San Felipe Del Río Consolidated Independent School District



2017-2018 Student-Parent Handbook

Academic Policies & Procedures

Acceptable Use of the District's Electronic Communications System

District Policies & Procedures Student Code of Conduct

August 2017

Dear Parents and Students:

Welcome to all returning students and to those who are new to San Felipe Del Rio Consolidated Independent School District in 2017-2018!

The San Felipe Del Rio Consolidated I.S.D. Student Handbook contains information needed by both students and parents during the school year. It is generally organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person having lawful control of the child under an order of a court.

Students and parents also need to be familiar with the S.F.D.R.C.I.S.D. *Student Code of Conduct*, which outlines the District's rules and regulations regarding wrong or inappropriate behavior, and is required by state law and intended to promote school safety.

The individual campus principals and/or designee shall explain any part of this document in a language understood by parents of students whose primary or home language is not English.

We believe that students can make responsible decisions regarding their behavior when they understand the rules and the consequences of violating them. *Students*, we ask that you read the Student Code of Conduct carefully and that you participate attentively during presentations on this topic at school. If you need help, ask for it before a problem arises. *Parents*, since your support is critical to success at school, we ask you to read the document and counsel with your children about its importance. By working together, we can keep our energy focused upon our primary goal; student learning.

Please sign and return the added acknowledgment so we may know you have received and reviewed this handbook with your child. Please return the completed form to your child's campus within a week from the time that the student receives the handbook and code of conduct. If you have any questions regarding this handbook and discipline policies, you may contact your school or the District's Office of Student Services at 830-778-4170.

Thank you for your support.

Carlos H. Rios, Ed. D Superintendent of Schools

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Staff Development	{ }	Make-up Days			
Work Days *[] If Applicable	11	First Day of School			
Waiver Days = Staff Development (3)		Zero Absence Days			
End of Six Weeks	ŀ	ligh School Graduation/ End of School Year			
Holidays					
Zero Absence Days					

February 16, 2018

October 10, 2017 March 9, 2018 November 20, 2017 May 4, 2018 **Holidays** July 4, 2017 Independence Day September 4, 2017 Labor Day November 10, 2017 Veteran's Day November 21-24, 2017 Thanksgiving Break December 25, 2017 -Winter Break January 5, 2018 March 12-16, 2018 Spring Break March 30 - April 2, 2018 Easter Break May 28, 2018 Memorial Day



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2017 - 2018 Student – Parent Handbook

315 Griner St. • Del Rio, TX 78840

SAN FELIPE DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Joshua Overfelt	Cecilia "Ceci"	Amy Haynes	
President	Vice F	President	Secretary
Roberto Chavira	Diana Gonzales	Raymond Meza	Ken Smith
Member	Member	Member	Member

ADMINISTRATION

Carlos H. Rios, Ed. D	Superintendent
Yanakany Valdez	Chief Financial Officer
Jorge Garza, Ed. D	Chief Compliance and Accountability Officer
Aida Gomez	Chief Instructional Officer
Aidee Garcia	Chief Human Resources Officer
Patricia McNamara, Ed. D	Chief Student Services Officer
Israel Carrera	Chief Operations Officer
Sandra Hernandez	Administrative Director

An Equal Opportunity Education Provider

It is the policy of SFDRCISD not to discriminate on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law in its programs, services or activities as required by Title VI of the Civil Rights Act of 1974, as amended; Title IX of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.

SFDRCISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all Educational and Career and Technology Education programs.

For more information about your rights or grievance procedures, contact the Administrative Director, Mrs. Sandra Hernandez at 315 Griner St., Del Rio, Texas 830-778-4073 or the ADA/Section 504 Coordinator, Dr. Diana Aguirre at Raymond Haynes Administration Complex, 900 Cantu Road, Del Rio, Texas 830-778-4253.

Es la póliza de SFDRCISD de no discriminar por motives de raza, color, religión, sexo, nacionalidad, edad, discapacidad, posición militar, información genética, o cualquier otro fundamento prohibido por la ley en sus programas, servicios o actividades, tal como lo requieren el Titulo VI de la Ley de los Derechos Civiles de 1964, según enmienda; el Titulo IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

SFDRCISD tomara las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua ingles no sea un obstáculo para la admisión y participación en todos los programas educativos y en todos los programas de Carrera y Tecnología para información sobre sus derechos o procedimientos para quejas, comuníquese con el Director Administrativo, Sra. Sandra Hernandez, en 315 Griner St., Del Rio, Texas 830-778-4073 o con la Coordinadora de ADA, Sección 504, Dr. Diana Aguirre en Raymond Haynes Administration Complex, 900 Cantu Road, Del Rio, Texas 830-778-4253.

One of SFDRCISD's main priorities is to provide learning environments that are safe and orderly. This is a challenge that our schools cannot accomplish by themselves. Help must come from parents, students, staff and community members. Please contact your child's school with any information that will help keep our schools safe. Please discuss with your child why it is important to share information that will help keep schools safe.

ATTENTION ALL VISITORS

All Parents and Visitors are required to show a valid picture I.D. (DPS State-Issued Picture I.D., Military I.D., or Passport); register in the Administrative Office with the receptionist, and provide a reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

Parents, please refer to the following links for parent information:

<u>www.sfdr-cisd.org</u>, Click on "Parents" tab for the Skyward Parent Portal, Curriculum Parent Portal, School Locator, Child Nutrition, Student Services, and Transportation information.

To view Board policies please refer to the following steps:

- 1. www.sfdr-cisd.org
- 2. Click on Board of Trustees
- 3. Click on Board Policy Manual
- 4. Search by subject or policy number

To report "bullying" click on "Report a Bully Link" found on the District's website at the very bottom of the page to the right side of the District logo.

Campus	Name	Number
Del Rio High School	Carolina Almaguer	778-4348
Del Rio High School	Dora Briseno	778-4319
Del Rio Freshman	Sonia Saucedo	778-4413
Del Rio Freshman	Roxanne Garcia	778-4413
Del Rio Middle School	Maria Luz Lichlyter	778-4543
Del Rio Middle School	Iracema Guerra	778-4534
Blended Learning Academy	Lolis Zylka	778-4681
San Felipe Memorial Middle School	Brenda Colunga	778-4562
Buena Vista Elementary	Laura Rivera	778-4611
Dr. Fermin Calderon Elemantary	Adriana Juarez	778-5448
Irene Cardwell Elementary	Zulema Martinez	778-4659
Irene Cardwell Elementary	Ofelia Reyes	778-4658
Irene Cardwell Elementary	Jose Luis Salazar	778-4639
Irene Cardwell Elementary	Raema Huerta	778-4647
Irene Cardwell Elementary	Mari Rios	778-4646
Irene Cardwell Elementary	Santa Sandoval	778-4642
Irene Cardwell Elementary	Sylvia Ramirez	778-4648
Irene Cardwell Elementary	Edna Barrera	778-4648
Ruben Chavira Elementary	Ana Vazquez	778-4666
Garfield Elementary	Dina Sanchez	778-4719
Lamar Elementary	Leticia Martinez	778-4738
Dr. Lonnie Green Elementary	Amie Mendoza	778-4763
North Heights Elementary	Belinda Rodriguez	778-4781
Annex II	Gloria Koslowska-Title I	778-4140

Parental

will be used exclusively for parental involvement activities. Each Title I Parental Aide will provide a minimum of eight trainings for parents throughout the school year. Campuses with two parental aides will provide 16 trainings. The District will provide training for parents in understanding federal, state and local assessment standards and how they can monitor their children's progress, through parental trainings at the campus. The parental aides will provide parents with information on campus and District procedures on how to address concerns and how to access teachers, administrators and other personnel. Through home visits, phone calls, and other media, Parental Aides at each campus will reach out to parents of all students to form relationships that build trust and respect for their culture and values. Parental Aides will make frequent home visits to support student achievement, attendance, including visits to deliver positive comments about students. Parents will be assisted by the Parental Aides with the volunteering process. Trainings will be conducted in English and Spanish. Parental Aides will invite parents to serve in campus and district committees.

The main goal of the Parental Aide is to empower parents and to make them feel welcome at all campuses. Please contact the Parental Liaison at your campus for more information regarding trainings and procedures for volunteering.

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- SECTION A -ACADEMIC POLICIES & PROCEDURES

ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL

ACADEMIC INTEGRITY

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present as his / her own work such work not honestly performed will be regarded as a Category IV offense under the Student Code of Conduct, which may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

1. Cheating

Dishonesty of any kind on a test or examination, written assignment, or project; illegal possession of test or examination questions; the use of unauthorized notes during a test or examination; obtaining or giving information about a test or examination from or to another student; assisting others to cheat or altering grade records are instances of cheating.

2. Plagiarism

Offering the work of another as one's own work without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, internet sources, and other reference works or from the themes, reports or other writings of a fellow student has plagiarized.

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

ASSIGNMENTS/MAKE-UP WORK

When a student is absent, the student shall be permitted to complete assignments and/or make-up work for credit toward the class grade 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. Upon their return, students shall be given sufficient time to gather missed make-up work.

<u>Extended Absences</u> – For all extended absences, the student shall be expected to complete as much of the work as possible prior to or during the term of the absence.

<u>Planned Absences</u> – When an absence is planned in advance, the student or parent shall be expected to obtain information about assignments and make-up work prior to the absences whenever possible. Parents may contact the school office for assistance. <u>Unplanned Absences</u> – On the day the student returns to class, it is the student's responsibility to obtain from each teacher a list of the assignments or make-up work which has not previously been provided.

<u>Due Date</u> – Each teacher will specify a reasonable due date for assignments and make-up work dependent upon the nature of the assignment and the length and nature of the absence. If a student is unable to complete the make-up work in the designated time, she/he should contact the teacher as soon as she/he becomes aware that the deadline cannot be met.

<u>Truancy/Unexcused</u> – A student who has been truant or has taken an unexcused absence shall be expected to make up missed work in a satisfactory manner and within the time specified by the teacher and may earn a maximum grade of 80.

AWARDS FOR ACHIEVEMENT

Academic excellence should be recognized and rewarded. Award assemblies may be held throughout the school year at each campus' discretion. Recognizing and rewarding their effort can motivate students to accomplish tasks that will broaden and deepen their understanding.

<u>BULLYING</u>

Bullying is prohibited by the District. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

Has the effect or will have the effect of physical harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Conduct is considered bullying if it:

Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and

Interferes with a student's education or substantially disrupts the operation of a school.

Bullying may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber-bullying."

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, 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.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action in accordance with Board Policy FFI (Local). Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the 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.

The principal 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.

A copy of the District's anti-bullying policy, FFI (Local), is available at www.sfdr-cisd.org

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL), as directed by policy FFI (Local).

CAREER AND TECHNICAL EDUCATION

The Career and Technology program offers specialized courses that introduce students to high demand careers. Students learn the necessary skills and knowledge for entry-level employment and post-secondary education. Instructional arrangements for Career and Technology classes may include comprehensive classrooms, pre-employment laboratories, computer laboratories, or work-based training. Coherent sequences of courses are available in the following career clusters:

- Architecture & Construction
- Arts & Audio Visual Technology
- Business Management
- Education & Training
- Finance
- Health Science Technology
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Math
- Transportation

It is the policy of SFDRCISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

[Stated in Public Notification of Non-Discrimination in Career and Technical Education Programs (CTE)]

For information about your rights or grievance procedures, contact the Title IX Coordinator, Mrs. Sandra Hernandez, at Central Administration, 315 Griner St. Del Rio, Texas, and 830-778-4073.

CLASS INTERRUPTIONS

School announcements to students will be made only once during the day except in emergencies. Classroom interruptions will be kept to a minimum.

<u>CHILD SEXUAL ABUSE AND</u> OTHER MALTREATMENT OF CHILDREN

The District has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of the 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. Under state law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

The District conducts annual staff training in all areas. Its plan addresses child sexual abuse and other maltreatment of children. School counseling staff will also address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year.

Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. Possible physical warning signs of sexual abuse could be 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 to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of physical abuse are traumatic, and it is important to be calm and comforting. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_ Available_In_ValVerdeCounty

Reports can be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services 1-800-252-5400 or http://www.txabusehotline.org

Other sites for more information are:

- Texas Education Agency prevention of Child Abuse Overview: <u>http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_School</u> <u>s/Child_Abuse_Prevention/Child_Abuse_Prevention_Overvie</u> w/
- DFPS Prevent Child Abuse (HelpandHope.org) http://www.helpandhope.org/
- DFPS How to report Child Abuse or Neglect
 <u>http://www.dfps.state.tx.us/Contact_us/report_abuse.asp</u>
 Phone: 800-252-5400
- Texas Attorney General What Can We Do About Child Abuse? <u>https://www.texasattorneygeneral.gov/cvs/what-canwe-do-about-child-abuse</u>
- Prevent Child Abuse.org Texas Chapter (TexProtects) <u>http://www.texprotects.org/about/PCAT/</u>

COLLEGE CREDIT COURSES

In addition to the programs offered by the District, students in grades 9-12 may earn college credit from the following:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP),
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and partnership with Southwest Texas Junior College, Angelo State University, University of Texas; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation. Additional information is available from the counselor, and through policy EHDD (legal) and (local) in the District's policy manual.

COMPLAINTS AND CONCERNS

Most student and/or parent complaints or concerns can be quickly addressed and resolved through a phone call or in person conference with the student's teacher or principal. To address complaints that are not readily resolved, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual.

The formal grievance process is as follows:

- Level One: The grievance complaint form must be filed with the appropriate campus administrator, generally the principal.
- Level Two: The grievance complaint form must be filed with the Superintendent's designee.
- Level Three: The grievance complaint form must be filed directly to the Superintendent's office for submission to the Board of Trustees.

All formal grievances must be submitted in writing on a form provided by the District and within the timelines established at each level. A copy of FNG (Local) may be obtained at each campus or through the District website: www.sfdr-cisd.org

CORPORAL PUNISHMENT

The District prohibits the use of corporal punishment – spanking, paddling, or other means of physical force against the student, as a means of discipline for violation of the Student Code of Conduct or any other reason. See policy FO (local) in the District's policy manual.

COURSE CREDIT

A student in grades 9–12 will earn credit for a course only if the student meets the district's attendance requirements and the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CREDIT BY EXAM

Credit-By-Exam – If A Student Has Not Taken A Course

NOTE: This testing is sometimes referred to as "testing for acceleration." It should not be confused with the College Board Advanced Placement (AP) courses and tests.

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by the district are approved by the district's Board of Trustees. The dates on which exams are scheduled during the 2017–2018 school year will be published in appropriate District publications and on the District's Web site.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a District administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test on a date other than the published dates. If the District agrees to administer a test other than the one chosen by the District, the student's parent will be responsible for the cost of the exam.

Credit-By-Exam – If A Student Has Taken A Course

NOTE: This testing is sometimes referred to as "testing for acceleration." It should not be confused with the College Board Advanced Placement (AP) courses and tests.

A student in grades 6-12 who has previously taken a course or subject – but did not receive credit for it – may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to failed course or excessive absences, homeschooling, correspondence courses, coursework by a student transferring from a non-accredited school, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

A student must have a minimum grade of 60 for credit retrieval.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, retaliation, and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and District employees with courtesy and respect, to avoid behaviors known to be offensive and, to end those behaviors. District employees are expected to treat students with courtesy and respect.

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 otherwise adversely affects 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 or 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.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical

aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other District employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate District officials to make a report.

Investigation of Report

To the extent possible, the District will respect the privacy of all students involved; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an employee/volunteer with the District. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation.

During the course of an investigation, the District may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the District will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI]

If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

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

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

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 principal, a student will not be allowed to enroll in a TxVSN course if the school offers the same or similar course.

If a student wishes to enroll in a correspondence course or a distancelearning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the District may not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the District may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newspaper and the yearbook are available to students for purchase.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Material from students

Students must obtain prior approval from the principal or designee before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. The District reserves the right to deny a request to post non-school materials that do not meet the standards described in policy FNAA (Local)

Prior review will not be required for,

- 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 no instructional time in accordance with FNAB (Local); or
- distribution of non-school material in circumstances for which exceptions to prior review are authorized at policy GKDA (Local)

The principal has designated the library as the location for approved nonschool materials to be placed for voluntary viewing by students.

A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Non-school Materials from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA.

Prior review will not be required for:

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

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

<u>FEES</u>

Materials that are part of the District's basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- a fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- security deposits for the return of materials, supplies, or equipment
- personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety
- voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- voluntarily purchased student health and accident insurance
- musical instrument rental and uniform maintenance, when uniforms are provided by the District
- personal apparel used in extracurricular activities that becomes the property of the student
- parking fees and student identification cards
- fees for lost, damaged, or overdue library books
- fees for driver training courses, if offered
- fees for optional courses offered for credit that requires use of facilities not available on District premises
- summer school for courses that are offered tuition-free during the regular school year
- a reasonable fee for providing transportation to a student who lives within two miles of the school
- a fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement (the fee will be charged only if the parent or guardian signs a District-provided request form)
- fees for lost or damaged school issued electronic devices, unless covered by school insurance
- in some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN)

See policy FP (LEGAL) for additional information on student fees, fines, and charges.

Families are responsible for paying all fees associated with extracurricular programs, including clubs, parking, athletics, fine arts, UIL academics, and academic supervision prior to participation.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made in writing to the Superintendent or designee, and must include evidence of inability to pay.

<u>GRADING</u>

Academic Grading System

A – 90-100
B – 80-89
C – 75-79
D – 70-74
F – 69 and below

Students who have not been able to complete course work due to excused absences or other District-approved excuses may be issued an "I" for incomplete. The incomplete work must be completed prior to the end of the succeeding grading period. The "I" will make the student ineligible for

extra-curricular activities seven days after the end of the previous grading period if the "I" is still on the record. Students with an incomplete in a course regain their eligibility when the "I" is replaced with a passing grade. Students shall be given a reasonable amount of time to make up work after a grading period has ended. Incompletes must be removed within thirty (30) days of the end of the school year.

Progress Reports

The purpose of progress reports is to inform parents of the student's work at the time of the report. A notice of this kind is to be returned to the teacher signed by a parent or guardian the day after it is received, if required to do so by an individual teacher, or by school policy. However, <u>the student has</u> <u>primary responsibility for delivering the progress report to his/her parents</u>. Teachers shall send out written notice to parents every three weeks of a six-week grading period of a student's performance in any class or subject. However, at the teacher's discretion, she/he may also issue a progress report at any time a student's progress becomes unsatisfactory.

Reporting to Parents

Report cards are to be given to students on the first Friday following the end of each six-week grading period. Additionally, there should be a constant flow of information between parent and teacher. Parents are entitled to know the status of their child's progress. Parent conferences provide one of the best methods for reporting student progress, and may be requested by a teacher or parent as needed.

The SFDR-CISD Parent Portal is a secure Web site that will bring parents closer into the classroom than ever before. The Parent Portal is the most recent form of communication from the classroom to the home. This additional resource will assist in strengthening the partnership and dialogue between parents and teachers. Parents can use the portal to check grades, view attendance records and access curriculum documents. The Parent Portal can be accessed by logging into the SFDR-CISD Web site and click on the "Parent Link" tab found on the right hand side of the web page.

Teachers follow grading guidelines that have been approved by the principal or superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. Guidelines for grading shall be clearly communicated to students and parents. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

Report cards have a signature sheet that must be signed by the parent or guardian and returned to school. The report card will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

GUIDANCE AND COUNSELING

The District provides a comprehensive guidance program to meet our students' needs. It is staffed by professional school counselors and is an integral part of the total educational program. Counselors assist students in their educational, career, personal, and social development, with the goal being success in school. The guidance program is designed to provide developmentally appropriate services to all students. Counselors respond individually or in small groups to as many students as possible who have problems which interfere with their success in school.

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher or principal, to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring students in grades 7 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the school counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

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 counselor should contact the counselor on their home campus. 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.

Psychological Exams, Tests or Treatment

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

GUIDELINES FOR CLASSROOM SUCCESS

Students are expected to be in class on time and ready to begin class when the tardy bell rings. Students are expected to follow individual class rules as determined by the teacher. Students should bring all materials and equipment required for each class. All assigned notebooks, books, and study materials should be brought to each class. Items that are distracting such as radios, tape recorders, electronic games and devices, stuffed animals, cameras, etc., are to be left at home. Eating candy and other foods or consuming drinks will not be allowed in the classroom.

Students will benefit from the class if they participate to the best of their ability. Preparation for the next day's classes should be planned and completed prior to the student's return to school the next day. Students who do not follow these guidelines for classroom success may receive:

- 1. a verbal warning (from teacher)
- 2. a written notification (from teacher) to the parent or guardian or telephone call to the parent or guardian
- 3. a referral to a school counselor
- 4. a referral to a school administrator

REGULAR CLASS PERIODS

Students are expected to attend all regularly scheduled classes assigned to them. Students are expected to participate in all class activities and complete all assigned schoolwork. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations.

CURRICULUM DIAGNOSTIC BENCHMARKS

SFDRCISD has established consistent timelines and curriculum for each grade level, course and/or subject area. Students take district Curriculum

Diagnostic Benchmarks after significant units of instruction. The results are used to guide new instruction and re-teaching, determine students' strengths and weaknesses in the TEKS (Texas Essential Knowledge and Skills), and determine whether instructional interventions are needed. Results may also be shared with parents during conferences to keep them abreast of their child's progress.

<u>HAZING</u>

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

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

HOMEBOUND PROGRAM

Homebound services may be requested for a student who is unable to attend school due to illness or injury during the school term. Such services are available to students whose projected absence from school is four weeks or longer. A medical examination by a medical doctor practicing in the United States is required. For information, contact your school counselor.

HOMEWORK

Students will receive homework assignments. Please help your student by providing the time, place, cooperation and encouragement needed to complete assignments.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students and students with disabilities.

Gifted And Talented Program

Texas Education Code 29.121 defines a "gifted and talented student" as a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- 1) exhibits high performance capability in an intellectual, creative, or artistic area;
- 2) possesses an unusual capacity for leadership, or
- 3) excels in a specific academic field.

SFDRCISD Identification

Identification is conducted in accordance with policy EHBB. General screening of students for the gifted and talented (GT) program is conducted in the spring of each year.

Nominations are accepted for general screening throughout the year. Recommendations are accepted from teachers, parents/guardians, students themselves, counselor, or any other interested parties.

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and

identification process. Data collected through both objective and subjective assessments shall be measured against criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not be limited to the following: achievement tests, cognitive ability tests, creativity tests, and behavioral checklists completed by teachers and parents, teacher nominations based on classroom observations, student/parent conferences, and available student work products. The campus selection committee composed of an administrator, counselor, and GT teacher, who have received training in the education of the gifted, will be established at each campus. This committee will review screening and assessment results and make the final decision of placement in the gifted and talented program. Written permission from the parents must be obtained before a student is placed in the program.

Monitoring Progress

Student progress is monitored in the gifted and talented program. Furlough and exit may occur as determined by the selection committee.

Appeals

A parent or student may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG (Local) beginning at Level Two.

Support

Campus and Central Office support is available for assistance in seeking appropriate interventions for the gifted. For further information, please call your child's campus or 830-778-4099.

Students With Dyslexia And Related Disorders

From time to time students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. Parents will be notified should SFDRCISD determine a need to identify or assess their student for dyslexia and related disorders.

Students screened and found to exhibit characteristics of dyslexia and related may participate in a dyslexia intervention program on the campus. For more information, call 830-778-4250.

Special Education Services

SFDRCISD has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your child has a disability, please contact Diana Aguirre, Ed.D Raymond Haynes Administration Complex, 900 Cantu Rd. Del Rio, Texas 830-778-4253 for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (IEP), which is developed by the student's Admission, Review and Dismissal (ARD) Committee. The ARD Committee considers the student's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination or both. All students receiving special education services are educated to the maximum extent appropriate with their nondisabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The Notice of Procedural Safeguards – rights of Parents of Students with Disabilities can be obtained from Diana Aguirre, Ed.D Raymond Haynes Administration Complex 900 Cantu Rd. Del Rio, Texas 830-778-4253 or at the Texas Education Agency Special Education Website: http://tea.texas.gov/Curriculum and Instructional Programs/Special Education/

Section 504

No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District service, program, or activity. 42 U.S.C. 12132; 29 U.S.C. 794; 34 CFR 104.4(a)

SFDRCISD provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is "qualified" if he or she is between 3 to 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that sa6isfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless SFDRCISD demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, SFDRCISD will comply with all legal requirements regarding least restrictive environment and arranging for nonacademic and extracurricular services and activities. SFDRCISD will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services.

