of Trustees.

President

Secretary

TRANSPORTATION MANAGEMENT
DISTRICT VEHICLES

CNB
(ADMINISTRATIVE REGULATION)

USE OF DISTRICT
VEHICLES

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Frisco ISD will allow the use of district vehicles to support efforts involving the City of Frisco, its official groups and organizations and the public/private venues that are home to many of the official sports groups.

HEAD LICE

A student excluded from school due to head lice will not be permitted to return until the student has received one treatment with medicated shampoo or lotion. The student will be approved for readmission, after receiving treatment, in accordance with administrative procedures.

Following three consecutive exclusions for active head lice, a student will not be readmitted to school until an examination by the school nurse shows the student to be clear of all lice and nits.