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended, regarding student matters:

Diana Aguirre, Ed.D Raymond Haynes Administration Complex 900 Cantu Rd. Del Rio, Texas 830-778-4253

Limited English Proficient Students

A student with limited English proficiency (LEP) is entitled to receive specialized services from the District in accordance with policy EHBE. To determine whether the student qualifies for services, a Language

Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

Migrant Student Services- 830-778-4141 Curriculum & Instruction-830-778-4081 / 830-778-4088 Homeless Student Services – 830-778-4149 Parent/Community Coordinator – 830-778-4130

Options And Requirements For Providing Assistance To Students Who Have Learning Difficulties Or Who Need Or May Need Special Education

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 process for support services. This process 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 by presenting a written request to the District's director of special education services or to the Principal. The District must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, the District must complete the evaluation and report within 45 school days of the date the District receives the written consent, or in the timeframe otherwise required under state law. The District must give a copy of the report to the parent. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the District in a companion document, *A Guide to the Admission, Review, and Dismissal Process.*

The designated person to contact regarding:

- 1. Options for a child experiencing learning difficulties or a referral for evaluation for special education; and
- 2. Transition and employment services for public school students enrolled in special education is:

Diana Aguirre, Ed.D Raymond Haynes Administration Complex 900 Cantu Rd. Del Rio, Texas 830-778-4253

Honors Waiver – No Pass, No Play

The following guidelines will be used to exempt high school students who do not make a 70 average in an Advanced Placement, Dual credit or honors course from the no pass-no play provision.

- 1. A student seeking a no pass-no play waiver for honors classes must fill out the District form. (Students in a regular class are not eligible to apply for a no-pass, no-play waiver.)
- 2. A student should have the expectation she/he will receive a maximum of one waiver per semester.

STUDENT AND PARENT AGREEMENT FOR THE ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

To prepare students for increasingly technological society, the District has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that email and other electronic communications using District computers are not private and will be monitored by District staff. [See policies at CQ]

Students may be given access to the District's Electronic Communications System for educational purposes. The Electronic Communications System is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, online class activities and any other technology designated for use by the District for students.

With this educational opportunity comes responsibility. <u>It is important that</u> students and parents read the SFDRCISD Administrative Regulation for Acceptable Use (TEC-01) and this agreement form, and then ask any guestions if she/he needs help understanding them.

The SFDRCISD ISD <u>Administrative Regulation for Acceptable Use (TEC-01)</u> will apply to personal laptops and the use of personal laptops brought to school. Inappropriate system use of the district's Electronic Communications System will result in the consequences below, including loss of the privilege to use this educational tool.

Please acknowledge receipt and understanding of these by completing and returning the Notice of Acknowledgment and Agreement Form in the back of this handbook. This form must be received before a student can be given access to the system.

Please note that Internet access is part of the District's Electronic Communications Systems. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and

purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to students (or their parents). It is possible for students to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and acceptable use.

Unacceptable and Inappropriate Use of Technology Resources

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 <u>http://beforeyoutext.com</u>, a state-developed program that addresses inappropriate behavior using technology.

Some Rules For Appropriate Use

- Students must only open, view, modify, and delete their own computer files, unless they have specific mission from a teacher or staff member to do otherwise.
- Internet use at school which includes cell phones must be primarily related to school assignments and projects.
- Students may be assigned individual accounts to District resources and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.
- Students are responsible at all times for their use of the District's Electronic Communications System and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

Inappropriate Uses

- Using the District's Electronic Communications System for illegal purposes (e.g. gambling, pornography, computer hacking).
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- Sharing your username and password with others, borrowing someone else's user name (i.e., teacher or student), password or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.

- Intentionally introducing a virus or other malicious programs onto the District's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting or abusing District resources through unauthorized system use (e.g. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, checking personal e-mail, etc.).
- Gaining unauthorized access to restricted information or network resources.

Consequences For Inappropriate Use

- Suspension of access to the District's Electronic Communications System;
- Revocation of the District's Electronic Communications System account(s); and/ or
- Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
- NOTE: The student agreement to abide by these guidelines must be renewed each academic year.

LIBRARIES

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the times set by the individual campus. Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged, the student is expected to pay for them.

Librarians and teachers select materials for each campus library following comprehensive district guidelines which have been established to ensure that up-to-date, accurate information is provided for students' curricular needs and that materials appropriate to the interests, age, maturity, and reading skills level of all students at that campus are available. Because of this need for a broad range of materials, a student may have access to materials that address issues that may be beyond the maturity level of that student. Parents of all students are urged to be aware of their child's choices and to take the opportunity to discuss such materials with them. These issues can lead to good family discussions and learning experiences.

If a concern arises about the selection that a student has made from the library, that concern should be discussed with the campus librarian or Principal.

PARENT-TEACHER CONFERENCES AND VISITORS

Parents who desire private conferences with teachers or the principal should contact the school in advance to arrange conferences during the school day. At no time should a visitor call a teacher from the class for a conference.

Parents are always welcome and are encouraged to visit. A 24-hour advance notice is required as well as permission to observe a class. All visitors are required to sign in at the principal's office immediately upon entering the building.

Additionally, the Principal or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by SFDRCISD.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus for visiting with their child.

No student is to visit another school campus while that school is in session unless prior arrangements have been made by the principal of both schools involved. Any student who makes an unauthorized visit to another school is subject to disciplinary action.

PARENTAL RIGHTS IN GENERAL

Requesting Professional Qualifications of Teachers and Staff

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 undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display students' work 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, and other original works on the District's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication. The District will also seek consent before displaying or publishing an original video or voice recording in this manner.

Requesting Notices of Certain Student Misconduct

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). However, the District will comply with any applicable court order of which it has knowledge.

Request for the Use of a Service Animal

A parent of a student who uses a service 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 animal on campus. Service animals will be permitted on campus in compliance with policy FBA (Legal).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a campus bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) certain rights with respect to the student's educational records. They are:

 The right to inspect and review the student's educational records within 45 calendar days of the day SFDRCISD receives a request for access. Both parents, either married, separated or divorced (unless evidenced by court order, state statute, or legally binding document related to separation, divorce or custody revoking these rights) have access to a student's education records until the student becomes 18 years of age and is no longer a dependent student as defined in section 152 of the Internal Revenue Code of 1964. After the student becomes 18 years of age and he or she is no longer a dependent student, then the student retains sole access to his or her educational records. A person having the right to review educational records should submit to the school principal (if student currently enrolled) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the person making the request of the time and place where the records may be inspected. If the student is no longer enrolled at SFDRCISD, the request must be made to the Department of Student Services.

- FL (Legal) pg. 15
- 2) The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask SFDRCISD to amend a record that they believe is inaccurate, misleading or in violation of the student's rights of privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of the rights of privacy. If the Principal decides not to amend the record as requested by the parent or eligible student. the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Although improperly recorded grades may be challenged, parents and eligible students are not allowed to request amendment of a grade given for a student's performance in a course.
- The right to consent to disclosures of personally identifiable 3) information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, SFDRCISD will disclose educational records, without consent, to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

Directory Information

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

The district has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

- 1) Student's name;
- 2) Address;
- 3) Telephone listing;
- 4) Electronic mail address;
- 5) Photographs (including video images);
- 6) Date and place of birth;
- 7) Major field of study;
- 8) Dates of attendance;
- 9) Grade level;
- 10) Participation in officially recognized activities and sports;
- 11) Weight and height of members of athletic teams;
- 12) Degrees, honors, and awards received; and
- 13) The most recent educational agency or institution attended.

School-sponsored/school-affiliated purposes are those events/activities that the District conducts and/or sponsors to support the district's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., school plays, concerts, athletic events, graduation ceremony);
- 2) Publications (e.g., newsletters, yearbook, etc.);
- 3) Honor roll and other student recognition lists; and
- 4) Marketing materials of the district (e.g., print media, website, videos, newspaper, etc.).

The District has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

- 1) Student's name;
- 2) Address; and
- 3) Telephone listing.

The District shall not release directory information except for the purposes indicated above, namely:

- 1) Disclosure relating to school-sponsored/school-affiliated purposes; and
- Disclosure to military recruiters and institutions of higher education, but only for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 SCHOOL DAYS AFTER RECEIVING THIS "ANNUAL NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Rights under the Protection of Pupil Rights Amendment (PPRA)

The PPRA affords parents certain rights regarding the conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE).
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine eligibility.

Receive notice and an opportunity to opt a student out of -

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and,
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SFDRCISD will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below, and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. If you wish to review any survey or instructional material used in connection with any protected Information or marketing survey, please submit a request to your child's campus principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and /or instructional materials before the survey is administered to a student.

Following is a list of the specific activities and surveys covered under this requirement:

 Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by DOE.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

PARENTAL RIGHTS AND RESPONSIBILITIES AS ADDRESSED IN TEXAS EDUCATION CODE

Sec. 26.001. PURPOSE.

- (a) Parents are partners with educators, administrators, and school district boards of trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.
- (b) The rights listed in this chapter are not exclusive. This chapter does not limit a parent's rights under other law.
- (c) Unless otherwise provided by law, a board of trustees, administrator, educator, or other person may not limit parental rights.
- (d) Each board of trustees shall provide for procedures to consider complaints that a parent's right has been denied.

Sec. 26.002. DEFINITION. In this chapter, "parent" includes a person standing in parental relation. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

Sec. 26.003. RIGHT CONCERNING ACADEMIC PROGRAMS. (a) A parent is entitled to:

- petition the board of trustees designating the school in the district that the parent's child will attend, as provided by Section 25.033;
- (2) reasonable access to the school principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student;
- (3) request, with the expectation that the request will not be unreasonably denied:
 - (A) the addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class;
 - (B) that the parent's child be permitted to attend a class for credit above the child's grade level, whether in the child's school or another school, unless the board or its designated representative expects that the child cannot perform satisfactorily in the class; or
 - (C) that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation; and
- (4) have a child who graduates early as provided by Subdivision
 (3)(C) participate in graduation ceremonies at the time the child graduates.
- (b) The decision of the board of trustees concerning a request described by Subsection (a) (2) or (3) is final and may not be appealed.

Sec. 26.004. ACCESS TO STUDENT RECORDS. A parent is entitled to access to all written records of a school district concerning the parent's child, including:

- (1) attendance records;
- (2) test scores;
- (3) grades;
- (4) disciplinary records;
- (5) counseling records;
- (6) psychological records;
- (7) applications for admission;
- (8) health and immunization information;
- (9) teacher and counselor evaluations; and
- (10) reports of behavioral patterns.

Sec. 26.005. ACCESS TO STATE ASSESSMENTS. Except as provided by Section 39.023(e), a parent is entitled to access to a copy of each state assessment instrument administered under Section 39.023 to the parent's child.

Sec. 26.006. ACCESS TO TEACHING MATERIALS.

- (a) A parent is entitled to:
 - (1) review all teaching materials, instructional materials, and other teaching aids used in the classroom of the parent's child; and
 - (2) review each test administered to the parent's child after the test is administered.
- (b) A school district shall make teaching materials and tests readily available for review by parents. The district may specify reasonable hours for review.
- (c) A student's parent is entitled to request that the school district allow the student to take home any instructional materials used by the student. Subject to the availability of instructional materials, the district or school shall honor the request. A student who takes home instructional materials must return the instructional materials to school at the beginning of the next school day if requested to do so by the student's teacher.

[NOTE: Parent concerns about the appropriateness of teaching materials should first be presented to the campus principal. Complaints not resolved at the campus level may be made to a committee at the District level as outlined in SFDRCISD procedures. EFAA (Local)]

Sec. 26.007. ACCESS TO BOARD MEETINGS.

- (a) A parent is entitled to complete access to any meeting of the board of trustees of the school district, other than a closed meeting held in compliance with Subchapters D and E, Chapter 551, Government Code.
- (b) A board of trustees of a school district must hold each public meeting of the board within the boundaries of the district except as required by law or except to hold a joint meeting with another district. All public meetings must comply with Chapter 551, Government Code.

Sec. 26.008. RIGHT TO FULL INFORMATION CONCERNING STUDENT.

- (a) A parent is entitled to full information regarding the school activities of a parent's child except as provided by Section 38.004.
- (b) An attempt by any school district employee to encourage or coerce a child to withhold information from the child's parent is grounds for discipline under Section 21.104, 21.156, or 21.211, as applicable.

Sec. 26.0081. RIGHT TO INFORMATION CONCERNING SPECIAL EDUCATION AND EDUCATION OF STUDENTS WITH LEARNING DIFFICULTIES.

- (a) The Texas Education Agency (TEA) shall produce and provide to school district sufficient copies of a comprehensive, easily understood document that explains the process by which an individualized education program (IEP) is developed for a student in a special education program and the rights and responsibilities of a parent concerning the process. The document must include information a parent needs to effectively participate in an admission, review, and dismissal committee (ARD) meeting for the parent's child.
- (b) The TEA will ensure that each school district provides the document required under this section to the parent as provided by 20 U.S.C. Section 1415 (b):
 - as soon as practicable after a child is referred to determine the child's eligibility for admission into the district's special education program, but at least five school days before the date of the initial meeting of the admission, review, and dismissal committee (ARD); and
 - (2) at any other time on reasonable request of the child's parent.
- (c) The TEA shall produce and provide to school districts a written explanation of the options and requirements for providing assistance to students who have learning difficulties or who need or may need special education. The explanation must state that a parent is entitled at any time to request an evaluation of the parent's child for special education services under Section 29.004. Each school year, each district shall provide the written explanation to a parent of each district student by including the explanation in the student handbook or by another means.

Sec. 26.0085. REQUESTS FOR PUBLIC INFORMATION.

- (a) A school district that seeks to withhold information from a parent who has requested public information relating to the parent's child under Chapter 552, Government Code, and that files suit as described by Section 552.324, Government Code, to challenge a decision by the attorney general issued under Subchapter G, Chapter 552, Government Code, must bring the suit not later than the 30th calendar day after the date the school district or open-enrollment charter school receives the decisions of the attorney general being challenged.
- (b) A court shall grant a suit described by Subsection (a) precedence over other pending matters to ensure prompt resolution of the subject matter of the suit.
- (c) Notwithstanding any other law, a school district may not appeal the decision of a court in a suit filed under Subsection (a). This subsection does not affect the right of a parent to appeal the decision.
- (d) If the school district does not bring suit within the period established by Subsection (a), the school district or open-enrollment charter school shall comply with the decision of the attorney general.
- (e) A school district that receives a request from a parent for public information relating to the parent's child shall comply with Chapter 552, Government Code. If an earlier deadline for bringing suit is established under Chapter 552, Government Code, Subsection (a) does not apply. This section does not affect the earlier deadline for purposes of Section 532.353(b) (3) for a suit brought by an officer for public information.

Sec. 26.009. CONSENT REQUIRED FOR CERTAIN ACTIVITIES.

- (a) An employee of a school district must obtain the written consent of a child's parent before the employee may:
 - (1) conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Section

38.004 or state or federal law regarding requirements for special education; or

- (2) make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.
- (b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:
 - purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
 - (2) a purpose related to a co-curricular or extracurricular activity;
 - (3) a purpose related to regular classroom instruction;
 - (4) media coverage of the school; or
 - (5) a purpose related to the promotion of student safety under Section 29.002.

Board Policy EF. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of students.

No student (PPRA pg. 13) will be required to participate in a survey, analysis, or evaluation that reveals information concerning the following topics:

- 1. Political affiliations or beliefs of the student or the student's parents;
- Mental and psychological problems potentially embarrassing to the student or his or her family;
- 3. Sex behavior and attitudes;
- 4. Illegal, anti-social, self-incriminating, and demeaning behavior;
- 5. Critical appraisals of other individuals with whom students have close family relationships;
- 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7. Religious practices, affiliations, or beliefs of the student or student's parent;
- 8. Income (other than that required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program); without the prior written consent of the student's parent or, if the student is an emancipated minor or an adult, without the prior written consent of the student. Any surveys that are considered for student response (required or voluntary) must comply with these legal requirements AND must have prior approval of the principal.

Sec. 26.010. EXEMPTION FROM INSTRUCTION.

- (a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester.
- (b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the district.

Sec. 26.011. COMPLAINTS.

The Board of Trustees of each school district shall adopt a grievance procedure under which the board shall address each complaint that the board receives concerning violation of a right guaranteed by this chapter. DGBA(Employees) and GF(Parents)

Sec. 26.012. FEE FOR COPIES.

The TEA or a school district may charge a reasonable fee in accordance with Subchapter F, Chapter 552, Government Code, for copies of materials provided to a parent under this chapter.

Sec. 28.003. EDUCATIONAL PROGRAM ACCESS.

- (a) If the parents or guardians of at least 22 students at a school request a transfer for the same school year to another school in the district for the purpose of enrolling in an educational program offered at that school, beginning with the following school year the district shall:
 - (1) offer the program at the school from which the transfers were requested; or
 - (2) offer the program at the school from which the transfers were requested by teleconference, if available to the district.
- (b) In this section, "educational program" means a course or series of courses in the required curriculum under Section 28.002, other than a fine arts course under Section 28.002(a)(2)(D) or a career and technology course under Section 28.002(a)(2)(F).

(NOTE: The request for a program must be made by March 1 of the previous school year to insure efficient course scheduling and teacher acquisition).

SCHOOL SAFETY TRANSFERS

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 as the term is defined by Texas Education Code 37.0832. Transportation is not provided for a transfer to another campus.
- consult with district administrators if your child is determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.
- 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 the Texas Education Agency (TEA) as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.
- request the transfer of your child to another campus or ISD 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.

REQUESTING CLASSROOM ASSIGNMENT FOR 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.

PARENTS OF STUDENTS WITH DISABILITIES WITH OTHER SCHOOL-AGED CHILDREN IN THE HOME

If a student is receiving special education services at a campus outside his or her attendance zone, 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.

SUMMER SCHOOL

Elementary and Middle School:

 The District offers summer school classes for elementary through middle school students who are identified as not meeting minimum expectations.

Freshman and High School Students:

 In grades 9-12, core courses are offered for credit recovery. Based on need and availability, a limited amount of courses may be offered for credit accrual. A tuition fee will be charged for high school courses.

Summer school provides an excellent opportunity for students who may wish to make up credits because of time lost from an extended illness, failure of a subject, or a desire to review a subject in preparation for more advanced work. Students wishing to attend summer school should seek information and approval from their counselor.

<u>TEXTBOOKS, ELECTRONIC TEXTBOOKS,</u> <u>TECHNOLOGICAL EQUIPMENT, AND OTHER</u> <u>INSTRUCTIONAL MATERIALS</u>

State-approved textbooks and additional curriculum instructional materials are provided to students free of charge for each subject of class. Any books must be covered (Book cover) by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher.

Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day. SFDRCISD may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including transcripts, will be delayed pending payment for lost or severely damaged textbooks.

TRANSCRIPTS

Transcripts of a student's scholastic achievement record and test scores may be obtained on request. Students who want copies of transcripts sent to colleges, employers, or other agencies should make their requests early. They may complete the proper forms in the registrar's office before school, at the beginning of the lunch hour or after school. Transcripts do not include SAT and ACT scores; therefore, students must request that those scores are sent directly to colleges and universities from The College Board or ACT. Official transcripts will be sent to schools or agencies designated by the requesting student. Transcripts will be given to parents and/or students needing them for presentation to prospective employers in a sealed envelope.

Students are provided with the number of official transcripts requested. Official transcripts may be picked up from the District Registrar 24 hours after the request has been submitted except at the end of the semester.

District Registrar Raymond Haynes Administration Complex 900 Cantu Rd. 830-778-4097 GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

WITHDRAWING FROM SCHOOL

When it becomes necessary for a student to withdraw from school, she/he should report to the attendance office with a parent/guardian stating the reason and date to be withdrawn. A student under 18 may be withdrawn from school only by a parent. The District requests notice from the parent at least three days in advance so that records and documents may be prepared.

When verified, the student is issued a withdrawal form to be filled in by each of the student's teachers. After this form has been completed, the student reports back to the office for the signatures of an assistant principal, a counselor, and the attendance secretary. In cases of extenuating circumstances, the school principal should be contacted. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

It is imperative that every student who withdraws from school follows all of the necessary procedures and obtains all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs or military service.

HIGH SCHOOL

Classification Of Students

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Classification	Credits Earned	
Grade 10 (Sophomore)	5	
Grade 11 (Junior)	10	
Grade 12 (Senior)	15	

All students in grades 9-11 shall be enrolled in an English, mathematics, science, and social studies class. Students in grade 12 who have not passed all required state assessments shall also be enrolled in the appropriate core course. Students must make a deliberate effort to retrieve credits through credit recovery or summer school in order to be classified at the appropriate grade level.

College Preparatory

SFDRCISD is building a college-bound culture. The entrance requirements of colleges vary. Students should check the catalogue of the college they plan to attend and follow the particular recommendations of that college. The Career and College Readiness Center maintains a library of college catalogues for students' use. Students may write the college of their choice for additional catalogues. Counselors will assist the individual students in selecting a college that best meet their particular requirements.

College bound students should plan their high school curriculum in order to be well prepared for college entrance.

College Preparatory Testing Programs

Students who plan to attend college are encouraged to take the Scholastic Aptitude Test (SAT) and/or American College Test (ACT) at some time during their 10th, 11th, and/or 12th grade year. Scores are valid for up to five years and remain in the students' files with the testing company for

that time period. Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. Materials for registering for these tests are available in the Counseling/Guidance Office or in the Career and Readiness Center on the high school campus.

College Night

College Night will be held at Del Rio High School annually. All collegebound students should attend. Numerous colleges and universities provide valuable information for students during College Night. Parents will be notified through campus communiques.

College and University Admissions

For two school years following graduation, a District student who graduates in the top ten percent may be eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Successfully completed the Recommended or Advanced/ Distinguished Achievement Program (RHSP/DAP);
- Earned the distinguished level of achievement under the Foundation High School Program; or
- Satisfied the ACT College Readiness Benchmarks or earns at least a 1,500 out of 2,400 (or the equivalent) on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university and provide a high school transcript or diploma that indicates whether the student has satisfied or is on schedule to satisfy the requirements of the RHSP, DAP, or the distinguished level of achievement under the Foundation High School Program or the portion of the requirements that was available to the student.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

GRADUATION EXERCISES

Only those students who have completed all requirements for graduation will be permitted to participate in graduation ceremonies.

Mid-Year and Three-Year Graduates

In order for a student to graduate in less than four years from the district, the following criteria must be met:

- 1) The student will have earned the total number of units of credit as prescribed by the Board of Trustees.
- 2) The parents and the student, or the student if 18 or over, will submit a written request to the principal of the high school the student is attending, indicating that the student intends to graduate early. This request shall be submitted during the first two weeks of the semester in which graduation requirements will be met.

The high school principal and the student's counselor will review the request and, if the criteria are met, the student will be graduated at the end of the appropriate semester. The student will be allowed to participate in that year's graduation exercises subject to compliance with the administrative directions of the principal of the high school.

GRADUATION

Requirements for a Diploma

The Board of Trustees, in compliance with state law, establishes District graduation requirements. As a result of changes in state law and local Board policy, several plans are currently in place. The plans vary based

on the high school entrance date of students. It is essential that students be in close communication with their counselor to ensure placement within the correct graduation plan. The District requires students to earn prescribed credits in English, Math, Social Studies, Science, Languages Other than English, Fine Arts, Health, Physical Education (or its equivalent), and elective courses.

For Students Who Enrolled Prior to 2014–2015

All students who enrolled in high school prior to the 2014-2015 school year are enrolled in the Recommended High School Program upon entry to ninth grade. Before a student is permitted to take courses under the Minimum High School Program (MHSP), the student, the student's parent, and a school counselor or school administrator must agree that the student should be permitted to take courses under the MHSP, and the student must meet at least one of the following conditions:

- (1) Be at least 16 years of age.
- (2) Have completed two credits required for graduation in each subject of the foundation curriculum under TEC, §28.002(a)(1).
- (3) Have failed to be promoted to Grade 10 one or more times as determined by the District.

Permission to enroll in the MHSP will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the school counselor or appropriate administrator. Students who entered high school prior to 2014–2015 will have the choice to complete their current (MHSP, RHSP, or DAP) graduation program or to transition to the Foundation High School Program.

For Students Who Enter High School in 2014-2015 and Thereafter

Students who enter high school in 2014–2015 and thereafter will enroll in the Foundation High School Program with Endorsement(s) and Distinguished Level of Achievement. Before a student is permitted to take courses on the Foundation High School Program without any endorsements, there must be written parental permission on file, and the student must have completed two years of high school.

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following end-ofcourse (EOC) assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on 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 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.

Personal Graduation Plans for Students under the Foundation Graduation Program

A personal graduation plan will be developed for each high school student who is subject to the requirements of the Foundation High School Program. The District encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class. The District will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from a secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement. A student may, with parent permission, amend his or her personal graduation plan after the initial confirmation.

Individual Graduation Committee (IGC)

Only students who are classified in grade 11 or 12 during the 2014-2015, 2015-2016, or 2016-2017 school years who have taken and failed to achieve the end-of-course (EOC) assessment performance requirements for graduation for not more than two courses are eligible for Individual Graduation Committee (IGC) review [TEC, §28.058(a) and (1); 19 Tex. Admin. Code §101.3022].

The IGC must be composed of:

- the principal or designee;
- the teacher of the course for which the student did not pass the EOC assessment;
- the department chair or lead teacher supervising the teacher of the course; and
- as applicable, the student's parent or guardian; a designated advocate; or the student, at the student's option, if the student is at least 18 years old or is an emancipated minor [TEC,§28.0258 (b)].

A student's IGC is required to recommend additional requirements by which the student may qualify to graduate including additional remediation and, for each EOC assessment on which the student failed to perform satisfactorily:

- the completion of a project related to the subject area of the course that demonstrates proficiency; or
- the preparation of a portfolio of work samples in the subject area of the course, including work samples from the source that demonstrate proficiency [TEC, §28.0258(f)].

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his/her Individual Education Plan (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his/her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he/she may remain enrolled to

complete the IEP and earn a high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his/her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate is the alternative assessment currently allowed by the state.

National Honor Society

Each high school campus has a chapter of the National Honor Society. In order to be eligible, a student must have sophomore, junior or senior standing, have spent at least one semester at the school, and have achieved the minimum cumulative average set by the faculty council. Students who are eligible are rated by faculty members on service, honor, leadership and character. Election of eligible members is decided by the faculty council. Students who are inducted as members are expected to maintain the standards of the National Honor Society. Failure to do so may result in suspension and/or dismissal from the organization.

Rank In Class

Class rank is determined by a student's Grade Point Average (GPA). Grade Point Average is the average of all semester grades awarded credit and shall be computed by using the total number of grade points earned by the student each semester. They shall be used exclusively to calculate the grade point averages for the purpose of ranking students. High school credits earned prior to grade 9 shall be considered Regular Academic Courses for purposes of weighing grades. Passing grades earned through correspondence courses or credit by exam shall be included when calculating grade point average. Although the grade point average is ascertained for seniors who graduate at mid-term or during the summer, these seniors shall not be ranked.

Weighted Grade System

The District shall categorize and weight courses in three tiers, in accordance with the terms outlined below.

Six-Point Scale Courses

Eligible AP and dual credit courses shall be weighted on a six-point scale.

Five-Point Scale Courses

Eligible pre-AP and advanced academic courses shall be weighted on a five-point scale.

Four-Point Scale

Classes not designated as eligible AP, pre-AP, dual credit, or advanced academic courses shall be weighted on a four-point scale.

Weighted Grade Point Average

The district shall convert semester grade points in accordance with the following chart and shall calculate a weighted GPA:

Grade	Six-Point Scale	Five-Point Scale	Four-Point Scale
100	6.0	5.0	4.0
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5.0	4.0	3.0
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4.0	3.0	2.0
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3.0	2.0	1.0
Below 70	0	0	0

Traditionally, the positions of valedictorian and salutatorian are awarded to the two top ranking students. To be eligible for valedictorian or salutatorian honors, students shall have been continuously enrolled into the District high school during the final four regular semester immediately preceding graduation, and shall have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation. To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to a DAEP, a three-day suspension, or expulsion during his/her last two semesters.

In case of a tie, the valedictorian shall be chosen according to the following criteria:

- The student with the greater number of the highest weighted courses shall be considered first
- However, if a tie still remains, the student with the highest numerical grade average of the highest weighted courses taken shall be the valedictorian.

Schedule Changes

SFDRCISD high school builds its master schedule according to students' selections of courses. The course selection process is designed to encourage careful decision-making by students and their parents based on information regarding graduation, college entrance and career requirements.

In order to ensure the integrity of each student's decisions and of the master schedule thus developed, individual schedule change requests will only be considered according to the following guidelines and in the given time frames.

- 1. Parent signatures are required for all course or level change requests.
- 2. Changes needed because of clerical errors will be made upon recognition of the error.
- Decisions concerning schedule changes will be made based on careful consideration of their impact on the student's academic standing in their class.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT – Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Please note that participation in these assessments may qualify a student to receive a performance acknowledgement on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the 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.

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

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I;
- English I and English II;
- Biology; and
- United States History.

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

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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

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

The ARD committees for students receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the District as well. Achieving certain benchmark scores on this assessment requirements in limited circumstances.

– SECTION B – STUDENT CODE OF CONDUCT

The San Felipe Del Rio Consolidated Independent School District has adopted a Student Code of Conduct. Its purpose is to:

- 1) Describe behavior that promotes a positive environment for learning.
- 2) Describe behavior that is expected of all students.
- 3) Describe specific examples of student misbehavior.
- Define consequences that may be imposed for student misbehavior.
- 5) Provide for District-wide uniformity in dealing with student discipline.
- 6) Define the rights and responsibilities of each member of the school community (students, parents, teachers, administrators) in establishing and maintaining good discipline at District schools.
- 7) Communicate policies of the Board of Trustees regarding appropriate student behavior.

The Student Code of Conduct is in force from the time a student enters a school bus or steps on the school grounds or attends school-sponsored activities.

PURPOSE OF STUDENT BEHAVIOR AND DISCIPLINE

The Code is the District's response to the requirements of Chapter 37 of the Texas Education Code, and provides methods and options for managing students in the classroom and on school grounds and school activities, 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), or expulsion from school.

This **Student Code of Conduct** has been adopted by the SFDRCISD Board of Trustees and developed with the advice of the District-level committee. The **Student Code of Conduct** provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the *Student Code of Conduct* will be posted at each school campus or will be available for review at the campus office. Additionally, the *Student Code of Conduct* will be posted on the District's website (www.sfdr-cisd.org). Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

The Superintendent of Schools, as the chief executive officer of the Board of Trustees, is delegated the responsibility for implementing the Board's policies and enforcing state and local laws pertaining to student conduct. The District's administrative staff assists the Superintendent in this endeavor.

The campus principal is delegated the responsibility of establishing and maintaining an appropriate climate for learning. In support of a positive

school climate, the campus principal must develop and enforce effective discipline procedures. The assistant principal assists the principal in maintaining appropriate student conduct. The principal also coordinates the efforts of other staff members in communicating and counseling with students and parents regarding appropriate student behavior.

The District recognizes that the individual teacher is the most dynamic force in the education process. Effective teacher and student relationships are a common bond for proper classroom decorum. Discipline is one of the elements that aid the process of maturing and becoming a productive member of society. Developing habits of self-discipline characterizes the move of an individual from extensive, external control toward becoming an effective, self-directed adult in a democratic society.

Because the Code is adopted by the District's Board of Trustees, it has the force of policy; therefore, in a 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.

SUPERVISORS OF STUDENT CONDUCT

Students are under the direct supervision of the school administrators or classroom teachers at all times. They are expected to conform to school policies and to class regulations. In order to create an atmosphere for learning, order must be maintained at all times. Students are to conduct themselves properly and in a manner prescribed by the administration and teachers. Failure to comply with the regulations that are set forth by District policy and enforced by teachers and administrators will result in disciplinary action. Students on school-sponsored activities are representatives of the District. Their conduct is expected to conform to the regulations set forth by the District and the sponsor.

RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS

Each member of the school community has rights and responsibilities for establishing and maintaining good discipline in our schools.

School District Authority and Jurisdiction

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

The District has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on District transportation.
- During lunch periods (all SFDRCISD campuses follow a closed campus policy).
- While the student is in attendance at any school-related activity, regardless of time or location.

- For any school-related misconduct, regardless of time and location.
- When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line.
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas.
- When the student commits a felony, as provided by Education Code §§37.006 or 37.0081.
- When the student is required to register as a sex offender.

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

The District has the right to search a student's locker or desk when where is reasonable cause to believe it contains articles or materials prohibited by the District. District administrators also conduct routine blanket inspections and searches of lockers and desks.

Reporting Crimes

School administrators 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.

Revoking Transfers

The District has the right to revoke transfers of a nonresident student for violating the Student Code of Conduct.

Student Responsibility and District Expectations

Students are to conduct themselves properly, in a manner prescribed by the teacher, and they must comply with the applicable rules and policies of the District.

Students are expected to:

- 1. Develop good habits, such as
 - attending school daily.
 - arriving to classes punctually.
 - working well independently.
 - using appropriate language.
 - maintaining good health habits.
- 2. Assume responsibility for their actions by
 - keeping their parents informed of school activities, of credits earned and required, of supplies needed, and of communications sent home.
 - being self- disciplined.
 - making their own decisions despite peer pressure.
 - accepting the consequences for their behavior including penalties for inappropriate behavior.
 - using time wisely.
 - completing work on time.
 - having good study habits.
 - practicing neatness.
 - doing all assigned work.

- 3. Maintain a positive attitude by
 - being proud of personal accomplishments.
 - being trustworthy.
 - having academic integrity.
- 4. Respect the rights of others by
 - allowing others to concentrate on their work.
 - allowing others to assume responsibility for their own actions.
 - learning to resolve differences in appropriate ways.
 - realizing that their behavior will directly affect others.
 - respecting others' property.
- 5. Treat others with respect by
 - working and interacting well with others.
 - being courteous.
 - being polite and helpful.
 - caring for others.
 - not bullying.
 - displaying affection appropriately.
 - appreciating others' accomplishments.
 - expressing opinions and ideas in a respectful manner so as not to slander others.
- 6. Treat teachers and school staff with respect by
 - being cooperative.
 - being attentive.
 - listening to teachers.
 - being polite.
- 7. Respect the authority of teachers and other school staff by
 - listening to them.
 - following their directions.
 - questioning the classroom teacher appropriately.
 - seeking changes in school rules and policies in an appropriate and responsible manner through approved channels.
- 8. Obey all school and classroom rules and procedures, such as
 - being in the appropriate seat and ready when the bell rings.
 - being prepared for each class with appropriate materials and assignments.
- 9. Participate in assigned academic activities, such as
 - attending all classes.
 - bringing supplies as required for classroom work.
 - talking when it is appropriate.
 - following instructions.
 - doing all assignments.
- Assume responsibility for maintaining the learning environment, such as
 - coming to school well-groomed and dressed appropriately.
 - walking quietly in the school hallways.
 - staying in the classroom seat as required.
- 11. Take care of the school, such as
 - helping keep it clean.
 - keeping it free from destruction.
 - cooperating with school staff on vandalism cases.
 - helping keep the school a safe place to be.

Parent and/or Guardian Responsibility

Parents have the responsibility to:

- 1. Ensure that their child complies with District and school policies, rules and regulations.
- 2. Assist their child to attend school well-groomed and dressed appropriately.
- 3. Communicate regularly with the school concerning their child's academic progress and conduct.
- 4. Provide for the physical needs of the child.
- 5. Participate in parent-teacher conferences and other activities in which their child is involved.
- 6. Cooperate with and support teachers and school administrators in their efforts to achieve and maintain a quality school system.
- 7. Discuss report cards and classroom assignments with their child.
- 8. Inform the school of any problems or conditions in the home, which affect their child.
- 9. Provide a work area free of interruption where their child may study and do homework.
- 10. Maintain up-to-date home, work, and emergency telephone numbers at the school.
- 11. Prepare the child emotionally and socially to be receptive to learning and discipline.
- 12. Encourage the child to develop proper study habits at home.
- 13. Send their child to school daily and on time.
- 14. Teach their child to respect authority.
- 15. Insist that the child spend a minimum period of time studying each day.
- 16. Assist the child to assume responsibility for appropriate behavior and to accept the consequences of inappropriate behavior.
- 17. Cooperate with the school in assisting their child to grow into a self-disciplined, mature, and responsible individual.

Teacher Responsibility

Teachers have the responsibility to:

- 1. Provide an effective program of instruction.
- 2. Maintain an orderly classroom, conducive to learning.
- 3. Serve as a model for students by showing respect for themselves, students, parents, and other school personnel.
- 4. Be in regular attendance.
- 5. Be punctual.
- 6. Communicate regularly with parents regarding their child's progress.
- 7. Maintain a well-groomed appearance and dress appropriately to serve as a role model for students.
- 8. Indicate a genuine interest and concern for the welfare of students.
- 9. Assist students to follow the rules of expected behavior.
- 10. Teach students responsibility for their actions by enforcing the rules of conduct and discipline fairly and appropriately for those students who violate these rules.
- 11. Recognize the growth, success, and achievement of students.
- 12. Obey District and school policies and regulations.
- 13. Teach to the standards of performance required by the District.
- 14. Establish rapport and an effective working relationship with parents, students, and other staff members.
- 15. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.

Administrator Responsibility

Administrators have the responsibility to:

- 1. Establish a climate for learning that is conducive to good teacher performance and maximum student growth.
- 2. Provide appropriate support for teachers in dealing with students who are sent to the office for behaving inappropriately.
- 3. Implement a flexible curriculum within the limits provided by the District and the state to meet the needs of all students.
- 4. Promote effective training and discipline based upon fair and impartial treatment of all students using the Student Code of Conduct as a reference point.
- 5. Encourage parents to keep in regular communication with the school and encourage parental participation in required parent-teacher conferences.
- 6. Develop a cooperative working relationship among staff and students.
- 7. Assist students by providing appropriate assistance in learning self-discipline.
- 8. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
- 9. Ensure student safety and partner with police through maintenance of the school grounds.
- 10. Work to assure that the physical surroundings are conducive to a learning environment.
- 11. Manage human and physical resources in a manner that supports the overall goals of the educational program.
- 12. Appear at school in a well-groomed and appropriately dressed manner.
- 13. School administrators will report crimes as required by law and will immediately call local law enforcement when an administrator suspects that a crime has been committed on campus.

RULES FOR BEHAVIOR

General Information

The responsibility for maintaining a school environment that maximizes learning opportunities and minimizes distractions rests with the school principals and/or their designated administrative representatives. When distractions or disruptions do occur, the administrators are authorized to take the necessary steps to correct any interruptions of the normal educational activity.

When students violate the rules, regulations or policies of the school and/or the District, they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct the improper behavior.

CATEGORIES OF OFFENSES

Category I Offenses – Mandatory Expulsions under Texas Education Code § 37.007 and Federal Law

Students **SHALL BE** expelled for any of the following offenses if committed on school property or while attending a school-sponsored or school-related activity on or off of school property:

- 1. Engages in conduct that contains the offense of unlawfully carrying weapons under Section 46.02, Penal Code, or elements of an offense relating to prohibited weapons under Section 46.05, Penal code.
 - a. An offense of unlawfully carrying weapons under Section 46.02, Penal Code includes the carrying of a handgun, illegal knife or club.
 - (1) A "handgun" means any firearm that is designed, made or adapted to be fired with one hand.

- (2) An "illegal knife" means:
 - (a) Knife with a blade over five and one-half inches;
 - (b) Hand instrument designed to cut or stab another by being thrown;
 - (c) Dagger, including but not limited to a dirk, stiletto, and poniard;
 - (d) Bowie knife;
 - (e) Sword; or
 - (f) Spear
- (3) A "club" means an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but not limited to a blackjack, nightstick, or tomahawk.
- An offense related to prohibited weapons under Section 46.05, Penal Code, includes the possession, manufacture, transport, repair, or sale of:
 - (1) An explosive weapon;
 - (2) A machine gun;
 - (3) A short-barrel firearm;
 - (4) A firearm silencer;
 - (5) Knuckles;
 - (6) Armor-piercing ammunition;
 - (7) A chemical dispensing device;
 - (8) A zip gun; or
 - (9) A tire deflation device.
- 2. Engages in conduct that contains the elements of the offense of:
 - aggravated assault, sexual assault, or aggravated sexual assault;
 - b. arson;
 - c. murder, capital murder, or criminal attempt to commit murder or capital murder;
 - d. indecency with a child;
 - e. aggravated kidnapping;
 - f. aggravated robbery;
 - g. manslaughter;
 - h. criminally negligent homicide; or
 - i. sexual abuse of a young child or children.
- 3. Engaging in conduct 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.
- Retaliation against a school employee, volunteer or another student, combined with one of the above-listed offenses, on or off school property or at a school-sponsored or school related activity.
- 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 Definitions and Terminology)

Note: A student who is younger than 10 years of age shall be removed from class and placed in a disciplinary alternative education program for engaging in conduct listed above except for firearm offenses. In accordance with federal law, a student who brings a firearm to school will be expelled regardless of age. A student under age six will not be expelled or placed in a disciplinary alternative education program, except for a federal firearms offense.

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. Note concerning Emergency: The principal or designee may order immediate expulsion of a student if the principal or designee reasonably believes that action is necessary to protect persons from immediate harm. At the time of such an expulsion the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

Category II Offenses

A student <u>SHALL BE</u> placed in a disciplinary alternative education placement (DAEP) or, <u>MAY BE</u> expelled if the student:

- While placed in a disciplinary alternative education program (DAEP), engages in documented serious misbehavior despite documented behavioral interventions. For purposes of discretionary expulsion from a DAEP, serious misbehavior means: a. deliberate violent behavior that poses a direct threat to the
 - health or safety of others; b. extortion, meaning the gaining of money or other property by force or threat:
 - c. conduct that constitutes coercion, as defined by Penal Code 1.07; or
 - d. conduct that constitutes the offense of:
 - i. public lewdness under Penal Code 21.07;
 - ii. indecent exposure under Penal Code 21.08;
 - iii. criminal mischief under Penal Code 28.03;
 - iv. personal hazing under TEC §37.152; or
 - v. harassment under Penal Code 42.07(a)(1) of a student or District employee.
- Engages in conduct that contains the elements of the offense of criminal mischief if the conduct is punishable as a felony. Students shall be referred to the authorized officer of the juvenile court regardless of whether students are expelled.
- 3. Engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury) against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or schoolrelated activity on or off of school property;
- Engages in conduct involving a public school that contains the elements of the offense of false alarm or report (including a bomb threat);
- 5. Engages in conduct involving a public school that contains the elements of the offense of terroristic threat;
- Engages in conduct that contains the elements of the offense of aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student regardless of where the offense occurs;
- While 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 of school property:
 - a. sells, gives or delivers to another person or possesses, uses or is under the influence of any amount of:
 - (1) marijuana or a controlled substance;
 - (2) a dangerous drug; or
 - (3) an alcoholic beverage;
 - b. engages in conduct that contains the elements of an offense relating to abusable volatile chemical;

- c. engages in conduct that contains the elements of an offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another) against a District employee or volunteer;
- d. engages in conduct that contains the elements of the offense of deadly conduct;
- 8. While within 300 feet of school property, as measured from any point on the school's real property boundary line:
 - (1) uses, exhibits, or possesses:
 - (a) a handgun;
 - (b) an illegal knife;
 - (c) a club; or
 - (d) a prohibited weapon;
 - (2) engages in conduct that contains the elements of the offense of:
 - (a) aggravated assault, sexual assault, or aggravated sexual assault;
 - (b) arson;
 - (c) murder, capital murder, or criminal attempt to commit capital murder;
 - (d) indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery;
 - (e) sexual abuse of a young child or children;
 - (f) felony drug- or alcohol-related offense; or
 - (g) use, exhibition, or possession of a firearm (as defined by state or federal law), an illegal knife, a club, or prohibited weapon.
- 9. Conduct that constitutes breach of computer security, regardless of where it occurs, if the conduct involves accessing a computer, computer network, or computer system owned or operated on behalf of the District and the student knowingly alters, damages, or deletes District property or information or commits a breach of any other computer, computer network, or computer system.
- Commits any Category I offense (state-mandated expellable offense) if the offense is committed on the property of another district in Texas or while attending a school-sponsored or schoolrelated activity of a school in another district in Texas.

A student MAY BE expelled AND placed in an alternative setting if:

- The Board or its designee makes certain findings, and the following circumstances exists in relation to aggravated robbery or a felony offense under Title 5 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; or
 - 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.
 - have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title V felony offense.
- 2. 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.
- 3. The student must first have a hearing before the Board or its designee, who must determine that, in addition, to the circumstances above, the student's presence in the regular classroom threatens the safety of other students or teachers, will be detrimental to the education process, or is not in the best interests of the District's students. The student is subject to the placement until:
 - a. the student graduates from high school;
 - b. the charges are dismissed or reduced to a misdemeanor offense; or
 - c. the student completes the term of placement or is assigned to another program.
- 4. A student who enrolls in the District before completing a placement from another school District must complete the term of the placement.

Category III Offenses

A student <u>SHALL BE</u> removed from class and placed in a disciplinary alternative education program if the student:

- 1. Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Commits the following 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 of school property:
 - a. engages in conduct punishable as a felony;
 - engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another individual);
 - sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana or a controlled substance, or a dangerous drug;
 - d. 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;
 - e. engages in conduct that contains the elements of an offense relating to abusable volatile chemicals; or
 - f. engages in conduct that contains the elements of the offense of public lewdness or indecent exposure.
- 3. Engages in expellable conduct and is younger than ten years of age.
- 4. Commits a federal firearms violation and is younger than six years of age.
- 5. Engages in conduct on or off of school property that contains the elements of the offense of retaliation against any employee.
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 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;
 - a court or jury finds that the student has engaged in delinquent conduct; or
 - the superintendent or designee has a reasonable belief that the student engaged in the conduct.

Category IV Offenses

A student <u>MAY BE</u> placed in a disciplinary alternative education program based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

- the superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, <u>Texas Penal Code or the felony</u> offense of aggravated robbery; and
- the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

A student <u>MAY BE</u> placed in a disciplinary alternative education program AND/OR suspended if the student engages in any of the following offenses while on school property, at any school-sponsored or school-related activity on or off of school property, or on a school bus;

- commit a cell phone violation/misuse of a wireless communication device, including but not limited to, text messaging tests or sharing school work information with others, taking pictures, sending pictures, sexting, cyber-bullying, and/or displaying pictures or other visual materials with a cell phone.
- commit any infraction of a bus rule, general school rules, and other behavior identified in the student/parent handbook not listed in this category.
- 3. commits any other conduct that constitutes a violation of state, local, or federal law not listed above.
- 4. commits criminal mischief not punishable as a felony.
- 5. commits theft.
- 6. disobeys school rules.
- 7. displays flagrant or extreme insubordination.
- 8. disrupts the school environment or educational process.
- 9. engage in any action or behavior that is, or could be, dangerous or harmful to the person or another.
- 10. engage in burglary, robbery, or theft.
- 11. engage in distribution of non-school materials.
- engage in offensive verbal or physical behavior of a sexual nature, which may include, but is not limited to, requests for sexual favors, or similar intimidation directed toward another student, sexting, or sexual harassment.
- engage in the act of threatening, harassing, or intimidating school personnel on or off school property, to include expression via social media.
- 14. engages in any violation of the SFDRCISD "Acceptable Use Guidelines" for internet use.
- 15. engages in assault.
- 16. engages in bullying.
- 17. engages in cheating, copies the work of other students, or allows one's own work to be copied.
- 18. engages in evasion or leaves school grounds or school-sponsored events without permission.
- 19. engages in extortion, coercion, blackmail, or hazing.
- 20. engages in gambling.
- 21. engages in habitual fighting, repeated commission of physical abuse or threat of physical abuse, or involvement in a serious fight.
- 22. engages in harassment or other bias motivated conduct.
- 23. engages in persistent misbehavior.
- 24. engages in serious misbehavior.
- 25. engages in sexual harassment or offensive physical or verbal behavior of a sexual nature.
- 26. engages in vandalism, including but not limited to tagging, graffiti, and/or property destruction.

- 27. engages in verbal, written, or graphic abuse (e.g. name-calling, racial, ethnic slurs, or derogatory statements) that may disrupt the school environment or incite violence.
- 28. exhibits disrespect or directs profanity, pornography, vulgar language, or obscene gestures toward staff or fellow students.
- 29. exhibits physical aggression.
- 30. inappropriately display private body parts through such acts as, but not limited to, "mooning" or "flashing."
- 31. initiates a false alarm or terroristic threat.
- 32. make threatening statements regarding another person, their property, or District property.
- 33. Misuse school documents and/or forge notes/documents.
- 34. participate in creating or possessing a "hit list" that targets specific individuals to be physically or psychologically harmed.
- 35. participates in aggressive and/or disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
- 36. participates in fraternities, sororities, or secret societies.
- 37. participates in gangs or gang activities, including exhibiting gang graffiti, clothing, or gang insignias.
- Place offensive photos, obscene material, derogatory statements, threatening, or other similar content on an Internet site that disrupts the school environment.
- 39. plays with matches or fire.
- 40. Possess or use electronic hookahs, hookah pipes, oils, or the like.
- possess, distribute, or are under the influence of a drug or the like, natural or man-made, that has not been identified as an illegal substance, and/or possession of drug paraphernalia or emit the odor of marijuana or alcohol.
- 42. possess, use, or delivery of simulated controlled substances and/or representation of an item as a prohibited substance.
- 43. possess, use, sell, gift, or deliver on campus, any product, including but not limited to, over-the-counter products, homeopathic remedies, herbs, vitamins, dietary supplements, weight loss products, pills, etc. and/or are under the influence if taken in amounts exceeding the recommended dosage of over-the-counter products such as, but not limited to, those stated above.
- 44. possesses ammunition.
- 45. possesses any weapon not classified in Texas Penal Code including, but not limited to, tasers, stun guns, any bladed instrument including butterfly knives, switchblades, and pocket knives, other chemical dispensing devices, razors, chains, air guns, pellet/BB guns, or other object used as a weapon and/or threaten or inflict bodily injury on another person or that the principal determines is a danger to any student, District employee, or District property by virtue of possession or use of the object.
- 46. possesses or distributes pornography or sexual materials.
- 47. possesses or ignites fireworks, explosives, "poppers," or other such devices. .
- 48. possession, use, or distribution of tobacco products, including electronic cigarettes (e-cigarettes).
- provide false information or falsely accusing other students, teachers, school administrators, and/or other school employees of misconduct.
- 50. sells, gives, delivers, possesses, uses, or is under the influence of any recreational substance or drug meant to impair that is not listed under CAT I.
- 51. throws objects that can cause bodily injury or damage property.

A student <u>MAY BE</u> placed in a disciplinary alternative education program if the student is a registered sex offender who is not under any form of court supervision and whose presence in the regular classroom:
- a. threatens the safety of other students or teachers;
- b. will be detrimental to the education process; or
- c. is not in the best interests of the District's students.

Persistent or repeated violations of the rules of conduct or a new violation while being disciplined for another offense may result in increasingly serious penalties.

DEFINITIONS AND TERMINOLOGY

Abuse

Improper or excessive use.

Aggravated Assault

A person commits aggravated assault if the person commits an assault and causes serious bodily injury or uses or exhibits a deadly weapon during the commission of the assault.

Aggravated Kidnapping

A person commits an offense if the person intentionally or knowingly abducts another person with the intent to hold that person for ransom or reward or use that person as a shield or hostage, or facilitate the commission of a felony or the flight after the attempt or commission of a felony, or inflict bodily injury on that person or violate or abuse that person sexually, or terrorize that person or a third person, or interfere with the performance of any governmental or political function.

Aggravated Robbery

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 65 years of age or older or a disabled person.

Aggravated Sexual Assault

A person commits an aggravated sexual assault offense if that person engages in sexual acts that meet the definition of aggravated sexual assault in Section 22.021 of the <u>Texas Penal Code</u>.

Arson

A person commits an arson offense if the person starts a fire or causes an explosion with intent to destroy or damage:

- 1. any vegetation, fence, or structure on open-space land; or
- 2. any building, habitation, or vehicle:
 - a. knowing that it is within the limits of an incorporated city or town;
 - b. knowing that it is insured against damage or destruction;
 - c. knowing that it is subject to a mortgage or other security interest;
 - d. knowing that it is located on property belonging to another;
 - e. knowing that it is located within property belonging to another; or
 - f. when the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
- 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
- 4. a crime that involves intentionally starting a fire or 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

Assault is defined as:

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

Bias Motivated Code Violations

Students who engage in violations of the <u>Student Code of Conduct</u> that are motivated by bias (meaning offenses involving harassment, discrimination, and/or retaliation) will receive severe sanctions.

Bodily Injury

Bodily injury means physical pain, illness, or any other impairment of physical condition.

Breach of Computer Security

Breach of computer security is defined by Texas Penal Code § 33.02 as knowingly accessing a computer, computer network, or computer system without the effective consent of the owner.

Bullying and Cyber Bullying

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

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

This conduct is considered bullying if it:

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

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

Capital Murder

A person commits capital murder if the person commits an offense of murder and the person murders a peace officer or fireman engaged in official duty, or the person intentionally commits the murder in the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, or arson, or the person commits the murder for remuneration or the promise of remuneration or employs another to commit the murder for remuneration or the promise of remuneration, or in any other circumstance described in Texas Penal Code § 19.03.

Chemical Dispensing Device

"Chemical dispensing device" means a device other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Criminal Attempt

A person commits an offense if, with specific intent to commit an offense, the person does an act amounting to more than mere preparation that tends but fails to effect the commission of the offense intend

Criminal Mischief

A person commits a criminal mischief offense if, without the effective consent of the owner one intentionally or knowingly damages or destroys the tangible property of the owner. or one intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person, or makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment, or substantially interferes with the student's academic performance.

Deadly Conduct

- 1. A person commits an offense if the person recklessly engages in conduct that places another in imminent danger of serious bodily injury.
- A person commits an offense if the person knowingly discharges a firearm at or in the direction of one or more individuals, or a habitation, building, or vehicle and is reckless as to whether the habitation, building or vehicle is occupied.
- 3. Recklessness and danger are presumed if the person knowingly pointed a firearm at or in the direction of another whether or not the person believed the firearm to be loaded.

Deadly Weapon

Deadly weapon means a firearm, knife or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Deliver

Deliver is defined as to transfer, actually or constructively, to another a controlled substance, counterfeit substance, or drug paraphernalia. The term includes offering to sell a controlled substance, counterfeit substance, or drug paraphernalia.

Disruption of Classes

A person or a student commits an offense if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities.

"Disrupting the conduct of classes or other school activities" includes emitting noise of an intensity that prevents or hinders classroom instruction, or enticing or attempting to entice a student away from a class or other school activity that the student is required to attend, or preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend, and entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupts class activities.

Public property includes a street, highway, alley, public park, or sidewalk.

School property includes public school campus or school grounds on which a public school is located and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

Disruptive Activities

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of any private or public school.

Disruptive activity is:

- obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school;
- 2. seizing control of a building or portion of a building to interfere with an administrative, educational, or other authorized activity;
- preventing or attempting to prevent by force or violence or the threat of force or violence a 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; or

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

Drugs

Abusing an over-the-counter drug, giving or delivering an over-the-counter drug to another student, or becoming impaired due to abuse of an over-the-counter drug may result in disciplinary action.

Abusing one's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug may result in a mandatory assignment to an alternate education program or expulsion.

In addition to other illegal drugs (such as LSD, cocaine, marijuana, etc.), many prescription drugs are classified as dangerous drugs or controlled substances. Unauthorized possession or distribution of such substances may result in a mandatory expulsion or mandatory assignment to a disciplinary alternative education program. Examples include, but are not limited to: Ritalin, Adderall, Klonopin, Codeine, Xanax, Paxil, Valium, Activan, Concerta, Oxycontin.

Evasion

Students must, upon request of any school official, produce and show their student identification (ID) cards. If a student refuses to produce and show his/her student identification (ID) card, if applicable, that student is subject to disciplinary action.

If a student attempts to evade questioning by any school official through an act of running away from that official, or seeks to avoid the questioning through any method, that student, by his/her action, is subject to disciplinary action by the District.

Extortion/Shakedown

A student who obtains from another student anything of value through the use of threats, intimidation, or coercion is guilty of a serious breach of discipline and will be subject to prosecution under the law and disciplinary action by the District.

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.

Fighting

Any student who engages in a physical struggle or combat will be subject to disciplinary action.

Fireworks

Students, who pass, ignite, or discharge fireworks of any kind on or around a school campus or at a school sponsored event will be subject to disciplinary action.

The law states it is unlawful to explode or ignite fireworks within 600 feet of any public school (Texas Occupations Code § 2154.251) Violations of this law would subject the offender to legal prosecution.

Flash Mob

A flash mob (or flash mob) is a group of people who assemble suddenly in a public place, perform an unusual and sometimes seemingly pointless act. Violations will result in disciplinary action.

Gambling

Gambling is defined as playing games of chance for stakes or risking something of value with the hope of making a gain; wagering. Gambling of any form will not be permitted on the school campus or any place at which a school contest or activity is taking place. State law prohibits gambling. Students who engage in gambling will be subject to prosecution and discipline.

Gangs or Crews

SFDRCISD feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with school and school activities.

A "gang" or "crew" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, a "gang" or "crew" is a prohibited fraternity, sorority, or society. Youth gangs or crews are often loose knit groups of individuals who associate with each other on a continuous basis. The District prohibits the existence of these groups and their activities on school premises.

Gang Graffiti

Graffiti is used to identify or advertise involvement in a gang or tagging crew and includes any inscription, slogan, drawing or painting on any surface.

Gang Law Violations

- 1. A person commits an offense if the person is a member of, pledges to become a member of, joins or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang on school premises.
- 2. The District may place in a disciplinary alternative education program or expel any student who violates Section 1 above.
- 3. Under this section, "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization.

Gang Prohibitions

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as but not limited to the following:

- 1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things which are evidence of membership or affiliation in a gang.
- Committing any act or omission, or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of District policies;
 - d. Inciting other students to act with physical violence upon any other person; or
 - e. Engaging in concert with others intimidating, fighting, assaulting, or threatening to assault others.

Gives

Gives is defined as the process of turning over the possession or control of an item to someone without cost or exchange.

Harassment

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

Harassment, in general terms, is conduct 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 student's academic performance.

Students who believe they have been harassed by fellow students or District employees are encouraged to promptly report such incidents to the campus principal. If the campus principal is the subject of a complaint, the student will report the complaint directly to the superintendent or designated administrator. Any allegations of harassment of students will be investigated and addressed. Oral complaints need to be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

The District will not retaliate against a student who in good faith reports perceived harassment.

Hazing

Hazing means any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

- 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;
- 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 safety of the student;
- 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 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 institution rather than submit to acts described above; and
- 5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the <u>Texas Penal</u> <u>Code</u>.

"Hit List"

"Hit list" means 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.

Indecency with a Child

A person commits indecency with a child if the person engages in conduct described in Texas Penal Code §21.11

Indecent Exposure

A person commits an act of indecent exposure if the person engages in conduct described in Texas Penal Code § 21.08.

Intoxication

Intoxication means not having the normal use of mental or physical faculties due to abusing a substance. If the substance is marijuana, a controlled substance or dangerous drug, or an inhalant or other vapor or aerosol taken by inhalation, it is subject to a mandatory or discretionary expulsion or mandatory assignment to a disciplinary alternative education program.

Lockers/Desks

Lockers/desks remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers/desks. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others, if applicable. Searches of lockers/desks may be conducted at any time whether or not students are present.

Loitering

Loitering is the act of lingering idly or aimlessly about a place, wasting time or dawdling. School property includes the grounds of any public school and any grounds or building used for school-sponsored assemblies or activities.

Minor Offense

A minor offense is a behavior that is disruptive to the educational process or environment without rising to the level of Category I, II, III or IV offenses (e.g., chewing gum, talking without permission, tardies etc.).

Murder

A person commits murder if the person intentionally or knowingly causes the death of an individual; or intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual; or in the course of committing or attempting to commit a felony, the person commits an act that is clearly dangerous to human life that causes the death of an individual.

Nuisance Items

Certain items, considered nuisances by the principal, are not permitted on school premises. Some specific examples are permanent markers, radios, CD players, MP3 players, IPODs, tape recorders, cat–eye contacts, teeth jewelry, and dangerous toys. Certain items may be brought to school for academic use with prior approval of the teacher and administration. Students bringing nuisance items on campus are subject to disciplinary action.

Obscenity

Obscenity is defined as materials that a reasonable person would find depicts or describes sexual conduct or nudity in an offensive manner.

Organization Hazing

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Physical Aggression

Physical aggression is defined as inappropriate hostile or destructive physical behavior.

Pornography

Any materials meeting the definition of obscenity and/or written or visual material that depicts lewd or sexual acts and which is intended to cause sexual arousal. Materials including, but not limited to, pictures, magazines, books, films, video clips, web pages, or removable media.

Possession

Possession means actual care, custody, control, or management. Possession does not require that the person have the object being possessed on his/her person; care, custody, control or management over the item is possession.

Public Lewdness

A person commits a public lewdness offense if the person knowingly engages in sexual contact or any type of sexual intercourse in a public place or, if not in a public place, the person is reckless about whether another is present who will be offended or alarmed by the person's act. This definition also includes any act prohibited by Texas Penal Code §21.07.

Retaliation

A person commits an offense if the person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported the occurrence of a crime.

Revoking Transfers

The District has the right to revoke the transfer of a non-resident from another district for violating the District's codes.

School Property

School property includes a public school campus or school grounds on which a public school is located, and any grounds or buildings used by a school for an assembly or other school-sponsored or school-related activity.

Search/Investigation

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their conduct or that of other students. Administrators are not required to contact parents/guardians prior to interviewing or searching students. School officials may search the student, desk, locker, vehicle, or repository, such as any book bag, gym basket, vehicle, purse, supply packets, telecommunications devices, or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent.

Vehicles on district property may be searched if reasonable suspicion exists to believe the search will result in evidence that school rules or other laws have been violated. Students shall be responsible for any prohibited items found in their lockers, possession, or vehicles while on school property or at school-sponsored or school-related activities. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the District may contact local law enforcement officials.

Lockers and desks are the property of the SFDRCISD and are subject to inspection/search. Inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Students who leave campus without authorization and return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization is subject to an administrative search. Students who are observed in an unauthorized area during school hours are subject to an administrative search.

Random Student Drug-Testing Program

Random drug screenings involve students in grades 7-12 who participate in competitive after-school extracurricular activities and/or drive a vehicle to and from school and park on school property. Students participating in competitive extracurricular activities and/or requesting a permission to park on school property must sign a consent form annually agreeing to be subject to the rules and procedures of the drug-testing program. Schoolsponsored extracurricular activities for which testing is required include: Band, Baseball, Basketball, Cheerleading, Choir, Cross Country, Drill Team, Dance, Football, Golf, Soccer, Softball, Swimming Tennis, Track and Field, and UIL Academic Contests.

The District's random drug testing program in no way replaces or supersedes the Student Code of Conduct or Texas State Law. See policy FNF (local).

Self Defense

Self-defense may be considered as a factor in a decision to order suspension, removal to DAEP or expulsion provided that the following essential elements of a "self-defense" claim are met:

- 1. The student must not have been involved in provoking the situation.
- 2. The student must be in a situation that the danger is imminent, meaning there is no convenient or reasonable mode of escape.
- 3. The student must use only the force reasonably and immediately necessary to protect him or herself against the aggressing student's use or attempted use of unlawful force. The force must be reasonable and in proportion to the force being used. Reasonable force is defined as the degree of force which is not excessive, is immediately necessary and is appropriate in protecting oneself.
- 4. Use of force is not justified in response to verbal provocation alone, if the student consented to the exact force used or attempted by the other or if the student provoked the other's use of force or attempted use of force.

Sells

The process of giving up, delivering, or exchanging (property, goods, services, etc.) for money or its equivalent.

Serious Bodily Injury

Serious bodily injury means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Serious Misbehavior

Serious misbehavior is defined as two or more violations of the Student Code of Conduct in general, or repeated occurrences of the same violation.

Sexual Assault

A person commits a sexual assault offense if the person engages in sexual acts that meet the definition of sexual assault in Texas Penal Code § 22.011.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment by a student includes unwanted

and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. Romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Telecommunications and Other Electronic Devices

Use of District-owned equipment and its network systems is not private and will be monitored by the District.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Terroristic Threat

A person commits an offense if the person threatens to commit any offense involving violence to any person or property with intent to:

- 1. cause a reaction of any type to the person's threat by an official or volunteer agency organized to deal with emergencies;
- 2. place any person in fear of imminent serious bodily injury;
- prevent or interrupt the occupation or use of a building; room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place;
- 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

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.

Theft

The willful taking or possession of any article that belongs to another person is strictly prohibited. The parents of any student guilty of these offenses will be notified. The seriousness of the incident will determine the type of disciplinary action to be taken.

Title 5 Offenses

Those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

Tobacco Usage

Under state law and SFDRCISD Board Policy, students are prohibited from smoking, using or possessing tobacco products, including electronic cigarettes or any other electronic vaporizing device, on school property, at any school related or sanctioned activity, or in a school vehicle. Students who violate this provision of the law will be subject to disciplinary action. The District and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities.

Trespassing

Trespassing is defined as a person entering or remaining on property or in a building of another without effective consent and the person had notice the entry was forbidden or received oral or written notice to depart but failed to do so.

Under the Influence

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, the presence of physical symptoms of drug or alcohol use, or by admission. A student under the influence need not be legally intoxicated to trigger disciplinary action.

Use

Use means a student has voluntarily introduced into his or her body by any means a prohibited substance.

Vandalism (Destruction of or Damage to Property)

Willful vandalism on the part of students who damage or destroy buildings, grounds, vehicles of students, visitors or employees, and/or equipment owned or contracted for by the District will be investigated and, if students are found guilty of such vandalism, the students and their parents will be held financially accountable. Students who commit an act of vandalism will be subject to disciplinary action and prosecution under the law. This accountability includes damage to buses used to transport students to and from school and school-sponsored activities.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their vehicles and will be subject to disciplinary action. Searches of vehicles may be conducted at any time, with or without the presence of the student.

Weapons

Weapons shall include, but are not limited to, the following:

- 1. Armor-piercing ammunition means handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used principally in pistols and revolvers.
- Chemical dispensing device means a device, other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.
- 3. Chinese Star or Chinese Throwing Star means a hand instrument, typically in a star shape with sharp points, designed to cut or stab another by being thrown.
- 4. Club means an instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to mace, a blackjack, nightstick, or tomahawk. Nun chucks, boekens, and boomerangs are also examples of clubs.
- 5. Destructive device means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more

than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

- 6. Explosive weapon means any explosive or incendiary bomb, grenade, rocket, or mine, that is designated, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such aloud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.
- Firearm means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.
 - Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of the explosive;
 - b. The frame or receiver of any such weapon;
 - c. Any firearm muffler or firearm silencer; or
 - d. Any destructive device.
- 8. Firearm silencer means any device designed, made or adapted to muffle the report of a firearm.
- 9. Handgun means any firearm that is designed, made, or adapted to be fired with one hand.
- 10. Hoax bomb means a device that:
 - reasonably appears to be an explosive or incendiary device; or
 - b. by its design causes alarm or reaction of any type by an official of a public safety agency or a volunteer agency organized to deal with emergencies.
- Knife means any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument, including but not limited to items such as pocket knives.
- 12. Illegal knife means a:
 - a. knife with a blade over five and one-half inches;
 - b. a hand instrument designed to cut or stab another by being thrown;
 - c. dagger, including but not limited to a dirk, stiletto, and poniard;
 - d. Bowie knife, sword, or spear.
 - e. Crossbow, bow and arrow, blow gun, Chinese Star and ice pick.
 - f. Razor carried, designed, made, or adapted for use as a weapon.
- 13. Switchblade knife includes any knife that has a blade that folds, closes, or retracts into the handle or sheath, and that:
 - a. opens automatically by pressure applied to a button or other device located on the handle; or
 - opens or releases a blade from the handle or sheath by the force of gravity or by the application of centrifugal force (example: a butterfly knife or gravity knife);
- 14. Knuckles means any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or

adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

- 15. Machine gun means any firearm that is capable of shooting more than two shots automatically, without manual reloading by a single function of the trigger.
- 16. Short-barrel firearm means 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 shotgun or rifle if, as altered, it has an overall length of less than 26 inches.
- 17. Zip gun means a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifle-bore barrel by using the energy generated by an explosion or burning substance.
- 18. Stun gun means a device that produces an electrical discharge that would likely disable another person.

Other weapons not permitted by SFDRCISD School District Policies are listed below.

- 1. BB guns
- 2. Pellet guns
- 3. CO2 and air powered guns
- 4. Guns using gunpowder to expel a projectile.
- 5. Explosives
- 6. Razors
- 7. Fixed blade or lock blade knives
- 8. Tazers
- Chemical dispensers sold commercially for personal protection which are not covered by the <u>Texas Penal Code</u> (example: Mace, pepper spray, etc.)
- 10. Sling shots
- 11. Pen/pocket knives
- 12. Tranquilizer guns
- 13. Laser guns
- 14. Laser pens or pointers
- 15. Chains
- 16. Fireworks of any kind.
- 17. Any other object used in a way that threatens or inflicts bodily injury on another person.
- **NOTE:** Involvement with weapons (handmade or commercial) is prohibited by SFDRCISD. This includes <u>any type</u> of weapon possessed for <u>any purpose</u>. It is not a justification to this offense that the person claims that the weapon was for his/her self-defense. Any student violating this policy concerning weapons will be disciplined.

AUTHORITY TO EXPEL/REMOVE

The Board delegates the authority to expel or remove students from District schools to the Superintendent or Board Designee (Director of Student Services - Hearing Officer). Principals and their designated administrators also have the authority to remove students from their campuses.

A decision regarding suspension, removal to a disciplinary alternative education program, or expulsion may take into consideration the following elements:

- (A) self-defense;
- (B) intent or lack of intent at the time the student engaged in the conduct (intent shall not be a factor in determining if a student has engaged in an offense for which a student may be suspended, removed to a disciplinary alternative education program, or

expelled.; rather, it may be considered in determining location and duration of placement);

- (C) a student's disciplinary history; or
- (D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Sanctions

Students who are removed from District schools and expelled, placed in a disciplinary alternative education program, or suspended are prohibited from being on District property or attending school-sponsored or school-related activities on or off of school property during the period of removal. Students who violate this prohibition may be subject to additional disciplinary sanctions, and may be subject to arrest for criminal trespass (Texas Penal Code §30.05).

Withdrawn Prior To Hearing

Withdrawal from school after a student has been accused of a violation of the Student Code of Conduct will not prevent the District from investigating the alleged violation and, if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the District. When the student re-enrolls and has not fulfilled the term of his placement to the disciplinary alternative education program, the parent and student will be advised that he/she will need to complete the assignment to the disciplinary alternative education program. The parent and the campus will be given a formal letter stating that the student is being placed at the disciplinary alternative education program to complete his/her assignment that was not completed as a result of being withdrawn from our District.

Expulsion

Responsibilities of Authorized Persons

The Board of Trustees or the board's designee (hearing officer) is charged with the responsibility of reviewing discipline cases and determining whether the student should be expelled in accordance with state law and District policy.

When the Board or the Board's designee determine that a student's conduct warrants expulsion, but prior to taking any expulsion action, the board or the Board's designee will provide the student's parent(s) with written notice of:

- 1. The reasons for the proposed disciplinary action; and
- 2. The date and location for a hearing before the board or board's designee, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

- 1. May be present;
- 2. Shall have an opportunity to present evidence;
- 3. Shall be apprised and informed of the District's evidence;
- 4. May be accompanied by his or her parent(s); and
- 5. May be represented by an attorney or other adult representative, who is not an employee of the District.

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

- another appropriate classroom;
- in-school suspension;
- out-of-school suspension; or
- disciplinary alternative education program.

If the District makes a good-faith effort to inform the student and the student's parent or guardian at the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. If the decision to expel a student is made by the Board's designee, the decision may be appealed to an administrative committee and that decision order, shall not be deferred pending the outcome of the Board's review.

The Board or its designee will set a term for the expulsion based on the seriousness of the offense and other relevant factors. The range may vary from thirty successful days to a full calendar year. An expulsion may not exceed one year unless, after review, the district determines that:

- the student is a threat to the safety of other students or to District employees; or
- 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.

NOTE: A disabled student may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the Admission, Review and Dismissal (ARD) committee determines that the misconduct is not a manifestation of the child's disability and/or directly related to the District's failure to properly implement the student's individualized education plan.

In determining whether a student's behavior is a manifestation of the student's disability, the ARD committee shall base its decision on all relevant evaluation and assessment data and on a review of the current IEP and behavior intervention plan. The ARD committee will consider whether the student's behavior indicates the need for new evaluation and assessment data. If the committee is unable to reach a manifestation determination without additional information, the student may be returned to his previous placement after ten (10) school days while additional assessments are being conducted, unless the student has committed a violation involving weapons or drugs in which case the student will be placed in an alternative educational placement for a minimum of 45 calendar days.

The ARD committee will determine the instructional placement and related services to be provided during the time of expulsion.

A student with a disability under Section 504 will not be expelled unless the District first determines that the misbehavior is not a manifestation of the student's disability. The same group of people who make placement decisions may make that determination. The group must have evaluation data including medical documentation that is recent enough to afford an understanding of the student's current behavior. At a minimum, the group will include persons knowledgeable about the student and the meaning of the evaluation data. If it is determined that the misconduct is not caused by the student's disability, the student may be excluded from school in the same manner as similarly situated non-disabled students. If it is determined that the misconduct is caused by the student's disability, the District must determine whether the student's current educational placement is appropriate.

Appeal of an Expulsion to the Board of Trustees

Request for a Board review of a decision to expel a student shall be made in writing to the Superintendent within ten (10) school days after receipt of the written expulsion decision. Failure to appeal within the allotted time shall constitute a waiver of appeal. The Superintendent shall provide the parent(s) written notice of the date, time, and place of the review. A copy of the procedural guidelines for the hearing will be sent to the parents. The parties may make oral statements to the Board at the time of the Board review. Board members will have an opportunity to address questions to either side and to hear responses. The Board shall base its decision solely on the record and recommendation prepared by the hearing officer, the administrative committee, and any statements made by the parties at the review. The Board shall also have the authority to remand the case to the hearing officer for further fact-finding. The decision of the Board shall be rendered and sent in writing to the parent(s).

Appeal of Board's Decision

The decision of the board may be appealed by trial de novo to a state district court of the county in which the District's central administrative office is located. The student shall be expelled pending the appeal.

If a student is expelled under TEC Section 37.007, on the recommendation of the committee established under TEC Section 37.003 or on its own initiative, a District may re-admit the student while the student is completing any court disposition requirements the court imposes. After the student has successfully completed any court disposition requirements the court imposes, including conditions of a deferred prosecution ordered by the court, or such conditions required by the prosecutor or probation department, if the student meets the requirements for admission into the public schools, a district may not refuse to admit the student, but the District may place the student in the alternative education program. Notwithstanding TEC Section 37.002(d), the student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

If an expelled student enrolls in another school district, the District shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the expulsion order and the referral to the authorized officer of the juvenile court. The district in which the student enrolls may continue the expulsion under the terms of the order, may place the student in a disciplinary alternative education program for the period specified by the expulsion order, or may allow the student to attend regular classes without completing the period of expulsion.

Disciplinary Alternative Education Programs

Before a student is removed to a disciplinary alternative education program, referred to as the Student Guidance and Learning Center (SGLC), the campus principal or designee will conduct a hearing to determine whether a student violated District policy.

If the campus principal or designee find the allegations are true, the student may be removed to a disciplinary alternative education program for a period of time to be determined by campus principal or designee. If the campus principal or designee finds, investigation per policy, that the allegations are not true, the student may be returned to the classroom.

The SFDRCISD is required to provide a disciplinary alternative education program that:

- 1. is provided in a setting other than a student's regular classroom;
- 2. is located on or off a regular school campus;
- provides for the students who are assigned to the disciplinary alternative education program to be separated from students who are not assigned to the program;
- 4. focuses on English language arts, mathematics, science, history, and self-discipline;
- 5. provides for student's educational and behavioral needs;
- 6. provides supervision and counseling;
- 7. requires that to teach in an off-campus DAEP, each teacher must meet all certification requirements; and
- 8. provides not less than the minimum amount of instructional time per day required by the Texas Education Code.

It should be noted that the Texas Education Code does not require the District's disciplinary alternative education program to provide courses necessary to fulfill a student's high school graduation requirements other than the courses specified above.

The District shall offer a student removed to a disciplinary alternative education program an opportunity to complete course work before the beginning of the next school year. The District may provide the student an opportunity to complete coursework through any method available, including a correspondence course, distance learning, or summer school. The District may not charge the student for a course provided.

Placement Of Seniors Prior To Graduation Ceremonies In DAEP

Texas Education Code § 37.006(g) prohibits a student from attending or participating in school-related activities during a period of placement in a Disciplinary Alternative Education Program (DAEP). Therefore, a graduating senior who has a current or pending placement to a DAEP will not be permitted to participate in graduation ceremony, unless the student has obtained permission from the Superintendent.

Placement Of Certain Students In Disciplinary Alternative Education Programs

The Board, or the Board's designee, after an opportunity for a hearing may expel a student and elect to place the student in a disciplinary alternative education program if:

- 1. the student:
 - a. has received deferred prosecution under Texas Family Code § 53.03, for conduct defined as aggravated robbery or a Title 5 felony offense;
 - b. has 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;
 - c. has been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
 - d. has 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
 - e. has received probation or deferred adjudication or has been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.
- 2. the Board or the Board's designee determines that the student's presence in the regular classroom:
 - a. threatens the safety of other students or teachers;
 - b. will be detrimental to the educational process; or
 - c. is not in the interest of the district's students.

Any decision of the Board or the Board's designee is final and may not be appealed.

The Board or the Board's designee may order placement in accordance with this section regardless of:

- 1. the date on which the student's conduct occurred;
- 2. the location at which the conduct occurred;
- 3. whether the conduct occurred while the student was enrolled in the District; or
- 4. whether the student successfully completed any court disposition requirements in connection with the conduct. The Board or the Board's designee may order placement for any period considered necessary by the Board or the Board's designee.

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 placement or is assigned to another program.

A student placed in a disciplinary alternative education program is entitled to periodic review.

REMOVALS

Teacher Removals Office Referral by Teacher

A teacher or paraprofessional that has primary supervisory responsibility for students may send a student to the principal's office to maintain effective discipline in the classroom.

The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct. The student may be returned to the class following administrative action.

Discretionary Removal by a Teacher

A teacher may remove from class a student:

- who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- 2. whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Mandatory Removal by a Teacher

A teacher shall remove from class and send to the principal for placement in a disciplinary alternative education program or for expulsion, as appropriate, a student who engages in conduct described in Categories I, II or III.

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.

Special education students may not be removed in violation of specific IEP provisions or for more than ten cumulative school days during one school year without prior ARD committee approval.

Notification of Student Code of Conduct Violation

If the student has violated the Student Code of Conduct, the principal shall send a copy of the teacher's written report documenting the violation to the student's parents or guardians within 24 hours.

Notice To Staff Of Serious Offense

A principal or a principal's designee shall inform each educator who has the responsibility for, or is under the direction and supervision of an educator who has the responsibility for, the instruction of a student who has engaged in any violation listed under Categories I, II, or III of the Student Code of Conduct, including pertinent information contained in the contents of the placement order, if any. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. This section also includes conduct of the student in a previous school district.

School Related Misconduct

A student shall be removed from class and placed in a disciplinary alternative education program if the student, 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 relatedactivity on or off school property commits any Category III offense.

Conduct Unrelated To School

In addition to the circumstances listed above, a student shall be removed from class and placed in a disciplinary alternative education program based on conduct occurring off-campus and while the student is not in attendance at a school-sponsored or school-related activity if:

- 1. The student receives deferred prosecution under Texas Family Code 53.03 for conduct defined as felony aggravated robbery or a felony offense in Title 5, Texas Penal Code (offenses against the person); or
- A court or jury finds that the student has engaged in delinquent conduct under Texas Family Code 54.03 for conduct defined as felony aggravated robbery or a felony offense in Title 5, Texas Penal Code; or
- 3. The superintendent or designee has a reasonable belief that the student has engaged in conduct defined as felony aggravated robbery or a felony offense in Title 5, Texas Penal Code.

Permissive Removal

A student may be removed from class and placed in a disciplinary alternative education program based on conduct occurring off-campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The Superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery or those listed in Title 5, Texas Penal Code; and

2. The continued presence of the student in the regular classroom threatens the safety of other students or teacher or will be detrimental to the educational process.

Reasonable Belief

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense, the superintendent or designee may consider all available information, including the information furnished under Article 15.27, Texas Code of Criminal Procedure.

Not Guilty/Insufficient Evidence/Charges Dropped

The Superintendent or designee shall review the student's placement in the disciplinary alternative education program upon receipt of notice under Article 15.27(g), Texas Code of Criminal Procedure, stating that:

- 1. Prosecution of a student was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
- A court or jury found the student not guilty or made a finding the child did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed with prejudice.

The student may not be returned to the regular classroom pending the review. The Superintendent or designee shall schedule a review of the student's placement with the student not later than the third class day after the Superintendent or designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's placement or guardian, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

Appeal to Placement in DAEP for Conduct Unrelated to School

The student or the student's parent or guardian may appeal the Superintendent's decision to the Board. The student may not be returned to the regular classroom pending the appeal. The Board shall, at the next regularly scheduled meeting, review the notice received under Article 15.27, Texas Code of Criminal Procedure, and information received from the student, the student's parent or guardian, and the Superintendent or designee and confirm or reverse the Superintendent's decision. If the Board confirms the decision, the Board shall inform the student and the student's parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal to the commissioner.

Required Conference

Not later than the third class day after the day on which a student is removed from class by a teacher or by a school administrator, the principal or other appropriate administrator shall schedule a conference which includes the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall determine the disposition of the case consistent with the Student Code of Conduct.

Term Of Placement FOCA (Legal)

The Board or designee shall determine the term for a student's placement in a disciplinary alternative education program when the student is removed by a teacher or when the student is removed for engaging in conduct for which a student is required to be removed. The term of placement to disciplinary alternative education programs is individually determined by the Board or the Board's designee based on factors such as the student's grade, age, attitude, history of misconduct, seriousness of the offense committed, potential effect of the conduct on the school environment, requirements of State law and the Student Code of Conduct. 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 will be given notice and the opportunity to participate in a proceeding before the Board or the Board's designee. Any decision of the next grading period is final and cannot be appealed.

The Student Guidance & Learning Committee will review the student's progress as outlined in the placement letter and may return sooner to the home campus. Elementary students will be assigned for placement at DAEP at a designated campus by the Superintendent. Students with egregious offenses on or off campus or persistent or repeated violations of the rules of conduct may be subject to increasingly longer terms of assignment. The maximum period of placement shall be one year unless, after a review, the District determines that:

- The student is a threat to the safety of other students or to District employees; or
- Extended placement is in the best interest of the student

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 administrator and the Director of Student Services must determine that:

- The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
- The student has engaged in serious or persistent misbehavior that violates the District's Code of Conduct.

Beyond End of School Year

Before a student may be placed in a disciplinary alternative education program for a period that extends beyond the end of the school year, the board or designee must make one of the following determinations:

- The student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm to the student or another individual;
- 2. The student has engaged in serious or persistent misbehavior that violated the district's Student Code of Conduct.

120 Day + Review of Status

A student placed in a disciplinary alternative education program shall be provided a review of the student's status including a review of the student's academic status, by the Board's designee at intervals not to exceed 120 days. In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student.

At the review, the student or the student's parent or guardian must 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 the teacher that removed the student without that teacher's consent. The teacher cannot be coerced to consent.

Appeal

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed to the Level II District Hearing Officer in accordance with policy FOC (LEGAL). All other appeals regarding a placement in a DAEP should be addressed in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the central administration office or website.

Disciplinary consequences shall not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.

Additional Misconduct

If, during the term of placement in a disciplinary alternative education program, 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 appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notification Requirements

- 1. If a student placed in a disciplinary alternative education program enrolls in another school district before the expiration of the period of placement, the Board of Trustees of the district requiring the placement shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the placement order. The district in which the student enrolls may continue the disciplinary alternative education program placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement.
- 2. The board or the board's designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in a disciplinary alternative education program or expelling the student.

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 a placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either a disciplinary alternative education program or other court-ordered placement for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP for one semester or placement in a regular classroom. The placement may not be in the regular classroom if the Superintendent 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 interest 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 placement or may require an additional semester in an alternative placement without conducting a review of the placement.

<u>Appeal</u>

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. Any decision of the Board or its designee under this section is final and may not be appealed.

Placement Of Students With Disabilities

The placement of a student with disabilities who receives special education services may be made only by a duly constituted admission, review, and dismissal (ARD) committee or Section 504 committee. A student with a disability who receives special education services may not be placed in disciplinary alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement for their conduct.

Any discipline action regarding a student with disabilities that would constitute a change in placement under federal law may only occur after a manifestation determination review has been conducted by the student's admission, review, and dismissal committee.

All disciplinary actions regarding a student with a disability who receives special education services shall be determined in accordance with federal law and regulations, including the provision of functional behavioral assessments; positive behavioral interventions, strategies, and supports; behavioral intervention plans; and the manifestation determination review.

Sexual Assault and Campus Placements

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 disciplinary alternative education program.

Removal From School Transportation

A student being transported by District transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the District's established standards for conduct in a school vehicle. See "Student Transportation," Section D of the Student Handbook.

Use Of Confinement

It is the policy of this state to treat all students with dignity and respect. A student may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique.

Suspensions (Out of School)

The principal or other appropriate administrator may suspend a student who engages in conduct for which the student may be placed in a disciplinary alternative education program.

A suspension may not exceed three days per offense, with no limit on the number of times a student may be suspended in a semester or school year.

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

Before being suspended, a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

Suspensions (In School)

In-school suspension is an on-campus setting for students who commit disciplinary infractions, where the student continues to receive instruction in each course to the extent possible.

Detention

For minor infractions of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days. Before being assigned to detention, a student will be informed of the behavior that allegedly constitutes the violation, and will be given an opportunity to explain his or her version of the incident. The period of time for which a student is assigned to detention will be used for educational purposes. FO (Local)

Notice of Assignment to Detention

When detention is used, notice will first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention will not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

Emergency Placement And Emergency Expulsion

The principal or the principal's designee may order the immediate placement of a student in an alternative placement if the principal or the principal's designee:

 reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of students to learn or with the operation of school or a school-sponsored activity.

The principal or the principal's designee may order the immediate expulsion of a student if the principal or the principal's designee:

 reasonably believes that action is necessary to protect persons or property from imminent harm. At the time of the emergency placement or expulsion, the student shall be given oral notice of the reason for the action. The reason must be a reason for which placement in a disciplinary alternative education program or expulsion may be made on a non-emergency basis. Within a reasonable time after the emergency placement or expulsion, the student will be accorded the appropriate due process and parent will be notified. If the student subject to the emergency placement or expulsion is a student with disabilities who receives special education services, the term of the student's emergency placement or expulsion is subject to federal law and regulations and must be consistent with consequences that would apply to a student without a disability.

<u>DISCIPLINE MANAGEMENT TECHNIQUES AND</u> <u>PROCEDURES</u>

Students who violate the Student Code of Conduct shall be subject to any or all of the following disciplinary actions:

- 1. counseling by teachers, special services, or administrative personnel;
- 2. student-parent-teacher conferences;
- 3. time out;
- 4. behavioral contract;
- 5. assigned school duties other than classroom tasks;
- 6. verbal correction;
- 7. temporary confiscation of items that disrupt the educational process;
- 8. withdrawal of privileges, including participation in extracurricular activities and honorary positions;
- 9. referral to the office;
- 10. detention;
- 11. probation;
- 12. demerits;
- referral to an outside agency and/or authority for criminal prosecution in addition to disciplinary measures imposed by the District;
- 14. removal from office, clubs or organizations;
- 15. in-school suspension;
- 16. out of school suspension;
- 17. placement in disciplinary alternative education program;
- 18. expulsion;
- 19. emergency expulsion or emergency placement.

When imposing discipline, District personnel shall adhere to the following general guidelines: discipline will be administered when necessary to protect students, school employees, or property and maintain essential order and discipline; students shall be treated fairly and equitably; discipline shall be based on a careful assessment of the circumstances of each case; factors to consider shall include the seriousness of the offense, the student's age, the frequency of the misconduct, the student's attitude, the potential effect of the misconduct on the school environment, other pertinent factors such as self-defense, and requirements of State law and the Student Code of Conduct. (SCC)

A disabled student's Individual Education Plan (IEP) which addresses the student's special needs will be reviewed prior to determining a disciplinary action.

Questioning Students

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students are expected to provide any information about their conduct or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students.

Parents/Guardians will be contacted and informed of the available information regarding their son or daughter from the administrator conducting the investigation. The intention is to conduct an efficient and effective investigation and to avoid causing parents/guardians undue alarm or anxiety based on incomplete information.

Video/Audio Surveillance Data

Video/Audio surveillance data collected from cameras on school property is treated as confidential as per the provisions of the Family Educational Rights and Privacy Act (FERPA) and not subject to public disclosure. School officials may share video footage with a student or parent but only if the video does not disclose personally identifiable information regarding another student. Personally identifiable information may only be disclosed to third parties in very narrow circumstances such as in response to a judicial order or subpoena. (FO (LOCAL) p.3)

Parent Notification

The student's parent or guardian shall be notified if any prohibited stolen articles or materials are found in the student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

Parental Liability For School Property

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

- 1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
- 2. The willful and malicious conduct of a child who is at least ten years of age but under18 years of age.

Reports To Local Law Enforcement

School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. Certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

San Felipe Del Rio CISD Police Department

The SFDRCISD has its own police department in operation 24 hours a day. The department works closely with the surrounding law enforcement agencies to assist at all schools and functions. The department investigates acts that would be considered a violation of the law or harmful to schools or students. SFDRCISD police officers are commissioned and have the authority to arrest violators of the law both on and off District property. They may also issue traffic tickets on or around school District property and may also write citations for violations of the Texas Penal Code (i.e. disorderly conduct).

Use Of Trained Dogs

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker, vehicle, or any personal item not in the student's immediate possession provides reasonable cause for a search if the dog is reasonably reliable in indicating that contraband is currently present.

- SECTION C -DISTRICT POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS

General Eligibility

The Board or its designee shall admit into the free public schools of the District all persons who are at least five and under 21 years of age on September 1 of any school year in which admission is sought if any of the following conditions exist:

- 1. The person and either parent reside in the District.
- 2. The person does not reside in the District, but one of the parents resides in the District and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the person.
- 3. The person and his or her guardian or other person having lawful control under an order of a court resides in the District.
- 4. The person is under the age of 18 and has established a separate residence in the District apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the person's presence in the District is not for the primary purpose of participation in extracurricular activities. The Board is not required to admit such person, however, if the person has:
 - a. Engaged in conduct that resulted in removal to an alternative education program or expulsion within the preceding year;
 - Engaged in delinquent conduct or conduct indicating a need for supervision and is on probation or other conditional release for that conduct; or
 - c. Been convicted of a criminal offense and is on probation or other conditional release. When admission is sought for a child who has established a separate residence in the District from his parent, guardian, or other person having lawful control under an order of a court, the Board of Trustees or its designee shall determine whether an applicant qualifies as a resident of the SFDRCISD.
- 5. The person is a homeless child [See also policy FDC]
 - a. A child is "homeless," under the McKinney-Vento Homeless Education Act, if the child lacks a fixed, regular, and adequate nighttime residence. This includes:
 - (1.) Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - (2.) Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - (3) Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- (4.) Migratory children living in circumstances described above. "Migratory child" means a child who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such

parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work has moved from one school district to another or resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

b. A child is homeless, under the state law, regardless of the residence of the child, either parent, or the child's guardian or other person having lawful control, if:

(1.) the child does not have an appropriate residence to spend the night, or

(2.) the child has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

- 6. The person is a foreign exchange student placed with a host family that resides in the District by a foreign exchange program. The District has applied for and received a waiver limiting the number of foreign exchange students the District will accept each school year. The District will accept six (6) foreign exchange students at our regular high school. All paperwork for foreign exchange students is processed by the Department of Student Services at the SFDRCISD Administrative Offices.
- 7. The person resides at a residential facility, as defined in Texas Education Code 5.001, located in the District. For purposes of enrollment, a person who resides in a residential facility is considered a resident of the district in which the facility is located.
- 8. The person resides in the District and is 18 or older or the person's disabilities of minority have been removed.
- 9. The person does not reside in the District but the grandparent of the person resides in the District and provides a substantial amount of after-school care for the person as determined by the Board. (Policy FD)

Minor Living Apart

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney recognized as valid and enforceable under Texas law or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Any such student who has engaged in misconduct that results in an assignment to an alternative education program or an expulsion shall not be permitted to attend a district school.

Proof of Admission Eligibility

The District requires evidence that a person is eligible to attend the public free schools of the District at the time it considers an application for admission of the person. The Board or its designee shall establish minimum proof of residency acceptable to the District, available in policy FD (Local). When admission is sought under item 4 above, the Board shall

determine whether an applicant qualifies as a resident of the District and may adopt reasonable guidelines for making that determination as necessary to protect the best interest of the District/students.

Acceptable documents for verifying address include current utility bills, sales or lease agreements, or other legal documents other than a driver's license which does not require a verified address.

On occasions where a family cannot meet District requirements for proof of residency (i.e., when a family has recently moved in with another family), the resident must show proof of residence and the parent/guardian and resident must complete a notarized Affidavit of Residence which is to be renewed on an annual basis.

Withdrawal - Minor Students

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without a parent's or guardian's signature.

Withdrawn for Non-Residence

The District may withdraw any student who ceases to be a resident.

High School Equivalency Certificate

A student who has received a high school equivalency certificate is entitled to enroll in a public school in the same manner as any other student who has not received a high school diploma.

Substitute for Parent or Guardian (Power of Attorney)

The Board may allow a person showing evidence of legal responsibility for a child other than an order of a court to substitute for a guardian or other person having lawful control of the child under court order. (Policy FD)

Students in Foster Care

A student placed in foster care by an agency of the state or a political subdivision, and whose foster parents reside in this District, shall be permitted to attend District schools free of any charge to the foster parents or to the agency. No durational residency requirement shall be used to prohibit such a student from fully participating in all activities sponsored by the District.

A student enrolled in primary or secondary public school before the student entered the conservatorship of DFPS and who is placed at a residence outside the attendance area for the school or outside the District is entitled to continue to attend the school in which the student was enrolled immediately before entering conservatorship until the student successfully completes the highest grade level offered by the school at the time of placement without payment of tuition. The school district is required to provide transportation within reasonable distance from the school district boundaries. This is accomplished through a mutual agreement between the receiving district and the district where the student wants to complete high school.

Court-Ordered Student

A court may not order an expelled student to attend a regular classroom, a regular campus, or a school district alternative education program as a condition of probation unless the juvenile board for the county in which the District's central administrative office is located has entered into a memorandum of understanding with the board concerning the supervision of and other support services for students in alternative education programs. If a court orders a student to attend an alternative education program as a condition of probation once during a school year and the student is referred to juvenile court again during that school year, the juvenile court may not order the student to attend an alternative education program in the District without the District's consent until the student has completed successfully any sentencing requirements.

Students in Protective Custody of the State

In an effort to provide educational stability, the District strives to assist any student who is currently placed or newly placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District.

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

Please contact Director of Student Services, who has been designated as the District's liaison for children in the conservatorship of the state, with any questions.

Students Enrolling with Disciplinary Alternative Education Placements

In accordance with Texas Education Code §37.022, if a school district or charter school takes disciplinary action against a student and the student subsequently enrolls in another district before the expiration of the period of disciplinary action, the district in which the student enrolls may continue the disciplinary action under the terms of the order or may allow the student to attend regular classes without completing the period of disciplinary action. Disciplinary action includes suspension, expulsion, placement in alternative education program or other limitation in enrollment eligibility of a student by a district.

Legal Surname

A student must be identified by the student's legal surname as it appears on the student's birth certificate or other legal document suitable as proof of the student's identity, or in a court order changing the student's name.

Required Documentation

At the time of enrollment the person authorized to enroll the child shall immediately furnish a record showing that the child has the immunizations required by Texas Education Code §38.001, or proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

Not later than the thirtieth day after the date a parent or other person with legal control of a child enrolls the child in a District school, the parent or other person, or the school district in which the child most recently attended school, shall furnish to the District all of the following:

- 1. The child's birth certificate or another document suitable as proof of the child's identity as defined by the commissioner of education in the Student Attendance Accounting Handbook.
- A copy of the child's records from the school the child attended if he or she was previously enrolled in a school in Texas, in another state or in another country; students shall not be denied

enrollment or be removed solely because they fail to provide the required documentation in items 1 and 2, above.

Food Allergy Information

On enrollment, a parent or other person with legal control of the child under a court order shall: (See attached form in Appendix)

- disclose whether the child has a food allergy or a severe food allergy that, in the judgment of the parent or other person with legal control, should be disclosed to the District to enable the District to take any necessary precautions regarding the child's safety; and
- 2. specify the food to which the child is allergic and the nature of the allergic reaction.

Child in DFPS Possession

The District shall enroll a child without the required documentation if the Department of Family and Protective Services (DFPS) has taken possession of the child. DFPS shall ensure that the required documentation in furnished to the District not later than the 30th day after the date the child is enrolled.

Inconsistent or Missing Documentation

If a child is enrolled under a name other than the name that appears in the identifying documents or records, the District shall notify the missing children and missing persons information clearinghouse of the child's name as shown on the identifying records and the name under which child is enrolled.

If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the District is located and request a determination of whether the child has been reported as missing.

Students under Eleven

On enrollment of a child under eleven years of age in a school for the first time at the school, the school shall:

- 1. Request from the person enrolling the child the name of each previous school attended by the child;
- Request from each school identified in Item #1 the school records for the child and, if the person enrolling the child provided copies of previous school records, request verification from the school of the child's name, address, date, and grades and dates attended; and
- 3. Notify the person enrolling the student that not later than the thirtieth day after enrollment or the ninetieth day if the child was not born in the United States, the person must provide:
 - a. A certified copy of the child's birth certificate; or
 - b. Other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate.

If a person enrolls a child under 11 years of age in school and does not provide the valid prior school information or documentation required, the school shall notify the appropriate law enforcement agency before the 31st day after the person fails to comply.

False Information

When accepting a child for enrollment, the District shall inform the parent or other person enrolling the child that presenting false information or false records for identification is a criminal offense under Texas Penal Code §37.10 and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below.

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater.

Exceptions to Age and Residency Requirements

In general, students are enrolled in District schools and programs only if they meet the age and residence requirements as defined by state law. However the following exceptions are allowed, subject to tuition, in some situations.

- 1. Students who move out of the District during the school year and who are permitted to remain in their former school under continuing enrollment guidelines, except that a student may be granted permission to complete the current grading period without tuition.
- 2. Students who will be eligible to graduate in the school year following their move out of the District and who are approved for continued enrollment for their senior year.
- 3. Students whose families are in the process of moving into the District (for students admitted under the anticipated move provision, tuition shall be waived for a grace period of thirty (30) school days.)

Residency Review for Extracurricular Activities

The Superintendent or designee shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control under order of a court is present in the District for the primary purpose of participating in extracurricular activities. This determination may be appealed to the Board under the Complaint Resolution Procedure, beginning at Level III, by making a written request to the Superintendent within 15 days of the decision.

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 has been attached for you to complete if you do not want the District to provide this information to military recruiters or institutions of higher education. (See attached form in Appendix)

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://www.tea.state.tx.us/index2.aspx?id=7995

Grievance Procedure

Grievances regarding student eligibility and admissions may be appealed to the superintendent or designee beginning at Level III of the Complaint Resolution Procedure. FNG (Local)

ATTENDANCE - All Levels

Compulsory Attendance Law

The state compulsory attendance law requires that students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 19th birthday must attend school and school-related tutorial sessions unless the student is otherwise legally exempted or excused as indicated below. Students enrolled in pre-kindergarten or kindergarten 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. If a student 19 years of age or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment, except that the District may not revoke the enrollment on a day on which the student is present at school. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds. Prior to revoking the person's enrollment, the District shall issue a warning letter to the student after the third unexcused absence stating that the person's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to evoking enrollment, the District may impose a behavior improvement plan.

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 areas.

Accelerated/Compensatory Programs

Unless specifically exempted under Texas Education Code §25.086, a student shall attend:

- 1. For students identified as likely not to be promoted to the next grade level, a District-provided extended-year program for which the student is eligible, or tutorials required under Texas Education Code §29.084;
- 2. An accelerated reading instruction program to which the student has been assigned under Texas Education Code §28.006(g);
- 3. An accelerated instruction program to which the student is assigned under Texas Education Code §28.0211;
- 4. A basic skills program to which the student is assigned under Texas Education Code §29.086; or

- 5. A summer program provided:
 - a. To a student placed in in-school suspension or other alternative setting, other than a disciplinary alternative education program (DAEP), who has been offered the opportunity to complete each course in which the student was enrolled at the time of removal, pursuant to Texas Education Code §37.008(I).
 - b. To a student removed to a DAEP who has been offered an opportunity to complete coursework, before the beginning of the next school year, pursuant to Texas Education Code §37.021.

Notice to Parents

Under Texas Education Code § 25.095(a), you are hereby notified that it a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas Education Code §25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code §65.003(a)

The District shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code §25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

Exemptions

Students who meet one or more of the following conditions shall be exempt from compulsory attendance requirements:

- 1. The student is at least 17 years of age and has been issued a high school equivalency certificate or diploma.
- 2. The student attends a private or parochial school that includes in its course a study of good citizenship.
- 3. A student in a home school shall be exempt from compulsory attendance if he or she is pursuing in 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 designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.
- 4. The student is eligible to participate in the District's special education program under Texas Education Code § 29.003 and cannot be appropriately served by the resident district.
- 5. The student has a temporary and remediable physical or mental condition that renders attendance infeasible and has a certificate from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for remedial treatment.
- 6. The student has been expelled in accordance with legal requirements in a school district that does not participate in a mandatory juvenile justice alternative education program.
- 7. The student is at least 17 years old and is attending a course of instruction to prepare for the high school equivalency examinations, and:

- a. Has the permission of the student's parent or guardian to attend the course;
- b. Is required by court order to attend the course;
- Has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the child; or
- d. Is homeless as defined by 42 U.S.C. 11302.
- 8. The student is enrolled in the Texas Academy of Leadership in the Humanities.
- 9. The student is enrolled in the Texas Academy of Mathematics and Science.
- 10. The student is at least 16 years old and is attending a course of instruction to prepare for the high school equivalency examinations, provided that the student is recommended to the course of instruction by a public agency that has supervision or custody of the student under a court order, or the student is enrolled in a Job Corps training program under the Workforce Investment Act of 1998, 29 U.S.C. 2801 et seq.
- 11. The student is specifically exempted under another law.

Excused Absences for Purposes of Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus
- For students in the conservatorship (custody) of the state;
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participating in the activity outside of school hours.

For religious holy days, required court appearances, activities related to obtaining citizenship, and service as an election clerk, one day of travel to the site and one day of travel from the site will also be excused by the District.

Make-up Work

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. If the student satisfactorily completes the work and the absences qualify as "excused" absences for purposes of compulsory attendance, as described above, the days of absence shall be counted as days of compulsory attendance, and the student shall not be penalized for the absence.

Other Excused Absences

1. In SFDRCISD, one of the goals of our secondary schools is to create a college bound culture. To this end, SFDRCISD high

school allows students in their junior and senior years to go on college visits. As long as these visits are given prior approval, documented and do not exceed two (2) school days per school year, college visits are considered excused absences. Any days missed for college visits in excess of two (2) per school year will not be excused.

- 2. Students may be excused for special education assessment procedures and for special education-related services.
- 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. Please see "Accommodations for Children of Military Families."
- In addition, a student may be excused for temporary absences resulting from any cause acceptable to the principal or Superintendent. Examples of acceptable reasons include:

 personal illness, 2) death in the family, 3) family emergency, or
 any unusual or extenuating circumstance acceptable to the principal or his/her designee.
- Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences. FEA (Local)

Reason for Absence

A student absent from school shall provide a note that describes the reason for absence. The note shall be signed by the student's parent or guardian. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. When a student must be absent, the student – upon returning to school must bring a note, signed by the parent that describes the reason for the absence within 48 hours.

Permission to Leave School

When students board a school bus or arrive on campus they are considered to be "in school" and must check out through the attendance office, even if the first bell has not rung. Students who find it necessary to leave school during the school day for any reason (doctor's appointments, etc.) must obtain an early dismissal slip from the attendance office in accordance with school procedure. Students who fail to follow the above procedures maybe considered truant.

Students in Home Schooling

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee may request in writing a letter of notification from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit the letter of notification or if the District has evidence that the school-age child is not being home-schooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

Effects of Absenteeism

Absence from class unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom, and places additional demands on the teacher to provide remedial assistance. Therefore, regular attendance and punctuality are required of every student for each scheduled class.

In case of a long period of absences due to extended illness or injury, the student's counselor and the attendance office should be contacted immediately by the parent of the student in order that arrangements may be made for continuance of academic work. If families are aware that their children must be absent for an extended period, students are encouraged to ask their teacher for academic assignments prior to the absence in order to minimize curriculum loss.

Enforcement of Attendance Policies

Excessive absences from school shall be investigated by school officials. If the problem cannot be resolved between the principal and the parents, the case shall be referred to an officer who will further investigate the reasons for the absences. Violation of the compulsory attendance law may result in judicial action.

Exceptions to Attendance Rules

As provided by law or State Board rules, a student not actually on campus at the time attendance is taken shall be considered in attendance if:

- 1. The student is participating in a board-approved extracurricular activity or public performance, which is under the direction of a member of the District's professional staff.
- The student is participating in a mentorship approved by District personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program.
- 3. The student is Medicaid-eligible and participating in the Early and Periodic Screening, Diagnosis, and Treatment Program.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement within 48 hours from a licensed U.S. physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

Withdrawal for Non-Attendance

The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

- 1. The student has been absent ten (10) consecutive school days.
- 2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Additionally, SFDRCISD may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

Extra-curricular and Co-curricular Activities

Students who are participating in an extra-curricular activity approved by the board and under the direction of a professional staff member shall not be counted absent from school. Absences in excess of those permitted will not be considered as extenuating circumstances; consequently, students with unexcused absences because of participation in extracurricular activities in excess of those limits may not receive credit for work missed during those absences. Students should miss no more than ten days per year (or more than eight days in one semester) for extracurricular activities.

Driver License Attendance Verification

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) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student in kindergartengrade 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.

The Board may establish alternative ways for students with unexcused absences to make up work or regain credit or earn a final grade. The alternative ways must include at least one option that does not require a student to pay a fee, but the option must be substantially the same as the availability of the educational program for which the district may charge a fee. This policy does not affect a student's right to excused absences to observe religious holy days.

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. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at "Excused Absences for Purposes of Compulsory Attendance" will be considered days of attendance for this purpose.
- 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 absence, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absence.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise 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 of Trustees by filing a written request with the Superintendent in accordance with 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.

Personal Illness

When a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. SFDRCISD will only accept doctor's excuses from the United States and must be turned in within 48 hours.

Unexcused Absences

The Board has chosen to allow students who have lost credit because of unexcused absences and who have a passing grade in the course to regain credit by fulfilling the requirements established by the campus attendance review committee. The committee may set more stringent requirements for regaining credit when absences are unexcused than in other circumstances.

Extenuating Circumstances (Absences)

The Board has established the following as extenuating circumstances:

- 1. Board-approved extracurricular activity or public performance subject to limitations.
- Required screening, diagnosis, and treatment for Medicaideligible students.
- 3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
- 4. Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent.
- 5. Juvenile court proceeding documented by a probation officer.
- 6. Absence required by state or local welfare authorities.
- 7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.

Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance.

Regaining Credit

The attendance committee may use any of the following options as ways in which students may regain credit:

- 1. Complete additional assignments, as specified by the committee.
- 2. Satisfy time-on-task requirements before and/or after school.
- 3. Attend tutorial sessions as scheduled.
- 4. Perform community services or campus duties.
- 5. Maintain the attendance standards for the rest of the semester.
- 6. Attend an alternative education program.
- 7. Attend evening high school.
- 8. Take an examination to earn credit.
- 9. Attend Saturday school.

In all cases, the student must also earn a passing grade in order to receive credit.

Grades

A student with a grade of 70 or higher who is awarded credit through the review process shall be assigned the grade earned. A student with a grade of 70 or higher who is denied credit by the review committee shall be assigned a grade of 69. A student with a grade below 70 is not eligible to obtain credit through the review process; the grade shall stand as earned.

Appeal of Attendance Committee's Decision

The attendance committee's decision may be appealed to the Board by submitting a written request to the Superintendent. Appeals shall be handled as provided by the District grievance procedure, which is stated in the Student-Parent Handbook. FNG (Local)

Attendance Boundaries

All students who attend SFDRCISD schools must reside within the boundaries of the district unless the Superintendent has approved a transfer.

Students are eligible to enroll in a school only if they reside in the attendance zone for that school, or if they have an approved written exception from the SFDRCISD Administrative Office. New students must show proof of residence. Students, who enroll improperly by misrepresenting the address, or that of their parent(s) or guardian(s), will be subject to return to the home campus.

<u>Administrative Transfer</u> – A transfer may be initiated administratively to assign a student to a different school for reasons including, but not limited to concerns related to discipline, safety, sexual assault, bullying, or extraordinary conditions affecting the family or the school. It must be initiated by the home campus principal or Director of Student Services only if one or more of the conditions described above exist.

DRESS AND GROOMING

District staff recognize that parents bear the primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, because of the influence of dress and grooming on students' attitude and behavior, and because of the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are proper concerns of teachers and administrators.

Regulations shall be established concerning the grooming of students for those classes where safety in the use of power machinery and sanitary conditions in food preparation is mandatory. Students enrolled in these classes shall be informed of those regulations and are expected to conform while in these classes.

To aid students and their parents in making decisions about appropriate dress and grooming for schools, the following guidelines are established.

Final determination of acceptable dress and grooming rests with the principal or his/her designee.

- 1. Skirts, dresses and shorts should not be shorter than mid- thigh. There should not be a cut or slit in the clothing that extends beyond the limit.
- 2. Appropriate undergarments must be worn at all times.
- Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. Flip flops are not allowed. Footwear with wheels are prohibited.
- 4. Hair for males and females should be neat and clean and not cover the face. Unconventional faux hawk, shaved designs or Mohawk hairstyles are not permitted. It may be pulled back in a ponytail. Goatees are not allowed.
- 5. Headwear and sunglasses must not be worn in buildings.
- Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Pants/jeans must be styled and fitted to avoid showing skin or undergarments above mid-thigh through any holes or excessive bagginess. Clothing that is lewd,

offensive, vulgar or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy shall not be worn.

- 7. Clothing with gang colors or gang related attire, symbols, emblems is prohibited.
- 8. Excessively tight clothing to include leggings, shorts, or clothing that is shorter than mid-thigh are not permitted. Apparel worn below the hipline is not allowed. Undergarments must not be showing. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see through garments are not permitted.
- 9. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
- Apparel, shoes or articles that may cause injury or damage such as, but not limited to, objects or appendages, spiked bracelets or necklaces are not permitted.
- 11. Skateboards are not allowed.
- Make-up is prohibited to be worn by males. Jewelry on males and females cannot have sharp or long pointy ends, such as ear spikes and no gauges are allowed.
- 13. Tattoos should be covered up.
- 14. Specific classes or certification courses will have dress codes that are stricter due to safety and work-place regulations.
- 15. Grooming for both male and female students should be neat and clean.

Campus administration shall have the discretion to determine what apparel is appropriate on a case-by-case basis.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive or indecent, or as bizarre and unusual as to detract from the classroom environment.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to inschool suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

For safety purposes, the District permits students to possess mobile telephones; however, these devices must remain turned off during all instructional times, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school, in the hallways during passing periods, the library or at a school-related or school-sponsored event.

CELL PHONE and ELECTRONIC DEVICES POLICY (Grades 6-8)

Beginning with the 2017-18 school year, the following cell phone policy will be in effect for students in grades 6-8. SFDRCISD students in possession of a cell phone must comply with the SFDRCISD Cell Phone/Electronic Devices Policy and the SFDRCISD Acceptable Use Agreement.

All students **will be allowed** to use their cell phones/electronic devices during the following non-instructional school times:

- Before the first instructional bell rings.
- After the end-of-school dismissal bell.
- During out-of-town school sponsored events with parent and sponsor's permission.

All students **will not be allowed** to use their cell phones during instructional time.

- Instructional time is defined as the time from the first tone of the tardy bell to the first tone of the dismissal bell.
- Cell phones must ALWAYS be turned off and out of sight during instructional time, during passing periods and during lunch time. Students should wait until they exit the building after school to access their cell phone.
- Headphones may only be used before and after school, and with the sponsor's permission during school sponsored out-oftown trips.

Note: Parents are requested not to contact their child during the instructional school day via cell phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance.

CYBER SAFETY

Cyber-Safety awareness and training will be required while putting into practice social and professional etiquette relating to electronic devices. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn. The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

- Students are strictly prohibited from using cell phones or any electronic device for capturing images in locker rooms, restroom areas or any other area prohibited by the campus/District.
- Students are strictly prohibited from using Social Media (e.g. Facebook, FaceTime, Instagram, etc.) to post pictures or take video during instructional time.
- Students are strictly prohibited from "bullying", particularly cyberbullying, or posting derogatory statements about students, faculty, or staff via text message or Social Media.

If there is a reasonable cause to believe that any cell phone or electronic device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, students will be subject to disciplinary action. [See FNCE(LOCAL)]

CONSEQUENCES FOR VIOLATION OF POLICY

Violating the established policy will result in the following:

- First offense the phone will be confiscated and must be picked up by a parent or guardian after three (3) calendar days.
- Second offense the phone will be confiscated and must be picked up by a parent or guardian after six (6) calendar days.
- Third offense the phone will be confiscated and must be picked up by a parent or guardian after ten (10) calendar days.
- Fourth offense the phone will be confiscated for the remainder of the school year and cell phone privileges will be revoked.

Students who do not adhere to these guidelines will be subjected to other disciplinary actions. Students who are in possession of cell phones must adhere to the Student Code of Conduct, the SFDRCISD Student Handbook, the SFDRCISD Acceptable Use Policy, and all Board Policies.

Failure to relinquish the communication device to school personnel when asked to do so or repeated violations may result in additional disciplinary action, including confiscation of the device for a period of time up to the remainder of the school year.

A student's parent, guardian, or non-student owner may pick up the device after showing proof of ownership. If the device is not claimed, the student's parent or guardian whose name and address appears on the device shall be given 30 days prior notice of the district's intent to dispose of the device.

CELL PHONE and ELECTRONIC DEVICES POLICY (Grades 9-12)

Beginning with the 2017-18 school year, the following cell phone policy will be in effect for students in grades 9-12. SFDRCISD students in possession of a cell phone must comply with the SFDRCISD Cell Phone/Electronic Devices Policy and the SFDRCISD Acceptable Use Agreement.

All students **will be allowed** to use their cell phones/electronic devices during the following non-instructional school times:

- Before the first instructional bell rings.
- During the student's lunch period.
- After the end-of-school dismissal bell.
- During class time for instructional purposes with the teacher's permission.
- During out-of-town school sponsored events with the sponsor's permission.

All students **will not be allowed** to use their cell phones during instructional time.

- Instructional time is defined as the time from the first tone of the tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom.
- Cell phones must ALWAYS be turned off and out of sight during instructional time and during passing periods except during the student's lunch period. Students should wait until they exit the building after school to access their cell phone.

- Office runners and/or students who are in the hallways or in the restrooms during instructional time will not be allowed to use their cell phones.
- Headphones may only be used during the student's lunch period and in the classroom with the teacher's permission.
- Students who have an early release may not use their cell phones during instructional time; and should wait until they exit the building to access their cell phone.
- Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.
- Use of a cell phone or any other unapproved electronic device during the administration of state tests (STAAR, EOC, etc.) will be regarded as cheating, and the student's test will be invalidated with appropriate disciplinary action to follow.

Note: Parents are requested not to contact their child during the instructional school day via cell phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance.

CELL PHONE USER AGREEMENT (BYOD)

San Felipe Del Rio CISD uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. In an effort to be proactive with today's growing social and interactive technology trends, SFDRCISD will allow cell phones to be used for instructional purposes only.

CYBER SAFETY

Cyber-Safety awareness and training will be required while putting into practice social and professional etiquette relating to electronic devices. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn. The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

- Students are strictly prohibited from using cell phones or any electronic device for capturing images in locker rooms, restroom areas or any other area prohibited by the campus/District.
- Students are strictly prohibited from using Social Media (e.g. Facebook, FaceTime, Instagram, etc.) to post pictures or take video during instructional time.
- Students are strictly prohibited from "bullying", particularly cyberbullying, or posting derogatory statements about students, faculty, or staff via text message or Social Media.

If there is a reasonable cause to believe that any cell phone or electronic device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, students will be subject to disciplinary action. [See FNCE(LOCAL)]

CONSEQUENCES FOR VIOLATION OF POLICY

Violating the established policy will result in the following:

- First offense the phone will be confiscated and must be picked up by a parent or guardian after three (3) calendar days.
- Second offense the phone will be confiscated and must be picked up by a parent or guardian after six (6) calendar days.
- Third offense the phone will be confiscated and must be picked up by a parent or guardian after ten (10) calendar days.
- Fourth offense the phone will be confiscated for the remainder of the school year and cell phone privileges will be revoked.

Students who do not adhere to these guidelines will be subjected to other disciplinary actions. Students who are in possession of cell phones must adhere to the Student Code of Conduct, the SFDRCISD Student Handbook, the SFDRCISD Acceptable Use Policy, and all Board Policies.

Failure to relinquish the communication device to school personnel when asked to do so or repeated violations may result in additional disciplinary action, including confiscation of the device for a period of time up to the remainder of the school year.

A student's parent, guardian, or non-student owner may pick up the device after showing proof of ownership. If the device is not claimed, the student's parent or guardian whose name and address appears on the device shall be given 30 days prior notice of the district's intent to dispose of the device.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The District is not responsible for any damaged, lost, or stolen electronic devices.

Instructional use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

CLOSED CAMPUS

All campuses are closed campuses, which means that parents must sign their child out in the main office to be released from class.

PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

- (1) you provide a written statement requesting that your child be excused,
- (2) the District determines that your child has a conscientious objection to the recitation, or
- (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

CAFETERIA

Each school operates a cafeteria program that provides breakfast and lunch. Information on prices for both breakfast and lunch may be obtained from your student's school.

Students buying their lunch are responsible for having their money.

Meals

It is the District's intent that children not be hungry at school; however, it is the responsibility of parents or guardians to provide their children's lunch or breakfast, or pay for meals provided by the school. Parents can only bring food for their own child. Parents/students need to sit in a designated area when outside food is brought for that child.

Free and Reduced Price Meals

San Felipe Del Rio Consolidated ISD will participate in the Community Eligibility Provision.

San Felipe Del Rio qualifies for the Community Eligibility Provision for all elementary and middle school campuses (K through 8th grade). These students will have the opportunity to participate in the breakfast and lunch program at no cost to them. In CEP schools, meal application are no longer required; however a CEP income survey will be sent home. We request that parents please complete and promptly return the survey to their child's school office.

Secondary students (9-12) registering for school within the District will be provided with an application for the Free/Reduced priced meals. The application contains information regarding family size and income level as it relates to Free/Reduced priced meals. Parents must file one application

per family. All children living in the household and registered with the District must be included on one application. One application is required per each foster student.

The completed application will be reviewed within ten working days from the date received in the Child Nutrition Department and the parent will then be notified by mail of eligibility.

New students entering the District will be provided with an application when they register or call (830) 778-4170 to request an application.

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced 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 1,000 feet of any district-owned or leased property or campus playground.

STUDENT HEALTH

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box Austin, Texas 78714-9437; 149347, or online at https://corequest.dshs.texas.gov/. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking 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; 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 TDSHS. Proof of immunization may be established by 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 a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

School Nurse

A school nurse is assigned on a full time basis to each District elementary and secondary school and on-call for special schools. The nurse's primary role is to improve the physical and mental health of students in accordance to their own personal needs. This includes emergency care when indicated, providing for the student who becomes ill at school, dispensing medication according to District policy, standing orders, and maintaining proper immunization and pertinent medical information.

The school nurse gives first aid only. She does not diagnose illnesses, but takes notes of symptoms and notifies the parents of the observations. If a child becomes ill or is injured at school, she/he will be given first aid, and the parents will be notified if the severity of the injury or illness warrants

such action. It is asked that students be kept at home when ill and that they have a normal temperature for 24 to 36 hours after any illness before returning to school. Students recovering from communicable diseases must report to the nurse or the principal prior to being readmitted to class.

The student must report to the nurse's office immediately if he or she becomes ill or is hurt in any way during the school day. Students are not to leave school with or without parents unless they have signed out through the administration offices. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

If upon nursing assessment a child is determined to be ill and/or possibly contagious to others, or is injured at school and needs further evaluation or treatment, he/she will be given first aid and the parent notified. In no case will a child be sent home until the parent/guardian or the person indicated by the parent/guardian has been contacted and arrangements made. Every effort will be made to contact the parent/guardian first. If the parent/guardian is unable to come for the child, arrangements must be made for his/her care by the parent/guardian. In an emergency, 911, will be called and parents will be notified.

Special Health/Medical Problems

It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. The following procedures apply:

- 1. Permanent or Extended Health/Medical Problems. Parents should complete the Medical Release and Emergency Information Form at the beginning of each school year. The form is included in the packet that is sent home for parent signatures. This information will be kept on file in the nurse's office. Be sure to provide all information requested and sign the card. The nurse will provide information, as appropriate, to other school personnel.
- 2. Special Health/Medical Problems Occurring During the School Year. Students with medical problems for which the family physician feels it is necessary to restrict the student's activity at school should promptly provide the school nurse with a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to apply. The school nurse will notify the appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.
- Temporary/Minor Medical Conditions (e.g. cold, sore throat). Students may be excused from strenuous activities and/or outdoor play for 1-3 days upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

STUDENTS WITH 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, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a student food allergy management plan, which addresses employee training, dealing with common food allergies, 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 plan can be accessed at the principal's office.

Food allergies can be life threatening. In promoting a safe school environment for children with food allergies at-risk for anaphylaxis, students, parents, and school personnel should work as a team in identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens and to react quickly should an exposure or allergic reaction occur.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or District policies that apply.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understands food allergy; can recognize symptoms of an allergic reaction; knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects or as incentives.
- Practice Emergency Action Plans (EAPs) before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse and assign designated school staff to make sure the child's medications are properly stored in an accessible cabinet in case of an emergency.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain a food to which they are allergic.

Family's Responsibility

- Notify the school nurse of the student's allergies. Complete Student Health History Form upon reporting to assigned campus and update annually and Food Allergy Notification Form attached at the end of this Handbook.
- Provide written medical documentation (Specialized Health Care Procedure with doctor's orders) instructions, and medications as directed by a physician, using the Food Allergy Action Plan (FAAP) and Emergency Action Plan (EAP) as a guide. Complete the Food Allergy/Disability Substitution Request Form and return to school nurse. Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe food
 - o Strategies for avoiding exposure to unsafe food
 - o Symptoms of allergic reactions
 - \circ $% \left({{\rm{How}}} \right)$ and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age appropriate)

- If age appropriate, the importance of carrying and administering their personal asthma and anaphylaxis medications as prescribed
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information and update when needed.
- Work with the school nurse to develop a plan that accommodates the child's needs throughout the school including the classroom, in the cafeteria, after-school programs, school-sponsored activities, on the school bus, as well as the Food Allergy Action Plan.

School Nurse's Responsibility

- Participate in Specialized training provided by the District.
- Conduct case finding to identify students with food allergies or a history of anaphylaxis from sources including: Student/Family, Student Health History Form, Health Card/Medical Records, Student Information Form. Request further information from parent.
- Immediately after the diagnosis of a life-threatening allergic condition, meet with the student's parents/guardian and develop an IHP.
- Responsible for the development, implementation, and monitoring of the District's food allergy management plan.
- Obtain completed Specialized Health Care Procedure orders and Food Allergy/Disability Substitution Request forms from parent with orders from a physician/licensed prescriber for medication and the completed Emergency Action Plan. Nurse provides copy of physician completed Food Allergy/Disability Substitution Request Form to Food/Cafeteria Manager.
- Assure that the FAAP/EAP includes the student's name, photo, allergens, and symptoms of an allergic reaction, risk reduction procedures, emergency procedures and required signatures.
- Familiarize teachers with the FAAP/EAP of their students. Other staff members who have contact with the students should be familiar with their FAAP/EAPs and be able to intervene if needed.
- Document food allergies on student's Health Card and Health Alerts on computer.
- Provide information about students with life-threatening food allergies and their photos (if consent given by parent) to all staff on a need-to-know basis, including bus drivers.
- Conduct training and education to designated staff as well as teachers, cafeteria, PE teachers and coaches and bus drivers regarding a student's life threatening allergens, symptoms, risk reduction procedures, emergency procedures, and how to administer the epinephrine auto-injector. Implement a periodic anaphylaxis drill as part of a periodic refresher course.
- Educate new personnel and substitute personnel as necessary.
- Track in-service attendance of all involved parties to assure they have been trained.
- Introduce yourself to the student and show him/her how to get to the nurse's office.
- Post the District's emergency protocol and have available all FAAP/EAPs and IHPs in the nurse's office. Periodically or at least annually, check medications for expiration dates and notify parents to obtain new medications.
- Arrange periodic follow-up on a regular basis, to review the FAAP/EAP and IHP.
- Make sure there is a contingency plan in place in the case there is a substitute school nurse.

- Meet with parents on a regular basis to discuss issues related to plan implementation.
- Ensure that a student suspected of having an allergic reaction is accompanied by a trained adult.
- Provide health education to the food allergic student as needed.

Physical Activity for Students in Elementary and Middle School

In accordance with District policy, the District will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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. As an alternative, the District may require a student enrolled in a grade level for which the District uses block scheduling to participate in moderate or vigorous physical activity for at least 225 minutes during each period of two school weeks.

For additional information on the District's physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

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

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 health school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

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 the principal to obtain the results of his or her child's confidential report.

SFDRCISD is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Screening

The principal of each school shall ensure that each student admitted to that school has complied with Texas Department of State Health Services screening requirements for special senses and communication disorders and spinal screening and diabetes risk assessment screening, or has submitted an affidavit of exemption.

Scoliosis Screening

Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year. This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. Students entering the sixth and ninth grades not previously screened shall be screened within 120 days of enrollment.

If the screening indicates the student may have an abnormal spinal curvature, the principal shall send the original of the screening report to the student's parent, managing conservator, or guardian along with a letter advising of the parent's responsibility to select an appropriate health practitioner for an examination.

A student may be exempt from the school screening if, within two weeks of enrollment for the year, the parent, managing conservator, or guardian submits to the principal either 1) an affidavit stating that the screening tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member, or 2) the results of a recent screening by the student's physician or other state licensed practitioner.

Parents who do not desire their children to receive scoliosis screening must notify the school principal in writing.

Diabetes Risk Assessment

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the District screens students for hearing and vision issues, and for abnormal spinal curvatures.

Vision and Hearing Screening

State law requires vision and hearing screening for students in the following grades: K, 1, 3, 5, and 7, and all new students to SFDRCISD in any grades not mentioned above. Parents who do not desire their child/children to receive vision or hearing screening must notify the school principal in writing.

Consent to Medical Treatment FFAC (Legal)

The school in which a minor student is enrolled may consent to medical, dental, psychological, and surgical treatment of that student, provided all of the following conditions are met:

- 1. The person having the power to consent as otherwise provided by law cannot be contacted.
- 2. Actual notice to the contrary has not been given by that person.
- 3. Written authorization to consent has been received from that person.

Form of Consent

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

- 1. The name of the student.
- 2. The name of one or both parents, if known and the name of the managing conservator or guardian of the student, if either have been appointed.
- 3. The name of the person giving consent and the person's relation to the student.
- 4. A statement of the nature of the medical treatment to be given.
- 5. The date on which the treatment is to begin.

Minor's Consent to Treatment

A minor may consent to hospital, medical, surgical, and dental care furnished by a licensed physician or dentist if the minor:

1. Is 16 years of age and residing separate and apart from the minor's parents, managing conservator, or guardian, regardless of the duration of the residence, and is managing his or her own financial affairs, regardless of the source of the income;

- Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of State Health Services, including all sexually transmitted diseases;
- Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or
- Consents to examination and treatment for drug or chemical addiction, drug or chemical dependency, or any other condition directly related to drug or chemical use.

Administering Medication

Employees of the District may administer medication to a student provided:

- 1. The District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
- 2. The medication appears to be in the original container and to be properly labeled.

By Volunteer Professionals

If the District provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the District, the Board may allow the physician or nurse to administer to any student nonprescription medication or medication currently prescribed for the student by the student's personal physician.

Medications

Parents are encouraged to schedule the administration of student medication so that medication is given at home whenever possible.

In cases where medication must be administered at school the following procedures apply:

- All medications should be taken directly to the school office by the parent. No medication may be kept in the classroom nor may students administer their own medication. If it is necessary to send medication via the child, the parent is encouraged to notify the school office by phone the same day. (Parents are reminded that they are responsible for the medication until it is delivered to a District employee).
- Prescription medication must be taken to school in a properly labeled prescription container. Short-term medication (up to two weeks) may be administered upon written request by the parent. Long-term medication may be administered only if the physician completes the school's Special Health Form.
- The administration of non-prescription medication is normally not permitted, but may be authorized by the principal under either of the following conditions:
 - a. Parents bring the medication to the nurse in the original manufacturer's package.
 - b. The parents sign the consent form to give the nurse permission to administer the medication during school hours if needed
- Authorized employees may administer herbal substances or dietary supplement provided by the parent if required by the student's IEP or Section 504 plan.
- Parents may pick up leftover medication at the end of the school year. Students may take home only empty medication containers. If medication remains in the nurse's office after the school years ends the medicine will be disposed of.

- Prescription medications may well fall under the definition of "controlled substance" or "dangerous drugs." Students will be subject to disciplinary action if they do not adhere to the rules regarding prescription medications.
- 7. Team physicians, coaches, and trainers may be allowed to administer medications to athletes after receiving signed permission forms from the student's parent or guardian.

A Student may possess and use a topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun and not for the medical treatment of an injury or illness, if the product is approved by the federal Food and Drug Administration for over-the-counter use.

Self-Administration of Prescription Asthma or Anaphylaxis Medicine by Students

A student with asthma or anaphylaxis is entitled to possess and selfadminister prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

- 1. prescription label is on the medication;
- the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- 3. a parent of the student provides to the school:
 - a. a written authorization, signed by the parent, for the student to self-administer prescription asthma medicine while on school property or at a school-related event or activity; and
 - a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
 - i. that the student has asthma and is capable of selfadministering the prescription asthma medicine;
 - ii. the name and purpose of the medication;
 - iii. the prescribed dosage for the medicine;
 - iv. the time at which or circumstances under which the medicine may be administered; and
 - v. the period for which the medicine is prescribed.
 - c. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

Psychotropic Drugs FFAC (Legal)

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

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

DIABETES MANAGEMENT AND TREATMENT PLAN

A parent seeking care for a child with diabetes while the child is at school or participating in a school activity must provide to the school nurse a management and treatment plan developed by a doctor.

BACTERIAL MENINGITIS

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

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, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both child and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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.

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 they do not live for long outside the body. They are spread when people exchange saliva (such as by 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. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a 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 might have bacterial meningitis? Seek prompt medical attention.

FOR MORE INFORMATION

Your 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

meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

STEROIDS

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.

Bodybuilding, 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.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uiltexas.org/health/steroid-information.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

SUICIDE AWARENESS

The District is committed to partnering with parents to support the healthy metal, emotional, and behavioral development of its students. If you are concerned about your child, please access http://www.texassuicideprevention.org or contact the school counselor for more information related to suicide prevention services available in your area.

ASBESTOS MANAGEMENT PLAN AVAILABLE

As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E, SFDRCISD hereby notifies parents, guardians, and managing conservators of students, that an Asbestos Management Plan is available for review in the administrative office of schools constructed before October 12, 1988. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified reinspections are conducted every three years.

USE OF PESTICIDES

In accordance with the Texas Structural Pest Control Act, Article 135b-6, SFDRCISD hereby notifies parents, guardians, and managing conservators of students, that pesticides are periodically applied at District facilities. The District has adopted an Integrated Pest Management (IPM) plan and will integrate IPM procedures for the control of structural and landscape pests.

Students, as building occupants, should be concerned about the safety and effectiveness of the pest control methods used. The most important responsibility of students is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on a clean environment. This requires cleaning up food leftovers, removing food from lockers, removing gum from under desks and cleaning up paper clutter. Students should immediately report any evidence of pest activity to school teachers or administrators. Parent's first responsibility in school pest management is to learn about IPM practices and to follow them at home so that pests are not carried to school in notebooks, lunch boxes, clothing or children's hair. Second, parents should be aware of the current pest management practices conducted in their children's school. Visible interest and concern on the part of the parents is a valuable resource in the successful implementation of the IPM program. Additional information is available through your school principal, who can refer parents to the District IPM Coordinator as required.

ATHLETIC CODE OF CONDUCT

SFDRCISD provides a comprehensive athletic program for the benefit of students. The underlying belief exists that participation in a competitive athletic program can provide students an opportunity to learn responsibility, dedication, leadership, hard work, respect for rules, respect for authority and many other positive qualities. Regulations are established to promote these qualities and to help build and maintain a strong athletic program. It is recognized that some of the expectations for athletes exceed the expectations for the general student body. Athletes are expected to follow District policies and all athletic procedures set by the District and the school. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations.

It is the desire of SFDRCISD District and campus athletic staff to educate and counsel our young athletes on the serious harmful effects of substance abuse and the potential consequences inflicted upon themselves, their families, and their respective teammates should they choose to breach the Athletic Code of Conduct. It is also the intent of the Athletic Code of Conduct to provide a clearly defined course for our student athletes to follow and instill a belief that maintaining a healthy lifestyle is important.

STUDENT INSURANCE

SFDRCISD is immune from bodily injuries and property damage sustained by students and visitors to our facilities (except for limited liability for negligent operation and use of a motorized vehicle and certain issues involving federally protected classes of students). A portion of this immunity is provided in the Texas Tort Claims Act, Civil Practice and Remedies Code §101.021 and §101.051.

The District does not assume financial responsibility for injuries sustained in any school-sponsored activity, athletic event or practice, except as noted above. The District does not carry insurance on students. Before participating in school-sponsored athletics or any other school-related activity, parents/legal guardians are encouraged to purchase the Student Accident Insurance made available at the beginning of each school year and throughout the school year. If a parent/legal guardian does not have other insurance and does not purchase the Student Accident Insurance, they assume the risk of the injury and associated cost. If a parent/legal guardian does have other insurance, the Student Accident Insurance may supplement the cost of any expense not recoverable from any other plan.

Enrollment forms and information are available at each campus, and the reception area at Central Administration.

Accident Insurance

For those parents who desire a supplemental accident insurance policy, the District makes available a voluntary group accident coverage that can be purchased at a nominal fee by all students. Coverage is available for the normal school day or can be extended to 24-hour protection. A brochure-application will be sent home at the beginning of the school year so that all parents who so desire may purchase this supplemental protection. Parents should read the brochure carefully to avoid misunderstanding the coverage period.

PREMIUMS ARE TO BE PAID BY PERSONAL CHECK OR MONEY ORDER. NO CASH, PLEASE. YOUR CANCELED CHECK OR MONEY ORDER STUB WILL SERVE AS YOUR RECEIPT.

ORGANIZATIONS

Enrichment of student life at SFDRCISD schools is offered in a variety of ways. Clubs and organizations covering a great many interests are offered for the purpose of making student life more enjoyable and meaningful. Students should find some club or clubs in which to share their particular interest with others.

Membership in these clubs, subject to scholastic qualifications, is open to all students. State law prohibits secret or semi-secret clubs (fraternities). A public school fraternity, sorority, or secret society is hereby defined as: any organization which seeks to perpetuate itself by taking in additional members from the pupils 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 by the rules of the school to fill the special aims of the organization.

The Board may adopt a policy establishing the number of times a student who is otherwise eligible to participate in an extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned by board resolution. Such a policy must permit a student to be absent from class at least ten times during the school year, and the policy prevails over any conflicting policy.

Students in leadership positions and students who participate in extracurricular activities, on or off campus, are subject at all times to District policy and University Interscholastic League rules regarding participation. The student's privilege of participation in these activities may be revoked, suspended, or otherwise adversely affected at any time when:

- the instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has an incidental negative effect on the morale or discipline of other participants in the extracurricular activity; and/or
- the instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has an incidental negative impact on the reputation of the student's team, school, or the District; and/or
- the instructor/sponsor of the extracurricular activity or a campus administrator determines that the student's conduct warrants the revocation or suspension of the student's extracurricular activities as a disciplinary measure.

Extracurricular - Secondary Eligibility for Beginning of the School Year

In order to be eligible, a student must be enrolled in the equivalent of two and one-half credits per semester. These credits can be a combination of both state approved and local courses; however, a student must have accrued the designated number of credits in state approved courses in order to be eligible the first six weeks of the school year.

Students in grades 7-12 may participate in extra-curricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses:

- 1. If a student is beginning the seventh grade year, she/he must have passed from the sixth grade to the seventh.
- If a student is beginning the eighth grade year, she/he must have passed all but one of the courses required for the seventh grade year.
- If a student is beginning the ninth grade year, she/he must have completed all courses required for the seventh grade year and have passed all but one of the courses required for the eighth grade year.
- 4. If a student is beginning his/her second year of high school (grades 9-12), she/he must have earned 5 credits.
- 5. If a student is beginning his/her third year of high school, she/he must have earned 10 credits, or during the preceding twelve months she/he must have earned 5 credits.
- 6. If a student is beginning his/her fourth year of high school, she/he must have earned 15 credits to be eligible, or during the preceding twelve months she/he must have earned 5 credits.

Eligibility During the Year

- A student who is enrolled in the District or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the District or the University Interscholastic League after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Section 2 are met. A suspension does not last beyond the end of a school year. For purposes of this section, "grade evaluation period" means:
 - a. the six-week grade reporting period; or
 - b. the first six weeks of a semester and each grade reporting period thereafter, in the case of a school with a grade reporting period longer than six weeks.
- 2. Until the suspension is removed or the school year ends, the District shall review the grades of a student suspended at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.
- A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance nor travel with the team.
- 4. Suspension from participation in extracurricular competition or other public performance becomes effective seven days after the last day of the six weeks or grading period during which the grade lower than 70 was earned. The seven-day interim period begins with the close of school on the last day of the six weeks or grading period and ends seven days later. For example, if the six weeks ends at 3:45 p.m. on April 23, the suspension would take effect at 3:45 p.m. on April 30.
- 5. Students should not drop a course in order to retain or regain eligibility.

Social Events

All social events scheduled in the SFDRCISD schools shall be approved by the school principal. These functions must have adults in attendance. Students who fail to conduct themselves properly at any social function will be asked to leave and will be subject to disciplinary action by the principal. All extracurricular activities (sponsored by or held in the school) are considered to be learning experiences and must be controlled by school personnel.

Parents of seniors should be aware that SFDRCISD does not approve, support, or publicize any post-graduation activities other than the Project Graduation one-night drug and alcohol free party. Parents are urged to use caution and to carefully investigate advertised graduation trips or cruises sponsored by various companies or organizations.

Fundraising

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. [For further information, see policies at FJ and GE.]

EMERGENCY SITUATION AFFECTING COMMUNITY AND/OR DISTRICT

An emergency situation may arise which will cause the District to implement its emergency management procedures in order to protect the health and safety of the students and employees. In the event that an emergency arises which is a threat to safety on one or more campuses/facilities, District personnel will implement the District Emergency Operations Plan (EOP).

Emergency events can be extremely dynamic and challenging for even the most trained professionals to deal with. It is extremely important that all parents realize that they have important responsibilities during an emergency event.

During an emergency event:

- The safety of students is THE primary concern and parents should understand that personnel are focused on that objective above all others.
- 2. The District will establish effective communications with parents about the status of the event, and provide timely updates as available.
- 3. The District will update parents with information through public access channel, radio, or other means. DO NOT CALL THE DISTRICT OR 911 TO ASK QUESTIONS.
- 4. Please be patient. All resources are being applied towards actions to ensure the safety of the students and only after this has been accomplished can attention turn fully towards getting all necessary information and requests for actions to parents.
- 5. The District may establish a hotline for parents to call and receive information if the necessity for two-way communication becomes necessary. DO NOT CALL 911 TO ASK QUESTIONS.
- 6. Unfortunately, misinformation is spread during emergency events, much of which comes from student's texting and/or calling friends and family. Parents should disregard any and all information except what is officially released by the District or local public safety agencies through sources such as press releases/announcements from the District's Public Information Officer (PIO) or local media public service announcements.
- 7. If an emergency event causes the District to hold students over or remove them from campuses, the District will implement a "reunification" (releasing students to parents) process. Please understand that students will only be released to individuals who have been included on the emergency contact list. Please make certain that you have included any and all individuals with whom you would authorize release of your child to during or after an emergency situation.

8. Monitor local radio, district access channel 39 and any other indicated sources during an emergency event so that you receive updated information.

Required Emergency Situation Training for Students

Students will be required to participate in drills to prepare for a variety of possible emergencies. Students will be instructed how they will receive alerts and how they will respond to each type of emergency situation and practice these receiving alerts and taking actions during the drills.

Horseplay, pushing, laughing, or otherwise disrupting emergency drills will be taken very seriously as these drills are taken very seriously by teachers and administrators.

Emergency drills include, but are not limited to:

Fire Drills (At least one for each month where class is held for more than 10 days):

Fire drills are conducted for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accomplished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. In doing so, care should be taken to stay in line.

Students will be instructed at their campus as to what signals indicate a fire alarm.

Severe Weather Drills Tornado/Disaster Drills

- 1. Most tornadoes in Texas occur in the months of April, May and June.
- 2. Most tornadoes occur from 12 noon through midnight, and 85% of them occur between the hours of 4:00 p.m. and 6:00 p.m.
- 3. Approaching tornadoes sound like a continuous rumbling of thunder.
- 4. Strict discipline will be enforced during any type of drill.
- During drills, students are to go to designated areas away from windows and doors. Specifically, they should avoid portable buildings with large span beams such as gymnasiums and cafeterias. Students who are outside should go to designated areas.
- The proper position for students after reaching the designated areas is as follows: kneel on the floor, lean forward and touch the forehead to the floor, then clasp the hands together behind the back of head.

Students will be instructed on recognizing and responding to a severe weather alert. Students will practice those actions during drills.

Lockdown Drills

Lock-down drills may be conducted to prepare schools for emergency situations when students and staff may be in imminent danger of serious bodily injury. A lockdown drill will occur within the first month of school. Students will be instructed on recognizing and responding to a lock-down alert. Students will practice these actions during lockdown drills. Each campus has a lock-down procedure specific to that campus. This procedure is communicated to appropriate personnel at each campus.

Shelter In Place Drills

Shelter in place drills are conducted to prepare students for an emergency requiring them to take actions to reduce their contact with outdoor environment, such as in the case of a chemical spill which might affect the school. Students will be instructed on recognizing and responding to a shelter in place alert. Students will practice those actions during shelter in place drills.

Reverse Evacuation

Reverse evacuation drills are conducted to prepare students for an emergency situation which would require everyone outside to get back inside a building for shelter. Gunfire in the vicinity of campus is an example of an event requiring a Reverse Evacuation. Students will be instructed in recognizing and responding to a reverse evacuation drill. Students will practice those actions during reverse evacuation drills.

Other Drills

Students may be required to participate in other types of drills as applicable for their safety.

STUDENT TRANSPORTATION

High school students may be permitted to drive vehicles to school and to park on campus subject to guidelines and regulations published by the school. This privilege may be suspended or terminated by the school administration if it is abused.

Racing cars, go-carts, and motorbikes or similar vehicles are prohibited and may not be driven on District property at any time.

BUS TRANSPORTATION

Student Behavioral Management: Students who ride buses to and from school or while participating in school-sponsored trips will be expected to conduct themselves in a courteous/proper manner. Any student who cannot abide by the transportation rules of conduct and the Student Code of Conduct of this handbook will be subject to disciplinary action that could result in loss of bus riding privileges.

The following rules (non-inclusive) are provided to ensure a safe trip for all riders on the bus.

Do's

- 1. Cooperate with the transportation staff at all times.
- 2. Be on time at the bus stop, since the bus cannot wait for those who are tardy. Students should be present at their stop at least five (5) minutes prior to the designated pick-up time.
- Wait a sufficient distance from the pavement to allow the bus to pull off the road onto the shoulder. Never stand in the roadway while waiting for the bus.
- 4. Wait in orderly line before boarding the bus.
- 5. Board and leave the bus carefully and courteously with no shoving or pushing.
- 6. Cooperate if assigned a seat on the bus.
- 7. Remain seated in a safe manner at all times while the bus is in motion.
- Keep arms, head, and/or other parts of the body out of the bus windows. Clothing or other articles should not be extended through the bus windows.

- 9. Get on and off the bus at the designated bus stop nearest your residence.
- 10. Bring a signed note from the parent/guardian for permission to get off the bus at a stop other than that previously designated as the regular stop. A school administrator must authorize this note with a signature, initial, etc. The note must be presented to the Principal's office for authorization on the morning of the requested day to allow sufficient time for parent verification.
- 11. Ride the route to which assigned. In genuine hardship (emergency) situations, i.e., hospitalization of a single parent, the school administrator may approve a temporary assignment of an eligible student to a different route until the family can make other arrangements. Such assignments may not exceed five (5) school days.

Don'ts

- 1. Do not throw, pitch, or shoot articles within the bus, out of the bus windows, or at any other vehicle.
- 2. Do not carry harmful or dangerous articles. Explosives, fireworks, knives, weapons, mace, tear gas, etc., are prohibited.
- 3. Refrain from making excessive noise such as loud talking, screaming, whistling, etc.
- Do not possess or consume intoxicating beverages, or illegal drugs aboard a bus. This includes, but is not limited to, marijuana and hallucinatory drugs.
- 5. Do not use tobacco products including electronic cigarettes (ecigarettes) on the bus.
- 6. Do not fight on the bus or at the bus stop.
- 7. Do not eat, drink, or chew gum on the bus.
- 8. Do not bring animals on the bus unless authorized by the transportation department.
- 9. Do not board or leave the bus through the emergency door unless there is an emergency.
- 10. Do not take or handle any emergency equipment inside the bus.
- Do not write upon, disfigure or destroy any part of the inside or outside of the bus. Students who damage District property will be charged for such damage and receive disciplinary action(s) that may include loss of bus privileges.
- 12. Do not use unacceptable language, gestures, or actions.
- 13. Do not play radios, tape players, or other similar equipment on the bus.
- 14. Do not behave in any manner that may jeopardize the safe operation of the bus.
- 15. Band instruments should not be placed in the aisles, in front of the bus or blocking emergency exits. Due to limited space, instruments should be placed on the students' laps, unless there is a vacant seat available.
- 16. Observe the same rules that apply in the classroom.
- 17. Fasten seat belts if available.
- 18. Wait for the driver's signal upon leaving the bus or van before crossing in front of the vehicle.

Consequences For Violation Of School Bus Rules And Regulations

First Offense: (Verbal Warning)

The student will have a conference with the principal or designee, and/or other disciplinary action to be taken. The student will retain bus privileges contingent upon not receiving another bus conduct report. The parent **will be** notified of the offense, the conference, or other disciplinary action within 24 hours. **

Second Offense

If the student receives a second bus report within the same semester (or within a short space of time), he/she will lose bus privileges for up to five days. **

Third Offense

The student will lose bus privileges for up to 10 days. **

Fourth Offense

The student may lose bus privileges for the remainder of the semester. After returning to the bus the student receives another bus conduct report in the subsequent semester, he/she will lose bus privileges for the remainder of the school year. In each instance the parents will be notified.

** In the event of initiation and/or participation in a major offense, a student may lose bus privileges for a time determined to be appropriate by the campus administrator.

<u>PETS</u>

Animals, excluding service animals may not be brought on the school grounds unless a teacher makes a specific request. The teacher must receive approval from the Administration and the animal must be properly house trained.

SELLING OF ITEMS BY INDIVIDUALS

The selling of items within the school is restricted to school organizations or by special permission from the principal. Specifically, the selling of any items produced at home is prohibited.

VALUABLES/PERSONAL PROPERTY

Students are responsible for the care and custody of personal items. The District will try to provide safe repositories for students' belongings while at school. However, it cannot assume responsibility for lost or stolen items. The District recommends that electronic devices and other valuable items such as cameras, jewelry, money, expensive clothing, etc., be left at home.

VENDING MACHINES

The District has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines, see the Principal. BDF (Legal)

DISTRICT NONEMEGENCY MASS COMMUNICATIONS

The Telephone Consumer Protection Act (TCPA) rules prohibit a person or entity from making a nonemergency call using an automatic telephone dialing system or an artificial or prerecorded voice to a wireless telephone number without prior express consent. Please refer to Form CQ (Exhibit) pg. 84 if you want to participate in the District's nonemergency mass communications using an automatic telephone dialing system.

- SECTION D -ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

CHILDREN'S INTERNET PROTECTION ACT

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). *47 U.S.C. 254* [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funding under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). *20 U.S.C. 7001* [See ESEA FUNDING, below, for details]

DEFINITIONS

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value. 47 U.S.C. 254(h) (7) (G); 20 U.S.C.6777 (e) (6)

"Technology protection measure" means a specific technology that blocks or filters Internet access. 47 U.S.C. 254(h) (7)

INTERNET SAFETY POLICY

The District shall adopt and implement an Internet safety policy that addresses:

- 1. Access by minors to inappropriate matter on the Internet and the World Wide Web;
- 2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- 3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
- 4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- 5. Measures designed to restrict minors' access to materials harmful to minors.
- 47 U.S.C. 254(I)

PUBLIC HEARING

The District shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy. 47 U.S.C. 254(h) (5) (A), (I) (1)

INAPPROPRIATE FOR MINORS

A determination regarding what matter is inappropriate for minors shall be made by the Board or designee. 47 U.S.C. 254(I) (2)

TECHNOLOGY PROTECTION MEASURE

In accordance with the appropriate certification, the District shall operate a technology protection measure that protects minors against access to visual depictions that are obscene, child pornography, or harmful to minors; and protects adults against access to visual depictions that are obscene or child pornography. 47 U.S.C. 254(h) (5) (B), (C)

MONITORED USE

In accordance with the appropriate certification, the District shall monitor the on-line activities of minors. 47 U.S.C. 254(h) (5) (B)

SECURITY BREACH NOTIFICATION

A district that owns, licenses, or maintains computerized data that includes sensitive personal information shall comply, in the event of a breach of system security, with the notification requirements of Business and Commerce Code 521.053 to the same extent as a person who conducts business in this state. *Local Gov't Code 205.010*

SFDRCISD POLICY CQ (LOCAL)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

Access to the District's Electronic Communications System, computers, the Internet, and other computer resources shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- 1. Imposes no tangible cost on the District;
- 2. Does not unduly burden the District's computer or network resources; and
- 3. Has no adverse effect on an employee's job performance or on a student's academic performance.
- 4. Has no sexual/inappropriate content

USE BY MEMBERS OF THE PUBLIC

When possible and available and in accordance with the District's administrative regulations, members of the District community may use the District's Electronic Communications Systems, computers, the Internet, other computer resources and software for education or District-related activities, as long as the use:

- 1. Imposes no measurable cost on the District; and
- 2. Does not unduly burden the District's computer or network resources.

The equipment, software, and network resources provided through the District are and remain the property of the District. Users of District equipment shall comply with all policies, procedures, and guidelines of the

District and access may be denied to any student, employee, or community member who fails to comply with those policies, procedures, and guidelines.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to District's Electronic Communications System, computers, the Internet, and other computer resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies and administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with these policies, regulations, and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

PERSONAL SOFTWARE

Personal software may not be loaded on District computers.

<u>REQUESTING LIMITED OR NO CONTACT WITH A</u> STUDENT THROUGH ELECTRONIC MEDIA

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 test. 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, please submit a written request to the campus principal stating this preference.

DISTRICT SOFTWARE

All software used in District computers must be legally licensed. Proper documentation must be maintained.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

- Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensure student safety and security when using electronic communications;
- Prevent unauthorized access, including hacking and other unlawful activities;
- 4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
- 5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene,

pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

MONITORED USE

Electronic mail transmissions and other use of the District's Electronic Communications System by students and employees shall not be considered private. The District reserves the right to monitor access to and use of e-mail, the Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring shall occur at any time to ensure appropriate use and it shall be restricted to individuals specifically designated by the Superintendent.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's Electronic Communications System.

As agents of the District, employees shall have limited rights to work they create using the District's Electronic Communications System. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

ELECTRONIC COPYRIGHT LAW

The electronic transmission, distribution, or use of copyrighted materials through the District's Electronic Communications System beyond Fair Use without required citation or written permission by the author is prohibited.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

SFDRCISD ADMINISTRATIVE REGULATION FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The Superintendent or designee will oversee the District's Electronic Communications System.

The Electronic Communications System is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, internet access, e-mail, online class activities and any other technology designated for use by the District.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system. No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception will be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

FILTERING

The Superintendent will appoint an Internet Safety committee, to be chaired by the Chief Technology Officer, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the District.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

REQUESTS TO DISABLE FILTER

The Internet Safety committee will approve and disapprove requests from users who wish to use a blocked site for bona fide research or other lawful purposes. Appeals shall be made to the **Chief Technology Officer**.

SYSTEM ACCESS

Access to the District's Electronic Communications System will be governed as follows:

- 1. Students in all grades will be granted access to the District system, as appropriate if an acceptable use form has been signed.
- 2. District employees will be granted access to the District's system as appropriate and with the approval of the immediate supervisor.
- 3. A teacher with any class account(s) will be ultimately responsible for use of that student's account.
- The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days. Refer to Administrative Regulation TEC-02 for additional password requirements.
- Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
- 6. All users will be required to sign or electronically acknowledge a user agreement annually for issuance or renewal of an account.

TECHNOLOGY SUPERVISION RESPONSIBILITIES FOR STUDENTS

The Superintendent or designees will:

- 1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
- Ensure that all users of the District's system annually complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office and/or online if acknowledgment of receipt was made online.

- 3. Ensure that employees supervise Internet activity of students who use the District's Electronic Communications System.
- 4. Ensure that employees provide training to students who use the District's system on the appropriate and safe use of this resource.
- 5. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
- 6. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student on-line safety and proper use of the Electronic Communications System.
- Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Director of Technology.
- 8. Be authorized to establish and enforce a retention schedule for messages on the District e-mail system.
- 9. Be authorized to establish and enforce a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
- 10. Set and enforce limits for data storage within the District's system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's Electronic Communications Systems:

CONDUCT ON THE SYSTEM

- The individual in whose name a system account is issued will be responsible at all times for its proper use. Passwords and other information related to system and network access are restricted to that individual and must never be shared with anyone else.
- 2. System users may not use another person's system account without written permission from a supervising administrator and approved by the Chief Technology Officer, or designee.
- 3. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- System users may not disable, bypass, or attempt to disable or bypass a filtering device on the District's Electronic Communications System.
- 5. Communications may not be encrypted so as to avoid security review or monitoring by system administrators.
- 6. System users may not gain unauthorized access to resources or information.
- 7. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students may not distribute personal information about themselves or others by means of the Electronic Communications System; this includes, but is not limited to, personal addresses, telephone numbers, or unauthorized pictures.
- System users may not engage in harassing, insulting, ostracizing, intimidating, or any other online conduct that could be considered bullying and/or cyberbullying while using any District technology resource, to include the use of any website or software used by the District.
- 10. Students should never make appointments to meet people whom they meet on-line and if they receive such requests, students must immediately report it to a teacher or an administrator.
- 11. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in
accordance with applicable copyright laws, District policy, and administrative regulations.

- System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders or loading data from unprotected computers.
- System users may not send, forward, or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including but not limited to "sexting."
- 14. System users may not send, forward, or post chain e-mail. Users may not send, forward, or post any messages that are for personal use.
- 15. System users may not auto-forward District-related e-mail to his or her personal non-District e-mail account. Likewise, non-District related e-mail may not be auto-forwarded to the District e-mail system. When outside of the District, users may access their Districtrelated e-mail through the District provided webmail system.
- System users may not waste District Electronic Communication System resources (e.g. e-mail spamming, distribution of videos or photos, listening to web radio, etc.).
- 17. System users may not make any long-distance phone calls without the approval of their supervisor.
- 18. System users may not send text messages from a District-provided cell phone for non-District purposes.
- 19. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
- 20. System users should be mindful that use of school-related electronic mail addresses and fax transmissions might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
- 21. District-wide e-mail broadcasts must be approved by the Chief Technology Officer.
- 22. Campus/site-wide e-mail broadcasts must be approved by the campus Principal/Site Administrator.
- 23. System users may not disconnect or move District computer workstation(s) without first obtaining approval from their campus administrator/department chair/Director. If the District computer workstation(s) require a reconnect to the network and/or configuring, then Technology Services must be contacted. At no time shall users reconfigure District equipment.
- 24. System users may not connect non-District purchased technology equipment to the Electronic Communications System. Personal laptops are permitted for use by all staff and students at specified campuses. These personal laptops should only be connected to the District's public wireless network called SFDRCISD Wi-Fi.
- 25. Only District evaluated and approved technology may be purchased and used on the Electronic Communications System.
- 26. In order to maintain confidentiality of data when using District online applications, users must logout of the application and close the Internet browser of the computer they are using when done.
- 27. In order to maintain confidentiality of data when using any District applications, in or out of the District, users must take extra precautions to restrict disclosure, access, or viewing of data from people who do not have a need to know (e.g. employees, family, and friends).
- 28. All users with personal wireless laptops must use the District provided wireless network which is filtered according to the Children's Internet Protection Act (CIPA) requirements. Users are not to use non-District wireless service providers while on District property.
- 29. Personal wireless laptops are not to be plugged into the wired network. They are only authorized for wireless connectivity.

VANDALISM PROHIBITED (TECHNOLOGY)

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED (TECHNOLOGY)

Forgery or attempted forgery of electronic mail messages and/or signatures is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION (TECHNOLOGY)

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other Electronic Communications Systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS

Limited to educational and District related activities only, participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees.

DISTRICT WEBSITE

The District will maintain a District website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District website must be directed to the designated Webmaster. The Chief Technology Officer in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District website by the District Webmaster.

No personally identifiable information regarding a student will be published on a website controlled by the District without written permission from the student and the student's parent. No commercial advertising will be permitted on a website controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish Web pages that present information about the school or class activities to the District web server upon approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus' web page. Teachers will be responsible for compliance with the District's Acceptable Use policies and the Web Publishing Guidelines in maintaining their class web pages. Any links from a school or class Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student's Web page must be related to the student's educational activities and be in compliance with the District's Acceptable Use policies and Web Publishing Guidelines. Student Web pages must include the following notice: *"This is a student Web page. Opinions expressed on this page shall not be attributed to the District."* Any links from a student's Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

EXTRA-CURRICULAR ORGANIZATION WEB PAGES

With the approval of the campus principal, campus extracurricular organizations may submit Web pages linked to a campus Web site. All material presented on the Web page must relate specifically to organization activities and include only staff or student-produced material. The web page must be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines. The sponsor of the organization will be responsible for compliance with District web development and maintenance rules. Web pages of extracurricular organizations must include the following notice: "*This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District.*" Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the campus principal.

PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

ELECTRONIC COMMUNICATIONS ETIQUETTE

System users are expected to observe the following etiquette when using the District's Electronic Communications System (e-mail, online communication applications, etc.):

- 1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- 2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- 3. Pretending to be someone else when sending/receiving messages is inappropriate and prohibited.
- 4. Transmitting obscene messages or pictures is prohibited.
- 5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the computer system or may be in a format unreadable by the recipient.

- 6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- 7. If a chain letter or an e-mail forward is received, do not continue to forward the message through the District's e-mail system.
- E-mails containing any discussion or exchange of information about a student's or employee's performance or behavior should not be forwarded to anyone (e.g. parents, other District staff, and non-District staff) without the permission of the originator.
- Avoid sending e-mail to colleagues or parents that contain personally identifiable information about students or colleagues. An employee shall not reveal confidential information concerning students or colleagues unless disclosure serves lawful professional purposes or is required by law.
- 10. District wireless equipment should only be connected to an authorized wireless access point (e.g. District, home, hotel) rather than unauthorized access point (e.g. neighbor's access point).

<u>TERMINATION / REVOCATION OF SYSTEM USER</u> <u>ACCOUNT</u>

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/issues notice of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Electronic Communications System.

COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name:	Leslie Hayenga
Position:	Director of Technology
Address:	Raymond Haynes Administration Complex
	900 Cantu Rd.
Telephone:	(830) 778-4016
E-mail:	leslie.hayenga@sfdr-cisd.org

- SECTION E -APPENDIX AND FORMS

Acknowledgement of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy of or to electronically access at www.sfdr-cisd.org the Student Handbook for the 2017–2018 school year.

I have chosen to:

□ Receive a paper copy of the Student Handbook and Student Code of Conduct.

Accept responsibility for accessing the Student Handbook and Student Code of Conduct by vising the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Student Code of Conduct, I should direct those questions to my child's principal at the following contact numbers.

	Schools Del Rio High School Del Rio Freshman School Early College High School Blended Learning Academy Del Rio Middle School San Felipe Memorial Middle School Buena Vista Elementary Dr. Fermin Calderon Elementary Ruben Chavira Elementary Garfield Elementary Lamar Elementary Dr. Lonnie Green Elementary North Heights Elementary Irene Cardwell Elementary	(830) 778 - 4607 (830) 778 - 4628 (830) 778 - 4668 (830) 778 - 4706 (830) 778 - 4730 (830) 778 - 4756 (830) 778 - 4777
Printed name of student:		Student ID:
Signature of student:		
Signature of parent:		
Date:		

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT Directory Information Opt Out Form

"Directory information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits the District to designate certain personal information as "directory information." This designated "directory information" may be released to anyone who follows the procedures for requesting it as proscribed in District policy.

Completion of this form is optional; however, if you do not circle NO or return this form, directory information may be released, in accordance with District policy.

To prohibit the District from releasing your student's directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your student's school.

If you have more than one student enrolled, you must complete a separate form for each student.

PLEASE CIRCLE YES OR NO

For all students:

- A. YES NO I give permission for my student's name and photograph to be included in the school's yearbook.
- B. YES NO I give permission for my student to be videoed, photographed, or interviewed at school by local media or school personnel for use in educational purposes.
- C. YES NO I give permission for my student's artwork, projects, photographs, etc., to be used or displayed in any District communication devices. Examples of these devices include media coverage, printed materials, marketing and websites.
- D. YES NO I give permission for my child to participate in third party Federally Funded Surveys.

For secondary students only:

- E. YES NO I give permission to release my student's directory information to institutions of higher education.
- F. YES NO I give permission to release my student's directory information to military recruiters.

PRINT Student's Full Legal Name

Student's Date of Birth (month/day/year)

Student ID

PRINT Parent/Guardian Full Legal Name

Parent/Guardian Signature

Date (month/day/year)

Use of Student Work in District Publications

Occasionally, the SFDRCISD wishes to display or publish student artwork, photos taken by the student, or other original work on the District's Web site, a Web site affiliated or sponsored by the District (such as a campus or classroom Web site), and in District publications. The District agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of ______, (do give) (do not give) the District permission to use my child's artwork, photos, or other original work in the manner described above.

Parent signature: _____

Date:

Acceptable Use Agreement Acknowledgement Form

I have read and agree to abide by the SFDRCISD "Acceptable Use of the District's Electronic Communications System" policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Name

Student ID

Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the SFDRCISD "Acceptable Use of the District's Electronic Communications System" policy. I understand that this access is designed for educational purposes. SFDRCISD has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the District responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian

Date

Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)

Electronic communications at school and at school-related functions are subject to regulation by the district.

This Electronic Communication Device Commitment Form grants authority and permission to the District to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the District's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The District prohibits the use of mobile devices in locker rooms or restroom areas while at school, in the hallways during passing periods, the library.
 - Students in grades 6-8 will be allowed to use their cell phones:
 - Before the first instructional bell rings.
 - After the end-of-school dismissal bell.
 - During out-of-town school sponsored events with parent and sponsor's permission.
 - Students in grades 9-12 will be allowed to use their cell phones:
 - o Before the first instructional bell rings.
 - o During the student's lunch period.
 - After the end-of-school dismissal bell.
 - o During class time for instructional purposes with the teacher's permission.
 - o During out-of-town school sponsored events with the sponsor's permission.
 - If a student possesses such devices on school property or while attending school-related events without permission, the District is authorized and
 has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept
 communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or
 receive communications and distribute pictures taken of others without consent in violation of law, the Student Code of Conduct, school policy or
 regulation. I further understand that my child's phone will confiscated for a specific number of calendar days based on the offense level of the
 violation. Please refer to pages 48 50 of the Student Code of Conduct in accordance with your child's grade level.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that the District is not liable for any loss of or damage to confiscated devices.

CONSEQUENCES FOR VIOLATION OF POLICY

Violating the established policy will result in the following:

- First offense the phone will be confiscated and must be picked up by a parent or guardian after three (3) calendar days.
- Second offense the phone will be confiscated and must be picked up by a parent or guardian after six (6) calendar days.
- Third offense the phone will be confiscated and must be picked up by a parent or guardian after ten (10) calendar days.
- Fourth offense the phone will be confiscated for the remainder of the school year and cell phone privileges will be revoked.

Printed name of student

Signature of student

Student ID

Campus

Signature of parent/guardian

Date

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

Certain information about San Felipe Del Rio CISD students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want the San Felipe Del Rio CISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 8, 2017.

This means that the District must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the District that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The District is providing you this form so you can communicate your wishes about these issues. See <u>Directory Information</u> on page 12 for more information.

For the following school-sponsored purposes: San Felipe Del Rio Consolidated Independent School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photographs (including video images)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic teams
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of ______ (student's name), ______ (ID#) (do give) (do not give) the District permission to use the information in the above list for the specified school-sponsored purposes.

Signature of Parent

Date



P.O. DRAWER 428002

DEL RIO, TEXAS 78842-8002

San Felipe Del Rio Consolidated ISD Mandatory Drug-Testing Program: Parent Acknowledgment

Name of Student

Student ID Number

Name of Sponsor

UIL Event/Parking Permit

Dear Parents:

The San Felipe Del Rio Consolidated Independent School District (SFDRCISD) currently conducts a Mandatory Drug Testing program. Students in grades 7-12 who choose to participate in school-sponsored extracurricular activities or requests a permit to park a vehicle on school property will be subject to random drug testing. As part of the requirements outlined in School Policy FNF (Local), the District shall provide an orientation session for parents and students. The purpose of the training is to review the drug testing program, review the policy, provide a consent form and review the harmful effects of drug and alcohol abuse. Student training sessions will be conducted by their sponsors. The parent orientation will be offered in a self-assisted tutorial format.

Self Assisted Tutorial

I have read and reviewed School Board Policy FNF (Legal-Local-Regulation-Exhibit). I have also reviewed the Drug Awareness Power Point with my child that emphasizes the harmful effects of drug and alcohol abuse. I also understand that I may access FNF (Legal-Local-Regulation-Exhibit), Drug Awareness Power Point electronically and accept responsibility for accessing updated information from the District website at <u>www.sfdr-cisd.org</u> using the links below:

FNF (Legal/Local)FNF (Regulation)FNF (Exhibit)Board of TrusteesBoard of TrusteesBoard of TrusteesBoard Policy ManualAdministrative Regulations & ExhibitsAdministrative Regulations & ExhibitsSearch FNF (Legal/Local)StudentsStudentsSearch FNF (Regulation)Search FNF (Exhibit) – Sanction Report

To access the **Drug Awareness Power Point** go to the District website at <u>www.sfdr-cisd.org</u> and click on the links below:

- Departments
- Department Directory
- Student Services
- Documents---Drug Awareness Power Point

Note: If you have any questions about the policy, please call Mr. Valdez, Director of Student Services, at 778-4170. It is the parent's responsibility to periodically review FNF (Legal-Local-Regulation-Exhibit) on the website to stay abreast of any changes that may occur during the year.

I have read and understand San Felipe Del Rio Consolidated ISD's policy regarding random student drug testing. I consent to such testing conducted as part of the District's drug testing policy. I understand that if a test of my child's specimen reveals an unexplained presence of a drug, the District shall take disciplinary action against my child. The first consequence will include counseling, monthly drug testing, and a 90 school day suspension from his/her extracurricular activity and/or parking permit. The second consequence will result in a termination of participation in extracurricular activities/parking permit for the rest of their student career. I also understand that refusal to submit to a test will have the same consequence as if my child had tested positive.

(Please Print Name of Parent/Guardian)	
Parent/Guardian Signature	Date
Parent Contact Telephone Number	_
Attachments: FNF (Legal/Local/Regulation/Exhibit) Drug Awareness Power Point	

FOOD ALLERGY ACTION PLAN

ALLERGY TO:						Place
Student's Name:		Student ID:	DOB:	Teacher:		Child's
Asthmatic Yes'	No 🗖		*High risk for severe re	eaction		Picture Here
	N ALLERGIC REACTION	•				Here
Systems:	Symptoms:	·				
·MOUTH ·THROAT ·SKIN ·GUT ·LUNG* ·HEART*	 itching and/or a s hives, itchy rash, nausea, abdomir 	and /or swelling about th nal cramps, vomiting, and ath, repetitive coughing, a	/or diarrhea	acking cough		
The severity of the	symptoms can quickly cha	nge. *All above sympto	oms can potentially pro	gress to a life-threaten	ing situation.	
	R A MINOR REACTION	•				
1. If only sy	mptom(s) are:		give		Medication/do	ose/route
Then call:						
1. Mother			Father		, or emerc	ency contacts
2. Dr		, ,	_at		/	, ,
ACTION 1. If inges give		TION nd/or symptom(s)				
There ea11.	Medicat	ion/dose/route				
2. Mother contact:		, I	Father			r emergency
Parent's Signati	ıre	Date	Doctor's Sign	ature	Da	ate
			73			

EMERGENCY CONTACTS	TRAINED STAFF MEMBERS
1.	1Room
Relation: Phone:	
2.	2Room
Relation: Phone:	3Room
3.	
Relation: Phone:	

EPIPEN® AND EPIPEN® JR. DIRECTIONS

1. Pull off gray activation cap

-+	EPIPEN"	a g inna.	
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2. Hold black tip near ouster thigh (always apply to thigh).



3. Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. The EpiAPen® unit should then be removed and taken with you to the Emergency Room. Massage the injection area for 10 seconds.

For children with multiple food allergies, use one form for each food.





Anaphylaxis Emergency Action Plan

Patient Name:		Student ID:	Age:
Aller	gies:		
	ma: D Yes (high risk for severe rea tional health problems besides anaphy		
Conc	current medications:		
	THROAT* itcl SKIN itcl GUT vor LUNG* sho HEART* we Only a few symptoms may	Symptoms of Anaphylaxis ning, swelling of lips and/or tongue ning, tightness/closure, hoarseness ning, hives, redness, swelling niting, diarrhea, cramps ortness of breath, cough, wheeze ak pulse, dizziness, passing out be present. Severity of sympto- toms scan be life-threatening. A	
1.	Emergency Action Steps – DO NOT Inject epinephrine in thigh using (check		
		🔲 Auvi-Q (0.15mg	🔲 Auvi-Q (0.3 mg)
		EpiPen Jr (0.15 mg Epinephrine Injection, I (0.15 mg)	USP Auto-injector-authorized generic (0.3 mg)
•	· · · ·	Other (0.15 mg)	Other (0.3 mg)
Spec	cify others:	NES CAN'T BE DEPENDED ON IN ANAPHY	
2.	Call 911 or rescue squad (before calling contac	t)	
3.	Emergency contact #1: home Emergency contact #2: home	workcell work cell	
	Emergency contact #2: home		
Comm		v•••	

Doctor's Signature/Date/Phone Number

Parents Signature (for individuals under age 18 yrs) / Date This information is for general purposes and is not intended to replace the advice of a qualified health professional. For more information, visit www.aaaai.org©

REQUEST FOR FOOD ALLERGY INFORMATION

(The District must request, a n n u a l l y a n d at the time of enrollment, that the parent or guardian of each student attending the District disclose the student's food allergies. This form will satisfy this requirement. Additional information regarding food allergies, including maintaining records related to a student's food allergies, can be found at FD and FL.)

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the District in order to enable the District to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food.

Food:	Nature of allergic reaction to the food:

The District will maintain the confidentiality of the information provided above and may dis-close the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and District policy. [See FL]

Student Name:	Student ID:	Date of birth:
Grade:		
Parent/Guardian Name:		
Work Phone:	Home Phone:	
Parent/Guardian Signature:	Date:	
Date form was received by the school		

FD (EXHIBIT)-RRM

1 of 1

EXHIBIT H

PARENT CONSENT FORM FOR DISTRICT NONEMERGENCY MASS COMMUNICATIONS

Note to school administrator: Telephone Consumer Protection Act (TCPA) rules prohibit a person or entity from making a nonemergency call using an automatic telephone dialing system or an artificial or prerecorded voice to a wireless telephone number without prior express consent.

[Each parent will fill out a separate consent form with the information below.]

I have been offered the option to receive nonemergency calls or texts from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number.

I consent to receive nonemergency calls or texts from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number, and accept responsibility for notifying the District immediately when my wireless telephone number has changed.

If I have any questions regarding the automatic telephone dialing system or an artificial or prerecorded voice mass communications system, I should direct those questions to the principal at my child's campus.

•	Del Rio High School	778-4300
•	Early College High School	778-4416
•	Del Rio Freshman	778-4400
•	Blended Learning Academy	778-4680
•	Del Rio Middle School	778-4500
•	San Felipe Memorial Middle School	778-4570
٠	Buena Vista Elementary	778-4600
٠	Irene Cardwell Elementary	778-4650
•	Dr. Fermin Calderon Elementary	778-4620
٠	Ruben Chavira Elementary	778-4660
٠	Garfield Elementary	778-4700
٠	Lamar Elementary	778-4730
•	Dr. Lonnie Green Elementary	778-4750
•	North Heights Elementary	778-4777
•	Student Guidance & Learning Center	778-4452

Student's name (<i>print</i>):	
Parent's name (<i>print</i>):	

Parent's Name	Mobile Phone

Parent's signature:

Date: