

# **CYPRESS-FAIRBANKS I.S.D.**

## **STUDENT HANDBOOK**

**2018-2019**

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## FOREWORD

The Cypress-Fairbanks I.S.D. Student Handbook for 2018-2019 provides information regarding the operation of our schools. This publication includes a school calendar, a campus directory, along with policies, practices and procedures of general interest to students and parents. The district's Student Behavior Management Plan and Code of Conduct are also included in this publication. This booklet is intended to serve as a helpful resource to students, parents, school staff, and the Board of Trustees. *Information in the 2018-2019 Student Handbook is subject to change without notice. Please contact a school administrator, counselor, or visit the CFISD website ([www.cfisd.net](http://www.cfisd.net)) for updated information or links to school district policies and procedures.*

Suggestions for improvement to the publication are welcomed. Please send them to:  
Cypress-Fairbanks I.S.D.  
Assistant Superintendent for Student Services  
10494 Jones Road  
Houston, Texas 77065

### Acknowledgement of Committee

Special thanks and acknowledgement is given to the committee of students, parents, and staff who reviewed and revised the Student Handbook and Student Code of Conduct.

# **THE STATE OF TEXAS**

## **The Mission of Public Education**

"The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now, and in the future, in the social, economic, and educational opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child."

## **CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT**

### **Vision Statement**

Learn. Empower. Achieve. Dream. LEAD

### **Mission Statement**

The District shall maximize every student's potential through rigorous and relevant learning experiences preparing students to be 21<sup>st</sup> Century global leaders.

## **Board of Trustees**

President: Dr. John Ogletree, Jr.  
Vice-President: Bob Covey  
Secretary: Christine Hartley  
Trustee: Debbie Blackshear  
Trustee: Tom Jackson  
Trustee: Darcy Mingoia  
Trustee: Don Ryan

School board meetings are scheduled at 6:00 p.m. and are usually on the second Monday of each month in the Board Room at the Instructional Support Center, 10300 Jones Road, Houston, Texas. Specific agenda information is available each month on the district's website, [www.cfisd.net](http://www.cfisd.net). The public is invited to attend. Meetings may be viewed live on CFTV Channel 16 or as a video on demand on CFTV Online on the district's website.

## **District Administrative Personnel**

281-897-4000

Superintendent, Mark Henry, Ed.D.  
Associate Superintendent/Chief Financial Officer, Stuart Snow  
Associate Superintendent/Curriculum & Instruction and Accountability, Linda Macias, Ed.D.  
Associate Superintendent/School Administration and Leadership Development, Roy Garcia  
Associate Superintendent/Chief of Staff, Teresa Hull  
Associate Superintendent/Human Resources and Student Services, Deborah Stewart, Ed.D.  
Associate Superintendent/Chief of Operations Officer, Roy Sprague  
Assistant Superintendent/Business and Financial Services, Karen Smith  
Assistant Superintendent/Communication and Community Relations, Leslie Francis  
Assistant Superintendent/Curriculum & Instruction, Mary Jadloski  
Assistant Superintendent/Educational Support Services, Dan McIllduff  
Assistant Superintendent/Secondary School Administration, Sheri McCaig  
Assistant Superintendent/Secondary School Administration, Travis Fanning  
Assistant Superintendent/Elementary School Administration, Christina Cole  
Assistant Superintendent/Elementary School Administration, Carla Brosnahan, Ed.D.  
Assistant Superintendent/Facilities and Construction, Matthew Morgan  
Assistant Superintendent/Human Resources, Chairita Franklin  
Assistant Superintendent/School Improvement and Accountability, Ashley Clayburn, Ed.D.  
Assistant Superintendent/School Improvement and Transformation, Tonya Goree, Ed.D.  
Assistant Superintendent/Student Services, Ify Ogwumike  
Assistant Superintendent/Support Services, William Powell  
Chief of Police, Eric Mendez  
Chief Technology Officer, Frankie Jackson  
General Counsel, Marney Collins Sims

# **I. ADMISSION /ATTENDANCE/GRADUATION / EXTRACURRICULAR**

## **ADMISSIONS ELIGIBILITY**

### **General Eligibility for Admittance**

The board shall admit into the public free schools of the district, free of tuition, all persons who are over five and not over twenty-one years of age on September 1 of the scholastic year, if such person or his parent, guardian, or person having lawful control resides within the district.

The district requires that the person eligible to enroll the student provide proof of residency in the district, which may include items such as a current lease agreement, mortgage coupon/statement, closing contract on a home, a letter from their builder or realtor with an estimated closing date, along with a current utility bill (gas, light, or water) in the parent or guardian's name. For further details regarding proof of residency, please contact the Office of Student Services at (281) 517-2637.

The district may withdraw any student who ceases to be a resident. A student who fails to attend school without parent contact or other notification to the district regarding the student's absences for ten (10) consecutive days may also be withdrawn.

### **Residency Requirement**

In order for a person under eighteen years of age to establish, for the purpose of attending the public free schools, a residence separate from his/her parent guardian, or other person having lawful control of him/her, he/she must demonstrate that his/her presence in the district is for the primary purpose of attending the public free schools and not for the primary purpose of participation in extracurricular activities.

The board shall determine whether an applicant for admission qualifies as a resident of the district and may adopt reasonable guidelines for making that determination as necessary to protect the best interest of students. For further details regarding proof of residency, please contact the Office of Student Services. The school district is not required to admit a person attempting to establish residency under this section if he or she has:

1. engaged in conduct or misbehavior within the preceding year that resulted in removal to a disciplinary alternative education program or expulsion,
2. engaged in delinquent conduct and is on probation or other conditional release, or
3. been convicted of a criminal offense and is on probation.

### **Falsifying Enrollment Information**

There are civil and criminal penalties for knowingly providing false information on a student enrollment form, including reimbursement and criminal sanctions. See Texas Penal Code Section 37.10 and Texas Education Code Section 25.001 (h). A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be monetarily liable to the district if the student is not otherwise 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 (see Board Policy FD [Legal]) or the amount the district has budgeted per student as maintenance and operating expense, whichever is greater.



## **ADMISSION REQUIREMENTS FOR ENROLLMENT**

### **Social Security Number**

The school district requests a social security number on each of its students. Should the parents or guardians not make this number available, a state student identification number is assigned to the student for record identification.

### **Child's Identity**

State law (Texas Education Code Section 25.002) requires a parent or custodian to present, within 30 days of a child's enrollment, proof of the child's identity (birth certificate or any other acceptable documentation) and a copy of the child's records from the most recently attended school. It also requires school districts to notify the police if this information is not provided and request whether the child has been reported as missing. Also, the school district enrolling the child is required to notify the Missing Persons Clearing House (1-800-346-3243) if the name on the identifying document or school records differs from the name under which the child is enrolled.

### **Custody Documents**

It is the parent's responsibility to provide the campus registrar with current legal documents when custody rights have been determined by a court of law. Possession periods will be followed in legal documents to the extent practicable. Legal documents are those that have been signed by a judge and contain the court's stamp certifying authenticity.

### **Address Confidentiality Program (ACP)**

ACP is available to persons who are victims of domestic violence, sexual assault, or stalking. The goal of the program is to keep the victim's location confidential through the use of a substitute address and mail forwarding service. A substitute legal address (P.O. Box) is established for the victim and is displayed on a participation card issued by the Attorney General's Office. When presented with the participation card, our schools will accept the card in lieu of the person's actual address. The substitute address has no relation to the victim's actual location within the state.

### **Homeless Students**

The enrollment process for homeless students includes completing a Student Residency Questionnaire (SRQ) as one part of the comprehensive effort to identify students and their families. If a student is identified as homeless, he/she is entitled:

- a. to enroll in school without providing proof of residency;
- b. to continue attending the school in which he/she was last enrolled, even if the student no longer resides in the attendance zone;
- c. to receive transportation from his/her current residence to the school of origin;
- d. to automatically qualify for free/reduced-price lunch and other district food programs (Child Nutrition Programs);
- e. to participate fully in all school activities and programs that he/she is eligible; and
- f. to contact the homeless liaison to resolve disputes that arise during the enrollment process.

CFISD may also offer additional assistance to students and their families experiencing homelessness through the Enrollment, Attendance, Academic Success, Education Services program (EASE). For additional information, contact the homeless liaison at 281-955-4995.

### **Foreign Exchange Students**

A foreign exchange student who has graduated from any high school is not eligible for admission to the district. Foreign exchange students must meet the same course and testing requirements, and will have the same guidelines for class placement and level changes as all other student in the district. An application and school acceptance form must be submitted to the Office of Student Services from a nationally recognized foreign exchange program. Texas law does not allow the district to complete I-20 forms for international students.

### **Foster Care Students**

The role of the foster care liaison is to facilitate enrollment and transfers for youth in foster care. Questions regarding foster care students can be directed to the foster care liaison at 281-517-2637.

### **2018-2019 TEXAS MINIMUM STATE VACCINE REQUIREMENTS FOR STUDENTS GRADES K-12**

The Texas Department of State Health Services annually publishes immunization requirements for Texas public school students in compliance with Texas Education Code, Chapter 38, Health & Safety Texas Subchapter A, General Provisions. For a complete listing of immunization requirements, please visit the TX DSHS website at: <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, or (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

**Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) under “School & Child-Care.” The original exemption affidavit must be completed and submitted to the school or child care facility.** For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or

### **Provisional Enrollment (continued)**

school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, and students who are homeless can be found in the Texas Administrative Code, Title 25 Health Services, Sections 97.66 and 97.69.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **ATTENDANCE INFORMATION**

### **Compulsory Attendance Law**

A student between the ages of 6 and 19 **must** attend school and district-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-kindergarten or kindergarten program must attend school. The district employs attendance officers to support students in maintaining good attendance. Parents are strongly encouraged to register for the Home Access Center. The Home Access Center allows parents to monitor their child's attendance, grades, and schedule to ensure accuracy and take appropriate action when necessary. For information regarding the Home Access Center, please contact your student's home campus. Parents or students who have concerns about attendance should contact the school attendance office for information and/or referral to an attendance officer.

### **Failure to Comply with Compulsory Attendance**

Attendance officers must investigate and report violations of the state compulsory attendance law. State truancy prevention measures will be implemented to monitor school attendance requirements.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent from school for ten or more days or parts of days within a six-month period in the same school year.

If a student fails to attend school without excuse as specified by Texas Education Code 25.095(a), a school district may file a complaint against the student's parent in a county, justice, or municipal court for an offense under Section 25.093 if the school district provides evidence of the parent's criminal negligence.

If a student age 12 through 18 violates the compulsory attendance law, the student will be referred to truancy court for truant conduct under Section 65.003(a), Family Code.

### **Withdrawal of Students from School**

A student who officially ceases to be enrolled in school before the end of the school year is said to be "withdrawn from school." A student may be withdrawn only by a parent or legal guardian. In the event there are legal documents affecting custody of the student, a copy must be provided to the campus prior to withdrawal and may affect a parent's or legal guardian's ability to withdraw a student. The parent or legal guardian withdrawing the student should notify the school in writing or by phone at least 24 hours in advance in order to provide time for the school to complete the withdrawal procedures. The parent or guardian should be prepared to present a picture ID to school officials when withdrawing the student.

**Notwithstanding the above, a student who fails to attend school without parent contact or other notification to the district regarding the student's absence for ten (10) consecutive days may be administratively withdrawn by the school district.**

### **Driver's License/Attendance Requirement**

The Texas Transportation Code requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, home or private school, or GED program and meet specific enrollment conditions to obtain or renew a license. This requirement applies to persons under 18 years of age. Texas Education Code Section 25.092, Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90 percent attendance rule applies when determining Verification of Enrollment (VOE) eligibility. Thus, if 1) the school awarded a student credit for each class the semester prior to application for the VOE form and 2) the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90 percent rule. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. The VOE form does not have to be signed by the student in the presence of the person certifying attendance.

### **Warning Notices/Parent Notification Regarding Unexcused Absences**

Texas Education Code Section 25.095 requires school districts to notify a student's parent or legal guardian in writing at the beginning of the school year if the student is absent from school for 10 or more days or parts of days within a six-month period in the same school year. In accordance with this requirement, this officially notifies the parent and or legal guardian that:

1. the student's parent is subject to prosecution under Texas Education Code Section 25.093; and
2. the student is subject to prosecution under Texas Education Code Section 25.094 or referral to truancy court for truant conduct under Section 65.003(a), Family Code.

If a student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for 10 or more days or parts of days in a six-month period, the district will send a notice home to inform the parent that:

1. it is the parent's duty to monitor the student's school attendance and require the student to attend school; and

### **Warning Notices/Parent Notification Regarding Unexcused Absences (continued)**

2. the student is subject to truancy prevention methods under Texas Education Code Section 25.0915; and
3. the school officials may request a conference to discuss the absences.

A student absent from school without permission from any class, from required special programs such as accelerated (additional special) instruction assigned by the Grade Placement Committee and basic skills for ninth graders, or from required tutorials, will be considered in violation of the compulsory attendance law and subject to disciplinary action.

The fact that a parent did not receive this notice does not create a defense under Texas Education Code Sections 25.093 or under Section 65.003(a), Family Code. "Parent" includes a person standing in the parental relation to a student in the absence of a parent or legal guardian.

### **Excused Absences**

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the principal. Students are required to provide a note from a parent or guardian for each absence within three (3) days from the date of the absence or consecutive absences. This note may be mailed, or delivered in person by the parent or guardian. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not provide a note for being absent, the absence will be counted as unexcused. See HB-21 for procedures related to students who leave school during the school day.

### **Exception to Compulsory Attendance**

For the following reasons, an absence will be counted as a day of compulsory attendance if the student satisfactorily completes school work within a reasonable time:

- a. observing religious holy days (**includes travel time**)\*
- b. attending a required court appearance (**includes travel time**)\*
- c. appearing at a government office to complete paperwork required in connection with the student's application for United States citizenship (**includes travel time**)\*
- d. taking part in a United States naturalization oath ceremony (**includes travel time**)\*
- e. serving as an election clerk or early voting clerk for up to two days per school year (**travel time excluded**)\*
- f. student in the conservatorship of DFPS attending a mental health or therapy appointment or family visitation as ordered by a court (**includes travel time**)\*
- g. student in the conservatorship of DFPS participating in an activity ordered by a court provided that it is not practicable to schedule the participation outside of school hours (**includes travel time**)\*
- h. temporary absence resulting from an appointment with health care professionals for the student or the student's child, if the student begins class(es) or returns to class(es) on the same day of the appointment. The student must provide a note from the health care professional upon return to school.
  - (1) a temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a health care practitioner, including applied behavioral analysis, speech therapy, and occupational therapy (**travel time excluded**)\*

**Exception to Compulsory Attendance (continued)**

- i. visiting an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and/or senior years of high school for the purpose of determining the student’s interest in attending the institution. Students may take up to two college days in their junior year and two college days in their senior year. **(Travel time may be included for a college day.)**
- j. pursuing enlistment in a branch of the United States Armed Services or the National Guard. Students who are age 17 or older may take up to four days during their high school career. **(Travel time may be included for a military enlistment day.)**
- k. sounding “Taps” at a military honors funeral held in Texas for a deceased veteran (6<sup>th</sup> through 12<sup>th</sup> grade students) **(travel time excluded).**\*
- l. visiting the student’s parent, stepparent, or guardian who is an active member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least 4 months outside the locality where the parent, step parent, or guardian regularly resides. The absences may be no more than 5 days in a school year and must be taken not earlier than the 60<sup>th</sup> day before the date of deployment or not later than the 30<sup>th</sup> day after the date of return from deployment **(travel time excluded).**\*

\*Counts as absence for semester examination exemptions.

**Absences for School-Related Activities**

The district shall not schedule, nor permit students to participate in any school-related extracurricular or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the school year (full year course). All University Interscholastic League (UIL) sponsored activities are sanctioned as school-related activities and, therefore, come under the provisions of Board Policy FM. Other organizations may be recognized as sanctioned activities if they have been approved by the board of trustees. If the activity is not approved by the board of trustees, any absence incurred by a student in order to participate in that organization's activities will be counted as an absence and not one of the ten (10) allowable days.

**Make-up Work Procedures**

Completing classwork and homework is crucial for academic progress; students have the opportunity to complete make-up work for all absences. For short-term absences, students will generally be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstance, teachers may grant students additional time to do their make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period of time (i.e., 4 days or more) parents may make arrangements to obtain the missed work and campus administrators may adjust the time period for completing the make-up work considering such factors as the amount of time the student has been absent and/or timing of the absences (i.e., at the conclusion of a grading period or school year). Teachers may assign make-up work based on the instructional objectives for the course and the individual needs of the student in mastering the essential knowledge and skills, or meeting course requirements. Parents should give

### **Make-up Work Procedures (continued)**

the campus at least a 24-hour notice when requesting make-up work in order to allow staff adequate time to gather the missed assignments.

### **Loss of Credit Due to Excessive Absences Excused or Unexcused (Secondary Students)**

Loss of credit is tabulated on an individual course basis. A student may not receive credit for a class or may be retained (up to 8th grade) unless he/she has been in attendance for at least 90% of the days the class is offered during the semester or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. If the student is under the jurisdiction of a court in a criminal or juvenile justice proceeding, the student may not receive credit by completing such a plan without the consent of the presiding judge. Parents of secondary students shall be notified after the fifth (5th) absence.

### **Loss of Credit Due to Excessive Absences Excused or Unexcused (Elementary Students)**

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless he/she has been in attendance for at least 90% of the days during the school term or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. Parents of elementary students will receive written notice following the tenth (10<sup>th</sup>) absence.

### **Methods for Regaining Credit Due to Excessive Absences**

If a student loses credit due to excessive absences, the student may restore the credit by completing a restoration plan approved by the principal or submitting a written petition to the Campus Attendance Committee.

1. **Principal Approved Credit Restoration Plan**

A student who is in attendance for at least 75 percent, but less than 90 percent of the days a class is offered, may complete a principal approved credit restoration plan. This plan must meet the instructional requirements of the class.

2. **Written Petition**

A student who fails to successfully complete the approved credit restoration plan or attendance drops below 75 percent of the days the class is offered may petition to the Campus Attendance Committee no later than 30 days after the last day of classes to request credit restoration. Classroom teachers shall comprise a majority of the Campus Attendance Committee.

### **Attendance Committee Considerations**

The following extenuating circumstances may be considered in reviewing student absences:

1. medical or dental appointment (absent for entire day);
2. family emergencies or unforeseen or unavoidable instances requiring immediate attention;
3. approved college visitations;
4. personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous;

**Attendance Committee Considerations (continued)**

5. days of suspension for which the student has satisfactorily completed assignments for the suspension period;
6. participation in a court proceeding or a child abuse/neglect investigation in accordance with Texas Education Code Section 37.055;
7. the late enrollment and/or early withdrawal of a migratory student as defined by Code of Federal Regulations 201.3;
8. days missed by a runaway as defined by Texas Family Code 51.03 (relating to delinquent conduct, conduct indicating a need for supervision);
9. completion of a competency-based education program for students identified as at-risk in Section 75.195 of Grade-Level Retention (related to alternatives to social promotion) and dropouts;
10. the late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission;
11. the absences of a teen parent due to caring for his/her child;
12. participation in a substance abuse rehabilitation program;
13. other circumstances deemed appropriate by the Attendance Review Committee.

**Restoring Lost Credit**

Students restore credit through one or more of the following options provided and assigned by the campus administrator or Campus Attendance Committee:

1. Completing additional assignments, as specified by the committee or teacher;
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs;
3. Maintaining the attendance standards for the rest of the semester;
4. Taking an examination to earn credit (See EHDC [Local] (Legal));
5. Attending a flexible school day program;
6. Attending summer school;
7. Attending after-school study labs (weekdays or Saturdays);
8. Completing contracts for independent study.

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

**Attendance Requirements for Persons 19 Years or Older**

A person who enrolls or attends school after the person's 19th birthday shall be in attendance each school day. If this person has more than five (5) unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.



## **ATTENDANCE AND BEHAVIOR INCENTIVE PROGRAM: SEMESTER EXAMINATIONS**

All students are scheduled and expected to participate in all semester examinations. A semester examination shall be defined as the teacher/team-designed comprehensive examination administered during semester exam week. As part of an attendance and behavior incentive program, some students may earn the opportunity to exempt one or more semester exams.

### **FALL AND SPRING SEMESTER EXAM EXEMPTIONS**

All students in grades 9-12 shall have the opportunity to earn exemptions from fall and spring semester exams. Freshmen shall be allowed one exemption per semester; sophomores, two exemptions per semester; juniors, three exemptions per semester; and seniors, four exemptions during the fall semester and seven exemptions during the spring semester.

A Windfern School of Choice senior may exempt all exams during the student's final semester in high school regardless of the semester (fall, spring, mid-fall, or mid-spring).

These exemptions shall be based on attendance, conduct and grades for each semester. A student shall be exempt from an examination when he or she has a grade of A (90-100) or B (80-89) and has no more than three qualifying absences from that course in the semester. Because this is an attendance incentive program targeted to increase students' time in class receiving first-time instruction, a student may be counted as absent for exam exemption purposes even if the absence might otherwise be considered "excused" for compulsory attendance purposes (see information below on absences for more details). **Exception:** Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance, provided they were with a campus official and that absence was initiated or approved by the school official (*i.e.*, nurse, counselor, assistant principal, etc.)

Even when a student has earned an exemption, he or she may elect to take the exam. If a student chooses to exempt an exam, he/she may still attend school. If the student chooses not to attend school, he/she will be counted as absent. This absence will be reflected on the student's report card.

No student shall be exempt from exams while owing fees or costs of textbooks.

## ABSENCES

The following guidelines shall determine how various types of absences shall count for purposes of these exemption criteria:

1. Classes missed because of school-sponsored field trips and college days shall not count against a student. College days are limited to no more than two days per junior year and two days per senior year.
2. Classes missed for a student 17 years of age or older to pursue enlistment in a branch of the armed services or the Texas National Guard shall not count against a student. Enlistment days are limited to 4 days during the period the student is enrolled in high school.
3. Class absences resulting from a meeting initiated or approved by an administrator or counselor shall not count against the student.
4. Classes missed because a student chooses to visit a clinic or a counselor, without being approved or required to do so, shall count as an absence.

If a student is suspended (out of school) or assigned to a DAEP for any number of days, he or she shall lose eligibility for exemptions during that semester.

## CONDUCT

A student receiving a grade of "U" (Unsatisfactory) for conduct shall lose eligibility for exemptions; however, a student shall not receive a "U" unless the teacher has referred that student to the assistant principal's office for misconduct.

## REVOKING EXEMPTIONS

Exemptions shall be determined prior to the calculation of final grades and absences. When a student's grade or number of absences exceeds the qualifying threshold, the teacher shall notify the counselor and the student that his or her exemption has been revoked. When an exemption has been revoked, the student shall not be allowed to acquire a different exemption after the deadline.

## CALCULATING SEMESTER GRADES

When a student is exempt from a semester exam, the semester average shall be calculated by averaging two grading period averages only.

## PROMOTION STANDARDS

Students who meet the academic standards for promotion may not be retained by the school or the parent.

### Elementary School Promotion Standards

To be promoted at the end of kindergarten and first grade, a student must earn an end-of-year grade of satisfactory in reading, language arts, and mathematics. To be promoted at the end of grades 2-5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science,

### **Elementary School Promotion Standards (continued)**

and social studies. Students in grade 5 must pass the STAAR reading test and the STAAR mathematics test as prerequisites for promotion to 6th grade. (Additional information about these testing requirements is posted on the district and campus websites.)

### **Middle School Promotion Standards**

To be promoted from one grade level to the next, students in grades 6, 7 and 8 must meet the following academic requirements:

1. Students must attain an overall average of 70 or above for the year in all courses taken (including electives); and
2. Students must attain a yearly average of 70 or above in three of the following subjects: language arts/reading, mathematics, social studies, and science.  
**Note:** Language arts/reading will be averaged together for a single grade.
3. Beginning with the 2007-2008 school year, eighth graders must meet an additional requirement according to the Texas Education Code (See EIE [Legal]). These students must pass the 8th grade mathematics and reading STAAR tests as a prerequisite for promotion to 9th grade.

A student who fails the same core subject in consecutive years may not be promoted or placed unless the student takes and passes the core subject in summer school or the student demonstrates mastery of the course objectives through option(s) determined by the school committee.

### **High School Promotion Standards**

Students shall be promoted from one grade level to the next solely on the basis of academic achievement.

Students must learn the Texas Essential Knowledge and Skills (TEKS) for each course of study well enough to earn an average of at least 70.

Students unable to earn a passing average in a course of study during the regular school year may repeat the course in summer school or during the following school year.

All students entering grade 9 in the 2011-12 school year and thereafter shall be promoted from one grade level to the next based upon the following criteria:

1. 9<sup>th</sup> grade – promotion from middle school.
2. 10<sup>th</sup> grade – one year of attendance and five credits earned, including English I and Algebra I.
3. 11<sup>th</sup> grade – two years of attendance and eleven credits earned.
4. 12<sup>th</sup> grade – three years of attendance and seventeen credits earned; or the student has a plan in place for early graduation.

Reclassification – Students who are retained in grades 9, 10, or 11 may be reclassified at the end of the first semester if they meet the standards for promotion to the next grade level.

**Note:** To be classified as a senior, students who move to the district after completing their 11<sup>th</sup> grade year must be able to develop a schedule that allows them to complete all requirements for graduation by the end of the spring term or summer school.

### **Parent Notification of Texas Student Success Initiative (SSI)**

This notification is to inform parents of the grade advancement requirements of the Texas Student Success Initiative (SSI), which was passed by the 76<sup>th</sup> Texas Legislature in 1999. The purpose of this initiative is to ensure that every student makes the academic progress necessary to show a sufficient understanding of the knowledge and skills taught and tested at each grade level.

The SSI requires that grade 5 and grade 8 students must meet the passing standard on the State of Texas Assessment of Academic Readiness (STAAR) assessment in reading and mathematics before they can be promoted to grade 6 and 9. Students are given three opportunities to achieve success. Success depends greatly on schools, parents and guardians, and community members working in partnership to meet individual student needs.

Parents and/or guardians will receive information about STAAR assessments for grades 3-8, through newsletters and the district and school website, throughout the school year. Please contact your school administration with any questions.

### **High School Graduation**

See the High School Course Offerings and Descriptions booklet for specific and detailed information on graduation requirements and on other learning opportunities available for students. This booklet can be found online at <http://www.cfisd.net/en/parents-students/academics/course-descriptions/>. For questions and additional information, see the campus counselor.

### **Counseling Services**

Counseling and counseling-related services are available to all students and are considered a regular educational service. These services may include:

- College and career planning
- Post-secondary options
- Financial aid
- Scholarships
- Academic guidance
- Course scheduling
- Concerns of a personal nature

In the event of a personal crisis, a counselor may request the assistance of a district psychologist or youth service specialist (social worker).

## **EXTRACURRICULAR ACTIVITIES**

### **General Eligibility at Beginning of Year**

A student in grades 7-12 may participate in extracurricular 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 indicated in this subsection:

1. **Fine Arts:** Beginning at the 7<sup>th</sup> grade year – has been promoted from the 6<sup>th</sup> grade to the 7<sup>th</sup> grade. **Athletics:** Beginning at the 7<sup>th</sup> grade year – has been promoted from the 6<sup>th</sup> grade to

### **General Eligibility at Beginning of Year (continued)**

2. the 7<sup>th</sup> and has not reached his or her 14<sup>th</sup> birthday on or before September 1<sup>st</sup> of the 7<sup>th</sup> grade year.
3. **Fine Arts:** Beginning at the 8<sup>th</sup> grade year – has been promoted from the 7<sup>th</sup> grade to the 8<sup>th</sup> grade. **Athletics:** Beginning the 8<sup>th</sup> grade year – has been promoted from the 7<sup>th</sup> grade to the 8<sup>th</sup> and has not reached his or her 15<sup>th</sup> birthday on or before September 1<sup>st</sup> of the 8<sup>th</sup> grade year.
4. Beginning at the 9<sup>th</sup> grade year - has been promoted from the 8<sup>th</sup> grade to the 9<sup>th</sup>.
5. Beginning of the second year in high school - has at least 5 credits toward graduation.
6. Beginning of the third year in high school - has at least 10 credits toward graduation, or during the preceding twelve months has earned 5 credits.
7. Beginning of the fourth year in high school - has at least 15 credits toward graduation, or during the preceding twelve months has earned 5 credits.

### **Maintaining Eligibility During Year**

A student who is enrolled in a school district in this state or participates in a UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after the conclusion of 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 advanced class (listed below). All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked for eligibility purposes at the end of the formal grade evaluation period. A student may regain eligibility at the end of the regular school day, seven calendar days after the three school week evaluation period, if the student is passing all (non-waivable) courses on the last class day of the three-week evaluation period. Schools taking breaks of one week or more may not count the vacation week(s) as part of the three-week evaluation period. “Three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. All students are eligible during a school holiday of a full calendar week or more.

### **Eligibility for Students with Disabilities**

Students with disabilities are required to meet the same eligibility standards as all students, unless the Admission, Review, and Dismissal (ARD) committee or Section 504 committee has determined that other mastery levels are appropriate for designated content areas.

### **Eligibility for Transfer Students**

A student attending a district high school as a transfer student (in-district or out-of-district) will be ineligible for varsity athletics for one calendar year from the date the student enrolls as a transfer student at the high school.

### **Designated Advanced Courses**

A student earning below 70 for a grading period becomes ineligible to participate in UIL and non-UIL activities. If, however, the student earns this grade in one of the following courses, the principal may consider waiving the student's suspension from participation in accordance with UIL rules.

### **Designated Advanced Courses (continued)**

A waiver, if granted, may be for one grading period only per semester for a particular course. If a student earns below 70 for a grading period in two or more of the designated courses, he or she is not eligible for a waiver consideration to continue participation in UIL or non-UIL activities. (See FM [Local] – Student Activities.)

Only courses in English Language Arts, languages other than English, Social Studies, Mathematics, and Science may be considered for suspension removal for UIL or non-UIL purposes when a student earns below 70 for a grading period. K-level, HORIZONS, dual credit and advanced placement courses in these disciplines may be waived. Other Cypress-Fairbanks I.S.D. K-level courses have no bearing on this rule. A comprehensive list of courses is available each school year in the counseling or associate principal's offices.

### **Eligibility Explanations**

A student who is ineligible may practice or rehearse with other students for an extracurricular activity, but may not participate in a competition or other public performance, unless the state-approved course (non-athletic) in which he/she is enrolled calls for demonstration of essential knowledge and skills before an audience. The performances allowed by this exception must not be extracurricular in nature, may not be competitive, and may not be held in conjunction with any extracurricular activity.

1. No admission may be charged and the performance must be held on campus, except in a case in which adequate facilities do not exist on the home campus.
2. Students who assist the sponsor or coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance/ contest.
3. A student receiving an incomplete in a course is considered ineligible at the end of the 7 day grace period until the incomplete is replaced with a passing grade for the grading period.
4. Senior proms, banquets, and senior trips are considered social activities rather than extracurricular activities.
5. School districts shall not schedule, nor permit, students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the regular school year (full year course).
6. Participation in extracurricular activities is a privilege and not a right and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

### **Student Organizations and Clubs**

Students wanting to organize a school-sponsored club or organization must meet the following criteria to be eligible to meet on campus (See FNAB [local] and FNAB-R):

1. The proposed club has a district employee sponsor approved by the principal.
2. No other club already exists at the campus that addresses the same or similar goals and purposes of the proposed club.
3. The club has a constitution and/or by-laws.
4. Membership does not discriminate on the basis of an individual's race, national origin, religion, gender, or disability.
5. The primary purpose of the club will not negatively impact the general welfare of the student body.

**Student Organizations and Clubs (continued)**

- 6. The club meets the minimum requirement of 10 participants.
- 7. Students must have a signed parent permission slip to participate in the club.

When making a payment by check concerning a student organization or club at a school, whether it is for a fundraiser or fee, make the check payable to the school. In the space provided for additional information, indicate the club name, the reason for payment (ex. catalog fundraiser) and the student’s name.

**II. POLICIES, PROCEDURES, AND PRACTICES OF GENERAL INTEREST**

**Family Educational Rights and Privacy Act (FERPA) - Access to Educational Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal statute affording parents and adult students (students who are 18 years of age or older) certain rights regarding student records. The primary purposes of FERPA are to:

- 1. protect the confidentiality of student records;
- 2. provide access to parents to their student’s records; and
- 3. provide parents an opportunity to challenge the accuracy of student records.

FERPA prohibits a school district that receives federal funds from unauthorized disclosures to third parties of any personally identifiable information contained in student records, without the written consent of the parent or adult student. The statute identifies certain exceptions to the release of information which include the release to other school officials with a legitimate educational interest and release of information pursuant to a subpoena or court order.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. Unless modified by court order, both parents, whether married, separated, or divorced, have the right to inspect and review the records of a student who is a minor or a dependent for tax purposes, as do adult students. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating those rights.

For the purpose of this policy, "educational records" means those records, files, documents, and other information directly related to a student that are maintained by the educational institution. This does not include records made by district personnel that are kept in the sole possession of the maker and are not generally accessible or revealed to others.

The principal or designee is custodian of all records for currently enrolled students at the assigned school. The superintendent’s designee is the custodian of all records for students who have withdrawn or graduated. The director of special education is the custodian of records for all special education records. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Superintendent’s Designee  
 Telephone: (281) 897-4580  
 Address: 11330 Falcon Road  
 Houston, TX 77065

Department of Special Education  
 Telephone: (281) 897-6400  
 Address: 10300 Jones Road  
 Houston, TX 77065

**Family Educational Rights and Privacy Act (FERPA) - Access to Educational Records**  
**(continued)**

Parents of a minor or of an adult student who is a dependent for tax purposes, an adult student, and school officials with legitimate educational interests are the only persons that have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or trustees of the district; co-operatives of which the district is a member or facilities with which the district contracts for the placement of students with disabilities; school district attorneys; independent contractors, consultants; law enforcement units contracting with the district to monitor safety and security on district campuses and/or district events, who are:

1. working with or assisting with the student or a matter involving the student;
2. considering disciplinary or academic actions, the student's case, or the Individual Education Plan (IEP) of a student with a disability;
3. compiling statistical data; or
4. investigating or evaluating programs

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

State law also provides that parents are entitled to access all written records of the 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.

Students over 18 and parents of minor students or of an adult student who is a dependent for tax purposes may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the principal in accordance with Board Policy FNG [Local] if they feel that the district is not in compliance with the law regarding student records. (See HB-45.) Copies of student records are available at a cost of 10 cents per page. Parents may be denied copies of a student's records:



**Family Educational Rights and Privacy Act (FERPA) - Access to Educational Records**  
**(continued)**

1. after the student reaches age 18 and is no longer a dependent for tax purposes;
2. when the student is attending an institution of post-secondary education;
3. if the parent fails to follow proper procedures in requesting records; or
4. when the district is notified that the court has terminated the parent's rights.

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular business hours, upon written request of the parent, one copy of the record may be provided at no charge.

**Closed Campus Policy**

All district campuses are closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the campus administration. Additionally, because all district campuses are closed campuses, building administrators may limit third party access (including parents and guardians) to campuses in accordance with district policy and campus guidelines and procedures. See Adult Visitors on Campus section for additional information.

**Release of Students**

A student will not be released from school at times other than regular dismissal hours except with the principal's or designee's permission, and in accordance with campus sign-out procedures.

- must bring a note from his or her parent/legal guardian/supervisory adult specifying the reason for the early release, the release time, and the person picking up the student;
- should deliver the note to the attendance office/receptionist;
- will receive a pass to be released at the specified time;
- will be sent to the receptionist/attendance office to wait to be released to the appropriate person;
- is to be signed out by the appropriate person with the attendance office/receptionist;
- will be marked absent by teachers during his/her absence;
- must provide a parent or doctor note upon his/her return to school;
- may have attendance code modified by attendance secretary to reflect the absence;
- will have note placed in the student's attendance file.

NOTE: High School only-The school will contact parent/legal guardian/supervisory adult to verify note.

In the absence of a court order to the contrary, a student will generally be released to either parent or legal guardian of the student, unless parents/guardians are providing conflicting directives to the campus in regards to release of the student. In the event there are conflicting directives from parents/guardians with equal rights and access to the student, the campus will generally maintain the status quo of the student (i.e., send the student home at the end of the day in the same way the student arrived to campus that day) and allow the parties to seek legal intervention to resolve the conflict. In the event there is a custody order designating periods of possession for a student, the school is required to observe these possession periods in its release of the student and will require parents/guardians to coordinate with one another outside of school and provide appropriate written authorization for any variation from the court-ordered possession periods. The only other persons to whom a student will

### **Release of Students (continued)**

be released are those who have been given written permission in advance by the parent or legal guardian consistent with any court-ordered possession periods. See Release of Students section above for additional information on required procedures. Please note, a person's inclusion on the emergency card will not authorize that person to have access to the campus or student without separate written permission from a parent/guardian to do so, or in accordance with the established procedures for a school-initiated removal when parent/guardian cannot be reached. In the event the school initiates removal/release of the student and a parent/guardian cannot be reached, the student will only be released to persons designated on the school's emergency card, and consistent with any court-ordered possession periods. **All persons, including parents, should be prepared to present a picture ID to school officials when requesting the release of a student.**

### **Early Release/Late Arrival**

Seniors, whose parents request early release/late arrival for reasons specified in Board Policy EED (Local) and have principal approval, may be allowed to arrive on campus 1 hour late and/or leave campus 1 or 2 hours early. Students receiving approval for early release/late arrival must have reliable transportation to leave or arrive at the approved time, every day. Students should not return to the campus unless they have tutoring (must have a pass from the teacher), need to take a make-up test (must have a pass from the teacher), or participate in an extracurricular activity that meets or practices at the end of the day, such as athletics, band, choir, drill team, club, etc. In addition, students approved for early release/late arrival may also attend school functions such as ball games, theater, music performances, dances, and banquets.

### **Student Transfers**

Students requesting a district transfer are required to submit an application for transfer. Transfer applications are available in the registrar's office on all campuses or on the district website ([www.cfid.net](http://www.cfid.net)) (See Board Policy FDB [Local]). A transfer application must be submitted to a campus registrar. The application will be reviewed by the Office of Student Services and the parent/guardian will be notified of the decision in writing.

Students who are a victim of a violent criminal act or bullying/cyberbullying may request a transfer. Additional information regarding these types of transfers will be found in the Code of Conduct, CC-11,12).

If approved, a transfer is valid for the current school year and must be renewed on a yearly basis. The district does not provide bus transportation for transfer students. Transfer students in grades nine through twelve generally are ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.

If a student with an approved transfer is withdrawn from the requested campus, the transfer will no longer be in effect if the student re-enrolls in the district. Future transfers for siblings to attend the same requested campus are dependent on the open/closed status for a specific school year.

If the student's transfer is revoked, the student is not eligible to submit an application to transfer to another campus for the following school year. The student will attend their home campus of residence.

## **Student Transfers (continued)**

### Child of District Employee

A district employee who is eligible to receive benefits and accrue leave may apply to transfer their child to most schools in the district between the first weekday of April and the first weekday of June. The employee must submit a transfer application along with current proof of residency. Transfer applications for children of a newly-hired employee or an employee with a new building transfer will be accepted after June 1<sup>st</sup>.

### Extenuating Circumstances

This type of transfer is limited to school-related issues of health and physical safety of an enrolled CFISD student while at school. The transfer application will be reviewed by the board's designee. See Board Policy (FDB [Local]) for transfer guidelines.

### Moves During the Summer

If a student moves to another attendance zone within the district or moves out of the district during the summer, the student is not eligible to return to the previous school. Exceptions will be made for students who move within the district and will be entering grades 5, 8, 11, and 12. The parent/guardian must submit a transfer application and provide current proof of residency (utility bill, lease agreement, or closing documents) to a campus registrar.

### Moves into the District

Students moving into the district within 18 weeks of enrollment may submit a transfer application and be enrolled in the district. A transfer application and a letter from the builder, executed lease, or contract agreement with estimated move-in date must be submitted to a campus registrar. Tuition may be assessed at a rate determined by the district and must be paid in advance.

### Moves Out of School Zone

If a student moves from one CFISD attendance zone into another CFISD attendance zone after the first day of school, the student may choose to attend the school in either zone for the remainder of the current school year. If the choice is made to stay at the school zoned to the previous residence, the parent/guardian must submit a transfer application and current proof of residency (utility bill and lease agreement, or closing documents). Students currently in grades 4, 7, 10 and 11 will be eligible to renew their transfer for the following school year. Students in all other grade levels must attend the campus zoned to their address the following school year.

### Open Campus

The board approves a limited number of openings on certain campuses for transfer each year. A parent/guardian of a student who is currently enrolled and attending a district school may request a transfer for their child to attend an open campus between the first weekday of April and the first weekday of June. Transfers will be approved on a first come, first served basis.

### School Choice

All students enrolled in a Title 1, Part A campus that has been identified for improvement are eligible to exercise the school choice option.

## **Student Transfers (continued)**

### **Safe School of Choice Option**

Students who are a victim of a violent criminal act or bullying/cyberbullying may request a transfer. Additional information regarding these types of transfers will be found in the Code of Conduct, CC-11 and CC-12.

### **Revocation of Transfer**

The receiving principal may recommend revoking a student's transfer to the Office of Student Services for the following school year if the student's attendance or discipline has created health, safety, or academic concerns. If the student's transfer is revoked, the student is not eligible to submit an application to transfer to another campus for the following school year. The student will attend their home campus of residence.

When a student on a transfer receives a DAEP placement, upon completion of the placement, their principal can recommend their transfer be revoked. If revoked, the student will attend their home campus based on their residence.

### **Transfer Appeal Process**

If a transfer request is denied, the parent/guardian may appeal the decision to the board's designee. An appeal must be submitted in writing to the Office of Student Services within five (5) business days of receiving the denial notification. The board's designee shall render a ruling on the transfer request and will advise the parent/guardian in writing. Further appeals shall be in accordance with FDB (Legal).

## **Release of Student Directory Information, Video /Photos, Works and Audio/Video Recording**

- **Pursuant to Texas Education Code Section 26.009, parental consent is generally required before a student's voice or image may be audio or video recorded by a school official, unless the recording is to be used for: (1) the purpose of safety and maintenance of order and discipline in common areas such as school buses, hallways, cafeterias, gymnasiums, or exterior walkways; (2) a purpose related to the promotion of student safety as specifically authorized by Texas Education Code Section 29.022 (cameras in certain self-contained special education classrooms); (3) a purpose related to a co-curricular or an extracurricular activity; (4) a purpose related to regular classroom instruction; or (5) media coverage of a campus or school district. In the above described instances, parent permission will not be required prior to audio or video recording a student.**
- **Directory Information Release (including photographs)**  
In accordance with the Texas Public Information Act and No Child Left Behind, unless a parent has specifically opted-out of disclosure as described below, Cypress-Fairbanks I.S.D. must release certain non-confidential information about our students if a written request is received from an individual or organization seeking this non-confidential information from the district. This non-confidential information, known as "Directory Information," includes the student's name, address, date and place of birth, school, grade level, photograph, participation in officially recognized activities and sports, weight and height of members of

- **Directory Information Release (including photographs) (continued)**

athletic teams, dates of enrollment, awards received, and the most recent previous school attended. Many local businesses request this information in order to mail information or contact parents or students for commercial or other solicitation purposes. Additionally, other local organizations, such as community or sports associations, military recruiters, and scholarship programs, also request this information in an effort to notify residents of available programs or opportunities.

The district has divided release of Directory Information into two categories: (1) release to school-sponsored or school-related organizations only (i.e., PTOs, booster clubs), or (2) release to all third-party requestors (which would also include school-sponsored or school-related organizations).

If parents do not want to have their students' Directory Information released to one or both of the categories of the requestors, then the parents must indicate this preference on the "Student Demographic Information" form (for new students) or on the "Emergency Information and Medical/Parent Authorization" form (for existing students). This will limit or completely prohibit release of "Directory Information" to the respective requestors.

**The district does not distinguish between third-party requestors; therefore, if a parent wishes to withhold Directory Information (including phone numbers) from any third-party (such as military recruiters or institutions of higher education), the parent must indicate this preference on the stated form.**

- **Release of Other Video, Audio or Photo**

In instances not covered by Texas Education Code 26.009 or release of Directory Information, if district personnel, or agents of the district, want to photograph, video, or audio record students for in-district purposes image or voice in an interview of a student for use in a district/school publication, or use of student image or voice in a district/school website, or social media account (unrelated to co-curricular or extracurricular activities), parental permission is required to allow a student to be photographed or audio or video recorded. Parents may agree to this by indicating this choice on the "Student Demographic Information" form (for new students) or on the "Emergency Information and Medical/Parent Authorization" form (for existing students) in the section that states, in part, "I grant permission for my child to be photographed, videotaped, and/or interviewed for use in district-provided school and teacher" publications.

Non-district personnel, such as representatives from commercial media outlets, may also request authorized access to photograph, videotape, and/or interview individual students for purposes unrelated to general media coverage of the school. Parental permission is required to allow students to be photographed, video recorded, and/or interviewed for these purposes. Parents may agree to this by indicating this choice on the "Student Demographic Information" form (for new students) or on the "Emergency Information and Medical/Parent Authorization" form (for existing students) in the section that states, in part, "I grant permission for my child to be photographed, videotaped, and/or interviewed for use in district-provided school and teacher" publications.

**Release of Student Works**

Parent permission will be required for other student works to be used or displayed in district

**Release of Student Works (continued)**

newspapers, memory books/yearbooks, or television broadcasts over CFTV Channel 16 or on CFTV Online. Parents may agree to this by indicating this choice on the “Student Demographic Information” form (for new students) or on the “Emergency Information and Medical/Parent Authorization” form (for existing students) in the section that states, in part, “I grant permission for the works of my child to be used in district-provided school and teacher” publications.

**USDA SMART SNACKS RULE**

The Healthy Hunger-Free Kids Act of 2010 required USDA to establish nutrition standards for competitive foods sold in schools. These standards are meant to promote a healthy school environment and apply to all foods and beverages sold outside of the reimbursable school food service program. Examples are: a la carte cafeteria sales, fundraisers, school stores, and vending machines.

**Fundraisers in Schools**

Schools may use foods and beverages that meet the Smart Snacks rules for fundraisers. Smart Snacks rules *do not* apply to items sold off-campus, during non-school hours or 30 minutes after the last school bell. Food and beverage fundraisers that do not meet Smart Snacks rules may not occur at any time during the school day.

**General Criteria for Foods that Meet Smart Snacks for All Grade Levels:**

Must meet one of the four following items:

1. Whole grain-rich (50% or more whole grains by weight or first ingredient must be whole grain); OR
2. Have as the first ingredient fruit, vegetable, dairy or protein (meat, beans, nuts, eggs, etc.); OR
3. A combination food with at least ¼ cup fruit and/or a ¼ cup vegetable; OR
4. Contain 10% of the Daily Value of one of the four nutrients of public health concern: calcium, potassium, vitamin D or dietary fiber.

AND meet the following additional nutrient standards:

Nutrient	Standard
Calories	Entrée: ≤350 calories per item Snack/Side Dish: ≤200 calories per item
Sodium	Entrée: ≤480 mg sodium per item Snack/Side Dish: ≤200 mg sodium per item
Total Fat	≤35% of total calories from fat per item as packaged/served
Saturated Fat	≤10% of total calories per item as packaged/served
Trans Fat	Zero (<0.5 g) grams of trans fat per portion as packaged/served
Total Sugar	≤35% of weight form total sugars per item (dried/dehydrated fruits/vegetables exempt)

## **General Criteria for Foods that Meet Smart Snacks for All Grade Levels: (continued)**

For additional information on the Smart Snacks rules see:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>

### **Exempt Days**

Elementary, middle and high school levels are permitted up to five (5) designated exempt days per grade level or as a whole. An exempt day is a day when campus-wide provision of foods that do not meet Smart Snacks rule is permitted, but no food can be sold or exchanged for money, tokens or tickets.

### **Food in the Classroom**

When snacks are shared or given to all students in a class, only the foods listed on the Food Service Department's approved list can be provided. Parents are permitted to provide the food of their choice for their own student. The approved snack list can be found at:

[https://www.cfid.net/files/2614/3949/0448/Healthy\\_Classroom\\_Snacks\\_Suggestions.pdf](https://www.cfid.net/files/2614/3949/0448/Healthy_Classroom_Snacks_Suggestions.pdf)

### **Outside Foods in Cafeteria**

Parents, guardians, and parent-invited, responsible adults may provide food for their children during lunch periods, but are not permitted to provide food for any other students. Parents and other invited guests must adhere to campus policies for delivery of food to their children.

### **Food as Reward**

Only foods that meet the Smart Snack rules can be earned through a token, ticket, or voucher system. All other food exchanged for money, tokens or tickets is considered a sale according to federal guidelines and is not permitted unless 30 minutes before or 30 minutes after the school day.

### **Charging policy**

#### **For students on paid meal status the debit floor is:**

Elementary School – Ten breakfasts and ten lunches

Middle School – Six breakfasts and six lunches

High School – Two breakfasts and two lunches

#### **For students on reduced price meals the debit floor is:**

All grades – Ten breakfasts and ten lunches

### **Classroom Birthday Parties**

In order to limit disruption to the instructional day, classroom birthday parties are not allowed. Each campus may elect and determine alternate ways to acknowledge student birthdays, such as participation in daily announcements, certificates of acknowledgment, and/or parent purchase of Food Service Department food items during meal times.

### **Senate Bill 530—Health and Physical Education**

The district shall implement, in accordance with law, a coordinated school health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB and EHAC].

**Senate Bill 530—Health and Physical Education (continued)**

Parents/Guardians with a student in grades three through twelve enrolled in a physical education course or any substitute course or activity may submit a written request for a child’s physical fitness assessment results at the end of the school year. The request should be submitted to the building principal.

**Steroid Use**

Students illegally possessing, using, or delivering steroids are in violation of CFISD policy FNFC (LEGAL) and are subject to disciplinary action consistent with the district discipline policy and state law. To learn more about anabolic steroids, other Appearance and Performance Enhancing Drugs (APEDs), and other drugs of use and misuse, visit the National Institute on Drug Abuse website or contact DrugPubs at 877 NIDA-NIH (877-643-2644; TTY/TDD: 240-645-0228).

**Mandated Health Screening**

Texas Health and Safety Code, Chapter 36.005 requires screening of individuals who attend public or private preschools or schools to detect vision, hearing, spinal, and metabolic disorders and any other special senses or communication disorders as specified by the executive commissioner. An individual required to be screened shall comply with the requirements according to CFISD’s schedule below. The parent/guardian may substitute professional examinations for the screening if provided to the school nurse before campus set screening dates.

**Vision and Hearing:**

<b>WHO MUST BE SCREENED</b>	<b>WHEN SCREENING MUST BE DONE</b>
4 years-old by September 1 <sup>st</sup> Kindergarten students Any other first-time entrants	Within 120 days of admission
1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> grade students	Within 120 days of admission

**Scoliosis Spinal Screening:**

<b>WHO MUST BE SCREENED</b>	<b>WHEN SCREENING MUST BE DONE</b>
Girls at age 10 and again at age 12 Boys once at age 13	Anytime within calendar year of the required age

**Risk Assessment for Type 2 Diabetes (Acanthosis Nigricans):**

<b>WHO MUST BE SCREENED</b>	<b>WHEN SCREENING MUST BE DONE</b>
1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> grade students	Anytime within the school year

**Administering/Transporting Medications**

CFISD policy (outlined in the following criteria) affords school nurses and other school employees designated by the superintendent the ability to administer prescription medication in compliance with an order written by a healthcare provider licensed to practice in the State of Texas or FDA approved non-prescription medications according to manufacturer’s guidelines.

1. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured in the clinic at all times for the safety and protection of all students. When the period for administering the medication expires, the parent, guardian or other adult shall pick up the medication at the clinic.



### **Administering/Transporting Medications (continued)**

2. Parents, legal guardians, or other persons having legal control of the student must complete a written medication administration request upon delivering medication to the clinic.
  - a) Prescription medication must be prescribed by a healthcare professional licensed to practice in the State of Texas, must be delivered in the original container properly labeled with the child's name, name of the medication, administration time, and dose.
  - b) Non-prescription medication shall be FDA approved and in the original container.
  - c) Substances without FDA approval such as vitamins, homeopathic, and herbal preparations will not be administered by school staff.
  - d) In the event the school nurse believes the administration of any particular medication could be excessive or otherwise potentially harmful to the student, the nurse will consult with the school principal and others as appropriate, cease to administer the medication, and notify the parent and prescriber.
3. Students are **not** permitted to have any medication in their possession during the school day or at any school-related activities except as provided herein for emergency medications (i.e., insulin, metered dose inhalers, or epinephrine).
  - a) A healthcare provider with prescriptive authority licensed in the State of Texas must complete an order permitting students to carry emergency medications.
  - b) The student's parent/guardian must provide written consent.
  - c) The school nurse must assess the student's competence to properly administer medication.
  - d) Students are not permitted to share **any** medication with another student.

### **Consequences of Violations of Medication Policy**

Any attempt to violate the provision of these guidelines will result in disciplinary action consistent with the district discipline policy and state law.

### **Emergency Medical Treatment**

**Parents are required to complete an Emergency Information and Parent Authorization form each year.** Up-to-date emergency care information (name of doctor, emergency care information, other persons to contact, phone numbers, etc.) can be of critical importance in case of an accident or other emergency. If this information changes during the school year, please provide the updated information in writing to the school nurse and office personnel as appropriate.

Parents are asked to speak with the school nurse regarding any medical condition that should be disclosed to the district in order to enable school staff to take necessary precautions for your child's safety.

### **Emergency School Closings**

**Automated calls will be placed to student home phone numbers beginning at 6:00 a.m.** using the district's Emergency Notification System (ENS) if conditions warrant the closing of schools. Local television and radio stations will also be notified by 6:00 a.m. **Information is also posted on CFTV Comcast Cable Channel 16 and the district website [www.cfisd.net](http://www.cfisd.net).** Due to the size of our school populations, parents are encouraged to monitor the district website, social media including, but not limited to, Facebook, Twitter, television or radio stations.

## Emergency School Closings (continued)

### Television stations

Channels 2, 11, 13, 26, 39, 45, 47 and CFTV Comcast Channel 16

### Radio Stations

FM 100.3 (KILT), FM 102.9(KLTN), AM 740 (KTRH)

## School Safety

Providing a safe learning environment is the district's top priority. As a proactive step, each school, in cooperation with the CFISD Police Department and Student Services, has developed safety and crisis response procedures.

Throughout the school year, schools will conduct practice drills during the school day to ensure that all persons are familiar with their roles and responsibilities. Additionally, all schools have identified secondary sites and reunification (student pickup) procedures in case it becomes necessary to evacuate school premises. If a safety situation occurs, the district may utilize the ENS, sending phone calls, text messages, emails, the district television station, CFTV Channel 16, the district website [www.cfisd.net](http://www.cfisd.net), the district social media channels, and local television and radio stations (see previous section, **Emergency School Closings**, for listing) to communicate information to parents.

In order to alleviate any confusion regarding the terminology used during these emergency events, the following definitions have been included.

### **Shelter (For a Hazard Using a Safety Strategy)**

This procedure may be implemented when **a situation other than weather** may be a hazard to health or is life threatening. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building; therefore,

- all windows and doors will be locked;
- the air conditioning system will be shut down;
- no one will be allowed to enter or leave a building;
- parents will not be able to pick up children from school.

This procedure may be implemented **when weather conditions exist** that may place school or schools in immediate danger. The following steps will occur:

- students and staff will be sheltered inside buildings away from outside windows or doors;
- buildings will be open for entry only.

Once the "ALL CLEAR" is given, students and teachers will return to their regular activities or a parent/student reunification (student pickup) program may be initiated. If a school is *sheltering*, parents should also *shelter* at home.

**Lockout (Secure the Perimeter)** When a campus is notified by law enforcement that there is police activity in the immediate area, the following will take place:

- all students and staff will be moved into the main building if it is safe to do so;
- assigned staff will secure exterior doors;

**Lockout (Secure the Perimeter) (continued)**

- an employee shall be assigned to monitor the entry for first responders and authorized visitors or students;
- depending on the threat, classes could resume until the threat passes or other plans may be developed if necessary;
- CFISD Police Department will notify when it is appropriate to resume normal activities.

Once the “ALL CLEAR” is given by proper authority, students and staff may return to normal activities.

**Lockdown (Locks, Lights, Out of Sight)**

This procedure is only initiated when an intruder enters the premises of a campus and poses an imminent danger to students and staff:

- all doors, windows, and classrooms will be locked;
- students and teachers will remain in their classrooms;
- no one will be allowed to enter or leave the building;
- parents will not be allowed to pick up children from school;
- Local authorities will provide assistance, if needed.

Once the “ALL CLEAR” is given, students and teachers will return to their regular activities or the parent/student reunification (student pickup) process will go into effect.

**Evacuate (To a Location)**

Evacuate is called to move students and staff from one location to another.

Once the “ALL CLEAR” is given, students and teachers will return to their building and return to regular activities or the parent/student reunification (student pickup) process will go into effect.

**Reunification/Child Pick-up**

In the event that a decision has been made that a school must be evacuated and emergency personnel report that the danger or threat has passed, and the area is safe for children and parents, reunification procedures will be initiated. The district/school will identify the locations, time, and checkout process for parents to pick up children. The district website and mass notification system may be used to communicate instructions with parents.

**OZONE Response Plan**

Ground-level ozone is the most common air quality problem in Harris County. Ozone pollution is mainly a daytime problem when temperatures are high, sunshine is strong, and winds are weak. When this occurs, ozone can accumulate to unhealthy levels, especially for people with respiratory conditions who are participating in strenuous outdoor activities.

The school district has developed a plan to respond to high concentrations of ground-level ozone. The district's plan follows the recommendations from the Harris County Office of Emergency Management and Texas Natural Resource Conservation Commission.

[http://www.tceq.texas.gov/cgi-bin/compliance/monops/select\\_curlev.pl?region12\\_cur.gif#map1](http://www.tceq.texas.gov/cgi-bin/compliance/monops/select_curlev.pl?region12_cur.gif#map1)

**OZONE Response Plan (continued)**

When the school district receives an ozone alert from Harris County, district personnel carefully monitor the ozone levels in **northwest** Harris County. When the ground-level ozone reaches unhealthy levels in the district’s geographic area, campuses are notified of the specific ozone warning level of orange, red, or purple. Based on the ozone warning level, certain strenuous outdoor activities, such as physical education or recess, will be curtailed for some or all students.

**Following an Ozone Alert, campuses will implement the following guidelines:**

**ORANGE ALERT**  
**101 – 150**  
**Unhealthy for Sensitive**  
**Groups**

The following should **LIMIT** prolonged outdoor exertion:

- People with lung disease, such as asthma, heart disease, or respiratory conditions
- Children and older adults
- People who are active outdoors

**Outdoor activity should be curtailed to one hour or less.**

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**RED ALERT**  
**151 – 200**  
**Unhealthy**

The following should **AVOID** prolonged outdoor exertion:

- People with lung disease, such as asthma, heart disease, or respiratory conditions
- Children and older adults
- People who are active outdoors

**ALL OUTDOOR ACTIVITY SHOULD BE MOVED TO AN INDOOR VENUE. SCHEDULED OUTDOOR ATHLETIC ACTIVITY WILL BE DELAYED UNTIL CONDITIONS IMPROVE.**

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**PURPLE ALERT**  
**201 – 300**  
**VERY UNHEALTHY**

**ALL STUDENTS WILL AVOID ALL OUTDOOR ACTIVITY REGARDLESS OF DURATION. SCHEDULED OUTDOOR ATHLETIC ACTIVITY WILL BE DELAYED UNTIL CONDITIONS IMPROVE.**

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**How does Ozone affect health?** Makes it more difficult to breathe deeply and vigorously  
Causes shortness of breath and pain when taking deep breaths  
Causes coughing and sore or scratchy throat  
Inflames and damages the lung linings  
Makes lungs more susceptible to infection

### **Communication Between Home and School**

Communication between home and school is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as handbooks, newsletters, progress reports, report cards, and student work. This communication continues with messages and phone calls between parents and school staff, information on campus web pages, school open houses, and back-to-school nights. Communication might also include requests for conferences initiated by the school or the parent. **Phone communication and conferences are encouraged whenever school staff members or parents have concerns regarding a student's academic or behavioral progress.** Each year the district designates a conference day following the first reporting period for individual parent/teacher conferences at the elementary level. **Parents are asked to update phone/address/email changes to facilitate daily and emergency communication.** To receive calls or text messages to a cell phone, parents must opt in. This can be done through the campus registrar or online at <https://go.schoolmessenger.com/#/home>

In the event that any of the student's enrollment information changes (home address, telephone numbers, guardianship, etc.), the parent/guardian must notify the campus registrar immediately or make changes through the Home Access Center (HAC). The school must be able to contact the parent/guardian in the case of illness or emergencies. Proof of residency (current electric, gas, or water bill) must be presented for an address change.

### **Elementary School ID Badges**

Each student will receive two (2) photo ID badges at the beginning of the school year at no cost. The badges and the unique student number will be used to account for students utilizing transportation services, checking out library books and textbooks, purchasing food items from the cafeteria, providing a means for easy identification of students in common areas of the school and for other uses as determined by campus administration. One of the badges will be attached to the student's backpack and is required to be utilized for transportation services. The second ID will remain at the campus. Students must have the ID badge in their possession each day and follow campus procedures related to wearing the ID badge. If a student loses the ID, a replacement must be promptly purchased from the designated school office/location. Students unable to pay immediately will have the replacement cost(s) placed on the fees and fines list for later payment. Replacement costs are as follows:

Plastic ID	\$3.00
Lanyard	\$1.00
Plastic Sleeve	\$1.00

Pre-kindergarten and kindergarten students will be issued red plastic sleeves and must have the sleeve and badge to ride the school bus home. If the student is not identified with the red plastic sleeve and badge, they will not be allowed to ride the bus home. Pre-kindergarten and kindergarten students are to be met at the school bus at the bus stop to be released. Additionally, if no one is available to meet the pre-kindergarten or kindergarten student at the bus, the student will be returned to the campus.

### **Middle and High School ID Badges**

Each student will receive a photo ID badge at the beginning of the school year at no cost. The badge and its unique student number will be used to account for students utilizing transportation services, checking out library books and textbooks, purchasing food items from the cafeteria, providing a means for easy identification of students in common areas of the school and for other uses as

**Middle and High School ID Badges (continued)**

determined by campus administration. All secondary students grade 6–12, shall wear a student ID badge, visible, on school-approved lanyards, during the instructional day. If students forget their ID, they are required to obtain a temporary ID from the designated school office/location. The cost of a temporary ID is \$1.00. If a student loses the ID, a replacement must be promptly purchased from the designated school office/location. Students unable to pay immediately will have the replacement cost(s) placed on the fees and fines list for later payment. Replacement costs are as follows:

Plastic ID	\$3.00
Lanyard	\$1.00
Plastic Sleeve	\$1.00

**Adult Visitors On Campus**

**All non-district visitors (including parents/guardians) should enter a building through the front/designated entrance, report to the front office, sign in, state their reason for being on campus, and receive a name badge to be visibly displayed at all times while the visitor is in the building. The principal may require any person not having legitimate business to leave.** Visitors will be required to present a valid driver’s license or picture ID and each visitor’s name will be processed through the RAPTOR database (a database of registered sex offenders). A visitor’s presence on campus is a privilege and must not cause a disruption to the learning or working environment of students and staff. In the event a visitor’s presence on campus creates a disruption, the campus principal may limit or prohibit a visitor’s presence on campus in the future, including parents/guardians. See **Refusal of Entry, Ejection, Identification section below for additional information.**

Parents or legal guardians are encouraged to visit their child's school. Visits by parents or legal guardians to individual classrooms or large group areas during instructional time are only permitted in accordance with district policy and with the principal's and teacher's approvals. For student and staff safety and to prevent disruption, visits to large group areas, including the cafeterias, are generally not allowed and may only be approved on a case-by-case basis by the campus principal. Classroom visits shall be limited or restricted. Visits shall be limited or restricted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents/guardian may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

Although all district schools are closed campuses, building principals may allow adult visitors for lunch or at designated campus events. Principals may limit the type of visitor (i.e., limited to parents/guardians only) or number of visitors, as well as the frequency and duration of visitors. Additionally, if a visitor has a limitation on his or her access to a campus and/or a student (i.e., court-ordered supervision), the visitor is not allowed to attend lunch or designated campus events, because campus staff cannot administer, ensure or monitor any court-ordered supervision. Additionally, a campus principal may, at any time, limit a parent/guardian’s access to lunch and/or campus events if the principal determines the parent/guardian’s presence would be disruptive to a student, the learning environment, or the work environment at the campus.

**Refusal of Entry, Ejection, Identification** In accordance with Texas Education Code 37.105, a school administrator, school resource officer, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

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

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

#### **Supervision**

- All visitors, regardless of how frequent they are in a building, will be required to sign in at the front desk and wear a visitor's badge for the duration of their visit.
- All school district staff will wear a photo ID during the school day and at school events.
- Contractors working on school projects will be screened by the CFISD Police Department and wear a photo ID while on school property.
- CFISD police officers will patrol all district facilities around the clock.
- Metal detectors may be used at all secondary schools, sporting events and at various school activities.

#### **After-Hours Activities**

Parents or legal guardians who volunteer as chaperones/drivers for after-hour activities will be required to present a valid driver's license or government issued picture ID and be processed through the RAPTOR database. This must be done prior to the event, during school hours. A list of approved volunteers will be sent to the department's sponsor. Anyone wishing to volunteer at an after-hour activity where students are placed in their care, custody or control must be on this approved list.

#### **Student Visitors on Campus**

Student visitors from other campuses are not permitted without the principal's knowledge and permission. This includes visits during lunch and dismissal times.

#### **Animal Visitors on Campus**

No animals are allowed on campus at any time without the principal's knowledge and permission, except service animals used to assist disabled persons.

#### **Students Traveling to and From School**

Students who are walking or biking to and from school shall not loiter, trespass, litter, or create nuisance conditions for residents of the community. While the district does not assume the legal responsibility for the students traveling to or from school in this manner, it may take disciplinary action if the circumstances warrant. Residents should notify the campus administration to report any concerns.

### **Transportation by Bus**

Students on a transfer are not eligible for district bus service. District bus transportation is provided for eligible students attending their home campus. These students may receive transportation to one eligible AM address and one eligible PM address within their attendance boundary. Parents may designate a consistent address AM and PM at the following eligible locations:

1. The student's primary residence.
2. A state recognized child care provider (including in-home care providers).
3. A grandparent responsible for providing before and after school care for the student.

For safety reasons, district bus service to and/or from different locations on different days is not allowed.

Pre-kindergarten and kindergarten students are to be met at the school bus to be released. If no one is available to meet the student, the student will be returned to their campus.

Students are only allowed to ride their assigned bus to and from their assigned bus stop. Any change in that assignment can only be made on an emergency basis if a request is submitted by the parent in writing and it is approved by school personnel or designee. Requests related to after-school activities, such as sports and scouts, cannot be approved. Students who are waiting at bus stops shall not loiter, trespass, litter, or create nuisance conditions for residents of the community.

Students must properly wear seat belts while being transported in any seat belt equipped vehicle that is owned, leased or utilized by the district.

Each elementary and secondary student is required to have a student ID badge in order to utilize CFISD transportation. All CFISD students will receive an identification card. ID's will be required each time your child enters and exits their assigned bus. It is the student's responsibility to have their ID card in their possession and report any malfunction to their campus staff as soon as possible.

Please help us enforce this requirement so that your child may take advantage of the privilege to ride the bus. Students who lose or damage their ID's must purchase a new card at the designated area of their home campus. Failure to use the supplied ID will ultimately result in disciplinary action.

Parents may sign up to receive notifications for their student's ridership and bus location at [www.cfisd.net](http://www.cfisd.net) [parent portal – Transportation, Student ID program (Zonar)].

Band instruments, backpacks, class projects, etc. on the bus can be a concern as large items inhibit the safe evacuation of students in an emergency. The guideline is to transport the item if the student carries it with him/her to his/her seat. Students must either place the item in their lap or immediately in front of them on the bus floor. Carry-on items cannot be allowed to block the aisle, service stairs, or emergency door. If an object is too large, the parent will be responsible for transporting it.

Any type of object carried onto the bus that the driver determines may be dangerous or cause student disruption may be refused. Only approved service animals will be permitted. There should be no glass brought onto the bus. Drivers will not be responsible for student's personal belongings left on the bus.



**Transportation by Bus (continued)**

The school bus is considered an extended part of the school day. Students violating bus rules are subject to disciplinary consequences, which may include having a re-assigned seat on the bus, suspension of bus riding privileges, and/or a Class C ticket issued by the CFISD Police Department for disruption of transportation in accordance with state law. When a disruption occurs on a CFISD bus, students may be removed from the bus and transported to the CFISD Police Department where a parent/guardian will be contacted to pick up their child. If a parent/guardian cannot be contacted, the student may be transported to the Department of Family and Protective Services (DFPS).

**Parents, guardians and persons acting in *loco parentis* will:**

- A. be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop;**
- B. understand and support district guidelines, policies, regulations and principles of school bus safety;**
- C. assist students in understanding safety rules and encourage them to abide by them;**
- D. be cognizant of their own responsibilities for the actions of their children.**

**Understanding this, parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop. Transportation safety and service may be jeopardized by student non-compliance.**

**Suspected Child Abuse**

Any person with reason to believe that a student has been, will be, or currently is being subjected to abuse or neglect must report to Department of Family and Protective Services and/or any local state law enforcement agencies his/her knowledge of the abuse or neglect. State law requires that a report must be made within 48 hours of the suspected abuse. This is a non-accusatory report reflecting the reporter's belief that a child has been or will be abused or neglected. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school.

**Suspected Learning or Other Disability**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

### **Suspected Learning or Other Disability (continued)**

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

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

### **Student Insurance**

Texas school districts may not assume financial or legal responsibility for injuries to students that occur at school except under certain circumstances involving the state's vehicle liability laws. Public school districts are political subdivisions of the state and they and their employees are protected under the doctrine of governmental immunity. Districts are prohibited from paying medical expenses or property loss expenses for which the Texas courts would hold them immune from liability. Districts are also prohibited from spending tax revenue to pay for these expenses directly, or to purchase insurance coverage for these types of losses as well. Parents need to be aware that they must assume the financial responsibility should their child become ill or suffer an injury at school. The district provides each parent the opportunity to purchase an individual student accident insurance policy at the beginning of each school year at a nominal cost if other personal medical insurance is not available or needs to be supplemented.

The district has obtained an All Sports and Activities Accident Insurance policy that provides coverage for accidental injuries for athletic and school-sponsored activities. Coverage is provided for all junior and senior high (7-12 grades) interscholastic sports, including football, basketball, cheerleading, band, and school-sponsored and supervised non-sport extracurricular activities. The student must be a member of the school-sponsored interscholastic sport or activity being covered and under the direct supervision of a full-time school appointed official. Students are covered by this policy for injuries that occur while playing, practicing, and trying out for the activity, and while traveling in a school-furnished vehicle, uninterrupted and directly to and from the interscholastic approved activity for which coverage is purchased.

This policy is to be used as excess coverage after benefits have been paid by any other medical and/or dental insurance (including any Preferred Provider Organization or Health Maintenance Organization) the family may have. However, if the family does not have its own, this policy can be used as the primary coverage. Any deductible applicable to this policy and any charges incurred that exceed the policy maximum limits are the responsibility of the student's parents.

### **Student School Supplies/Personal Belongings**

In an effort to improve the safety measures currently in place, CFISD requires all high school and middle school students to use clear backpacks. Students participating in a campus-approved extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e., band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All non-transparent bags are subject to search. Additionally, the maximum size for non-transparent bags that students may carry during the day, such as lunch kits, pencil bags, purses, permitted in grades 6 - 12 is approximately 6" x 9"x 5". Students may carry multiple transparent bags, but will be limited to two non-transparent bags. Elementary school students will be allowed to continue using traditional backpacks.

Students are expected to have appropriate supplies (paper, pencils, notebooks, etc.) for completing their school work. The use of backpacks or book bags during the school day will be determined by the individual campus. Students may not possess items at school that could be distracting to the learning environment. Belongings that might be damaged, lost or stolen such as, but not limited to, cell phones, headphones, cameras, games, iPods, iPads, netbooks, or CD players are the responsibility of the student. **District personnel will not assume responsibility for damaged, lost or stolen items. CFISD Police Department will not investigate or file theft reports for students or parents for the loss of a cell phone/paging device at school. In addition, the theft of any other item considered prohibited or contraband will not be investigated.**

Individual campuses may adopt "telecommunication device" rules that are less restrictive than the aforementioned rules and these amended procedures may identify other non-instructional times during the school day where these devices may be in use without penalty. These rules must be approved by the campus principal and must be clearly communicated to the students and parents prior to implementation. A copy of this amended procedures must be on file with the Office of Student Services.

A person who discovers a student in violation of these rules shall report the infraction to the appropriate school administrator. In accordance with Texas Education Code Section 37.082, the device will be confiscated and returned to the owner after a \$15.00 administrative fee is collected. 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, guardian, or company 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.

**The school day** is defined as anytime students are under the direct supervision of a Cypress-Fairbanks I.S.D. employee. This includes, but is not limited to, class time, before, during or after any assessment, passing periods between classes, lunch time; recess, after school tutorials, detentions, field trips; and participating in school events. Examples of non-instructional time are: waiting outside of the school building for a parent ride; outdoor athletic events; and walking to and from school or the bus stop.

### **Student Publications**

- a. Student material criticizing school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- b. Material encouraging actions that endanger the health or safety of students is prohibited.
- c. Student material attacking any individual or group on the basis of gender, race, creed, or

### **Student Publications (continued)**

- religion may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- d. Libel is prohibited. Libelous material is that which contains falsehoods made with knowledge of their falsity or with reckless disregard of the truth.
  - e. Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal, substantial disruption of school operations would likely result.
  - f. Material intended for posting or distribution on school premises shall first be submitted to school officials and reviewed by the principal. Material shall be submitted to the principal who shall approve or disapprove the materials within twenty-four (24) hours. Material that is controversial or unpopular but not reasonably likely to result in substantial disruption of normal school operations may not be prohibited on that ground alone. Moreover, a mere apprehension of disturbance is not sufficient to justify restrictions on a student's otherwise legitimate right to freedom of expression. Depending upon the age and maturity of the students exposed to the material, distribution or posting may not be prohibited on grounds of objectionable language if the same or similar language can be found in material made available to students in school assignments or through school facilities, such as the school library.
  - g. An adverse ruling may be appealed to the superintendent who shall rule on the appeal within three (3) days.
  - h. An adverse ruling by the superintendent may be appealed to the school board. The matter shall be placed on the agenda for the next regular meeting of the board of trustees.
  - i. School-sponsored newspapers and/or yearbooks are under the complete supervision of the teacher/sponsor and campus principal.

### **Non-School Flyers**

Flyers, posters, etc. that do not relate to school-sponsored or district-sponsored events MAY NOT BE DISTRIBUTED/POSTED ON OR THROUGH SCHOOL CAMPUSES.

Many outside groups request permission to distribute information flyers to students. The district has created local policy GKDA, which establishes the criteria for posting non-school flyers on the district website. Flyers approved for posting may be found on the Community Flyer Website – [www.cfsd.net/communityflyers](http://www.cfsd.net/communityflyers).

Generally, the policy provides that:

- The flyer must clearly state that the activity is for students.
- The group posting the flyer must be identified by the Internal Revenue Service as a non-profit [501(c)3, 501(c)4] organization and have verification of this on file in the General Administration office.
- The material on the flyer must be age and/or developmentally appropriate for students.
- No fund raising flyers are allowed from groups that are non-school related.
- **The flyer must be approved by the General Administration office, 11330 Falcon Road, Houston, TX 77064, (281) 517-6367 in accordance with GKDA (Local) before posting.**

Please be aware that the district does not evaluate the merit of the programs or activities that are **Non-**

### School Flyers (continued)

offered in these informational flyers as stated in the disclaimer on each non-district flyer. Parents should investigate and make decisions based on their own assessment of the activities or programs advertised.

### Student Vehicle Regulations

The following requirements and controls are to be implemented at each high school. In addition, rules and information may be issued when a vehicle is registered with the school. The term “motor vehicle” applies not only to automobiles, but to all types of motor driven vehicles (fuel or electric).

1. Student must present a valid driver’s license and proof of insurance. Being 16 years of age and having a valid driver’s license does not guarantee the student a parking permit. The campus administrator will determine which students qualify for parking permits.
2. The district provides limited parking space for students. The student should be aware that he/she cannot be assured of a space in which to park daily.
3. The parking fee of \$50.00 per year shall be charged all students who desire to drive a motor vehicle to school and provide proof of liability insurance and valid driver's license. This fee is adjusted to \$40.00 at mid-term or after. If the driving privilege is revoked by the school, no refund will be granted.
4. All vehicles must have a parking permit sticker placed on the windshield, driver's side, above a valid inspection sticker so that it is readily visible at all times.
5. Permits to park vehicles on school campuses shall be limited to students who have registered their vehicle and been issued an appropriate campus parking sticker. Failure to follow the parking guidelines or Code of Conduct regulations may result in parking privileges being revoked with no refund.
6. Vehicles shall be parked only in areas designated by the principal for student parking.
7. Students shall not park in areas designated as NO PARKING ZONES or BUS PARKING ZONES, or park in such a position as to obstruct movement of emergency vehicles, delivery trucks and maintenance trucks.
8. Vehicles that do not have a parking permit or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or owner of the car to recover the vehicle and pay for tow-away charges. (The principal will have a record as to where the vehicle has been taken, should it be towed away.) Students may also call 281-897-4337 after school hours for the towed vehicle's location.
9. The speed limit on campus is 15 m.p.h. Students who violate the speed limit or exhibit reckless driving shall have their parking permits revoked and shall be subject to disciplinary action.
10. The fee for any parking sticker acquired under false pretenses will not be refunded. Any student providing or acquiring a parking sticker under false presence will have parking privileges revoked.
11. Vehicles parked on school property are under the jurisdiction of the school. **The school reserves the right to search any vehicle if reasonable cause exists to do so.** Students have full responsibility for the security of their vehicles and will make certain they are locked and that their keys are not given to others. **Students will be held responsible for any prohibited objects or substances, such as, but not limited to, alcohol, drugs, and weapons, that are found in their cars and will be subject to disciplinary action.** Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. (See CC 52-53).

### **Student Vehicle Regulations (continued)**

12. The district is not liable for vandalism, theft, or damage to any vehicle parked on school property.
13. Any student with an unpaid fine or fee may not be issued a parking sticker.
14. Student will not be permitted to:
  - speed in any district parking lot
  - double park or back-in park
  - park across a white or yellow line
  - park in a fire lane
  - loiter or sit in parked cars during school hours
15. Any person involved in an accident while on school property must share pertinent information such as, but not limited to, name, address, driver's license, and insurance carrier with all parties involved. Failure to exchange information may result in loss of parking privileges and/or other disciplinary consequences.

Students may be issued traffic tickets from the CFISD Police Department for parking and/or moving violations in accordance with state law. These Class C traffic tickets will be filed through the Harris County Justice of the Peace Court.

Failure to comply with the vehicle regulations may result in disciplinary action, issuance of a Class C ticket by the CFISD Police Department and filed through the Harris County Justice of the Peace Court, or loss of vehicle permit and campus parking privileges. Certain violations will result in the removal of the vehicle from campus at the owner's expense.

Vehicles may be searched for drugs, weapons and other contraband by school administrators and CFISD Police Officers using trained dogs. **Anything found in a vehicle driven to school by a student is considered to be in possession of the student.**

### **General Guidelines for Student Dress and Grooming**

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

Our district values and needs the support of parents in upholding the district and campus dress and grooming guidelines. The student and his/her parent(s) may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- **shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and**
- **shall not create a health problem or safety hazard for the student or others.**

Using these general guidelines and the specific guidelines listed below, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing student dress and grooming standards at school and at all school-related activities.

Individual campuses may develop and enforce additional or standardized dress codes and grooming guidelines that meet the standards of the campus (see additional information on standardized dress codes below). These campus guidelines or standardized dress codes may be more restrictive than

### **General Guidelines for Student Dress and Grooming (continued)**

those established by the district. However, these additional campus guidelines or standardized dress codes must be developed in accordance with the district's procedures and regulations regarding adoption of additional campus guidelines or standardized dress codes and must be publicized to the students and parents in a timely manner, so that students and parents can select the appropriate clothing that will meet the individual campus guidelines or standardized dress codes. All students are required to adhere to the district dress and grooming guidelines, as well as to any additional guidelines developed and approved for the campus. Exceptions will be permitted for bona fide religious reasons. **Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines.**

### **Specific Guidelines/Restrictions for Student Dress and Grooming**

Students should wear garments, shoes, jewelry, accessories and hairstyles that

- are appropriate and modest in length and coverage,
- reflect a positive image of the school and contribute to a distraction-free learning environment, and
- lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, sagging, baggy, revealing, spaghetti-strap, backless, low cut or short. Students are also prohibited from wearing tear-away type apparel, dusters, overcoats, and trench coats.

**Pants**– must be worn at the waist or upper hip and must not reveal underclothing.

**Shorts and Skirts** - must fit at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.

**Tops, Shirts and Blouses** – must not reveal underclothing, midsection, torso, back, chest, breasts or cleavage.

**Dresses** – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer.

**Shoes** – must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed.

**Head Coverings** – no type of head covering is to be worn with the exception of (1) a cap or hat that is part of a uniform worn at a school activity or (2) for religious or medical purposes.

**Underclothing** – must wear appropriate underclothing.

**Pajamas/Loungewear** – **any and all pajamas/loungewear** are prohibited.

**Jewelry/Piercings** – Noisy, distracting and excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/piercings must not detract from or interfere with the learning environment or present a safety or health hazard.

**Tattoos** –Tattoos that are gang-related, offensive or distracting or that distract from or interfere with the learning environment of the school must be covered at all times.

**Hair/Make-up** – Hair must be well groomed, neat and clean at all times; hair style/color and makeup must not detract from or interfere with the learning and school environment.

**Backpacks**- CFISD requires all high school and middle school students to use clear backpacks. Students participating in a campus-approved extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e., band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All non-transparent bags are subject to search. Additionally, the maximum size for non-transparent

### **Specific Guidelines/Restrictions for Student Dress and Grooming (continued)**

bags that students may carry during the day, such as lunch kits, pencil bags, purses, permitted in grades 6 - 12 is approximately 6" x 9" x 5". Students may carry multiple transparent bags, but will be limited to two non-transparent bags. Elementary school students will be allowed to continue using traditional backpacks.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.

### **Dress and Grooming Violations**

Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in Discipline Management Class (DMC/In-school suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents may be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

### **School Uniforms or Standardized Dress Code**

Campuses may, in accordance with district regulations and procedures, develop and publish a standardized dress code or adopt a school uniform. Compliance with a standardized dress code or a school uniform is expected every day, including the first day at that campus. Students who are new to the campus, or students with extenuating circumstances, will be expected to be in compliance after a reasonable grace period. The students at these campuses are expected to follow the appropriate district dress and grooming guidelines as well as the specific campus guidelines. Exceptions to school uniforms will be permitted for bona fide religious and philosophical reasons. Campuses that have adopted a school uniform include Frazier, Owens and Sheridan elementary schools and the secondary DAEP campuses.

### **Prohibition of Gangs/Gang Activity**

Gangs or gang activity will not be tolerated in Cypress-Fairbanks I.S.D. schools. A gang is a group of individuals, juveniles and/or adults that associate on a continuous basis and are involved in delinquent or criminal activity.

Parents should be aware that gangs generally will adopt some sort of common dress or identifier that identifies them as a group. Identifiers can, but do not always, mean gang-related membership or activity. Some of the identifiers used by gangs may include, but are not limited to, hats, shirts, pants, jackets, shoes, bandanas, jewelry, graffiti or drawings of gang symbols on notebooks or clothing, haircuts, tattoos, rosary beads or other religious symbols.

Students are prohibited from any behaviors which are associated with gang-related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals. Campus administrators may ban such dress or behaviors from school that are gang related. (Texas Education Code Section 37.121) Any attempt to violate the provision of these guidelines will result in disciplinary action consistent with the district discipline policy and state law.

### **Instructional Materials/Technology Equipment**

Instructional materials, and technological equipment are provided free of charge by the district for



### **Instructional Materials/Technology Equipment (continued)**

each subject or class as a class set or individually checked out; students are required to use these items carefully. Students who are issued damaged instructional materials, or technological equipment should make a report to the teacher.

Any student failing to return the instructional materials, or technological equipment issued by the school shall not be issued any additional instructional materials or technological equipment until the missing instructional materials, or technological equipment is paid for or returned. The district may withhold the pupil's records (Texas Education Code 31.104[d]) and prevent students from participating in campus and district privileges if the instructional materials, or technological equipment are not returned and payment is not made. Privileges may include, but are not limited to: school dances, parking passes, and final exam exemptions.

All students should receive a receipt for all moneys (cash or check) paid to the district. A receipt may be a ticket, a completed receipt form, or a cash register receipt.

### **District Property Issued to Students**

Students are responsible for all items issued by the district, such as textbooks, instructional materials, musical instruments, library materials, technology materials, and equipment. Payment is required if items are lost or damaged.

### **Student/Parent Complaint**

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the district has adopted a standard complaint policy, FNG (Local). FNG (Local) provides generally that a student or parent who has not resolved a problem with a teacher or sponsor, should submit a written complaint form to the campus principal. If unresolved, an appeal and a request for a conference should be addressed to the superintendent. If still unresolved by the superintendent or designee, the district provides a process for the complaint to be presented to the board of trustees.

Some complaints require different procedures. The CFISD website, the superintendent's office or campus principal's office can provide the specific policy or process for the following:

- Discrimination on the basis of gender (FB [Local])
- Identification, evaluation, or educational placement of a student under 504 (FB [Local])
- Sexual abuse or sexual harassment of a student (FFH [Local])
- Loss of credit on the basis of attendance (FEC [Local])
- Teacher removal of a student for disciplinary reasons (FOA [Legal])
- Removal of a student to a Disciplinary Alternative Educational Program (FOC [Legal])
- Expulsion of a student (FOD [Legal])
- Identification, evaluation, or educational placement of a student with a disability is guided by IDEA.
- Instructional materials (EFA [Local])
- On-campus distribution of non-school materials to students (FMA [Local])

### **Sexual Harassment/Sexual Abuse**

It is the policy of the district to maintain a learning environment that is free of sexual harassment or sexual abuse. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a counselor or other school official with whom they feel comfortable.

**Students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee.** This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. **All students are expected to treat others with courtesy and respect; to avoid any behaviors known or reasonably should be known, to be offensive; and to stop these behaviors when asked or told to stop.**

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The district will notify the parents of all students involved in sexual harassment by a student when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent who has a specific complaint alleging sexual harassment/abuse may request a conference with the principal or designee. The principal or designee shall hold the conference within a reasonable time and shall conduct an appropriate investigation of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the complaint can be addressed to the superintendent or designee, and then to the board of trustees. The student will not be required to present a complaint to a person who is the subject of the complaint. Information on this policy (FFH [Local]) can be obtained from the Cypress-Fairbanks I.S.D. website, the campus, or the superintendent's office.

### **Scholastic Penalties**

Teachers may not impose scholastic penalties for disciplinary infractions other than cheating or copying another's work. Cheating shall be defined as giving or receiving information or help on an assessment, possession of any unauthorized material during an assessment, copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student, including products from the Internet. Plagiarism, the use of other's ideas or products as one's own, can be defined as cheating. The scholastic penalty for cheating will be determined by the classroom teacher or the campus official. The student involved may be subject to disciplinary action based on the Code of Conduct.

### **Youth Services Specialist**

The district provides a structured program of assistance to students who are experiencing problems that affect their attendance, classroom behavior, academic achievement, and home life. The Youth Services Specialists, deal with truancy, runaways, pregnancy, suicide, drug abuse, family conflicts, and child abuse. They are trained social workers.

**Youth Services Specialist (continued)**

Youth Service Specialists:

- provide crisis counseling
- make home visits
- serve as liaisons between existing school services and other community agencies
- assist families in arranging long-term volunteer placements
- provide resources that are free for students who qualify for on-going counseling, psychological testing, and host family placement

Youth Service Specialists are assigned to individual schools and provide support services for Pre-K through 12<sup>th</sup> grade students. Youth Service Specialists are located in each high school and at the Cy-Fair Annex. The telephone number to access the service of a Youth Service Specialist is (281) 897-4068.

**ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

CQ  
(REGULATION)

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The superintendent or designee will oversee the district's electronic communications system.

The district has invested in computer technology to broaden instruction and to prepare students for an increasingly digital society. Use of these resources is restricted to students working under a teacher’s supervision and/or direction for approved instructional purposes only.

All students may use district-approved software in accordance with applicable license agreements. Unless otherwise noted in the license, or in the event the software arrived without a license agreement, any duplication of copyrighted software, except for back-up and for archival purposes, is a violation of federal law. The use of any non-district software or the erasing of or tampering with authorized software on district computers is not permitted.

Students violating these guidelines will face disciplinary action and/or restitution to the district. A copy of the responsible use guidelines is included in this handbook. Parents are asked to review these guidelines when initially enrolling students in the district. Students (grades 6-12) are required to sign and agree to the district’s Responsible Use Guidelines regarding appropriate use of these resources.

CONSENT  
REQUIREMENTS

The statements above are explained in detail in the policies and procedures that follow. The district will provide training in proper use of the system and

CONSENT  
REQUIREMENTS  
(continued)

will provide all users with copies of Responsible Use Guidelines (Student Handbook, Exhibit A). All training in the use of the district's system will emphasize the ethical and safe use of this resource.

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 will be posted on a district web page or social media 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).

No personally identifiable information about a district student will be posted on a district web page or social media 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). An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and district policy.

FILTERING

A committee, chaired by the chief financial officer or designee, will 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 school.

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 committee will consider requests from users who wish to use a blocked site for district-approved educational research or other lawful purposes. The committee will make a recommendation to the superintendent or designee regarding approval or disapproval to disable the filter for the requested use.

SYSTEM ACCESS

Access to the district's electronic communications system will be governed as follows:

1. All users will be required to acknowledge their receipt and understanding of the responsible use guidelines as published in the Student Handbook and Code of Conduct for students.
2. Access to the district's electronic communications system, including the Internet, shall be made available to students primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by students shall be permitted if the use:

SYSTEM ACCESS  
(continued)

- a. Imposes no tangible cost on the district;
  - b. Does not unduly burden the district's computer or network resources; and
3. Students who are granted access to the districts system will be assigned individual accounts. Students are not to use a computer that is logged in under another user's name.
  4. As appropriate, district students will be granted access to the district's system.
  5. The district will require that students network passwords be changed routinely.
  6. 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.

TECHNOLOGY  
ADMINISTRATOR  
RESPONSIBILITIES

The chief financial officer or designee for the district's electronic communications system (or campus designee) will:

1. be responsible for disseminating and enforcing applicable district policies and responsible use guidelines for the district's system.
2. ensure that all users of the district's system complete and sign annually 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.
3. ensure that employees supervising students who use the district's system provide training emphasizing the appropriate use of this resource.
4. ensure that all software loaded on computers in the district is consistent with district standards and is properly licensed.
5. be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system.
6. be authorized to disable a filtering device on the system for district-approved educational research or another lawful purpose, with approval from the superintendent.
7. set limits for data storage within the district's system, as needed.

MONITORED USE  
OF ELECTRONIC  
AND WEB-BASED  
ACCOUNTS

Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include logging, virus scanning, and content scanning.

Email cannot be accepted in the following situations that would normally require a parent signature, such as: absence from school excuses, medication administration permission, permission to stay for after school tutorials, early release from school, or field trip permission slips.

Suspected violations of responsible use by students should be reported first to the campus principal and, if necessary, by the campus principal to the

MONITORED USE  
OF ELECTRONIC  
AND WEB-BASED  
ACCOUNTS  
(continued)

assistant superintendent for student services.

If necessary, access to electronic mail accounts for instructional purposes must have campus and district prior approval. The district may allow secure, web-based, student accounts to support instruction. Students and teachers may participate in district approved chat rooms in which teachers monitor all student interactions. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration. Participation in non-district approved social networking sites, or the use of any anonymizing technologies is prohibited. The use of cell phones and other portable computing devices such as iPads, iPods, tablets and laptops, can be used for instructional purposes during the school day. Students using cell phones or other portable computing devices without teacher permission will be held accountable to the cell phone rule use set forth in the Student Code of Conduct.

The district has provided students with access to “Digital Lockers,” network storage location for files. The “digital locker” provides an area where certain school-related student products can be stored from year to year, thus creating the student digital portfolio.

To enforce the Student Responsible Use Guidelines and to maintain the integrity of the network, digital lockers, shared network space, and any district storage space will be monitored by district staff and files such as games, inappropriate images and files will be deleted. External electronic storage devices are subject to monitoring if used with district resources. Student disciplinary action may follow.

The district will maintain district and school websites and social media 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 assistant superintendent for communication and community relations or designee. The chief of staff or designee and the assistant superintendent for communication and community relations or designee will establish guidelines for the development and format of web pages controlled by the district.

Regarding student information published on a website controlled by the district, see, Exhibit A, HB-52.

DISTRICT  
WEBSITE DISTRICT  
APPROVED  
SCHOOL WEB  
PAGES

[www.cfisd.net](http://www.cfisd.net) is the official website for Cypress-Fairbanks I.S.D. High schools may publish web pages that present information about school activities, subject to approval from the assistant superintendent for communication and community relations or designee, and link to the district’s site. The high school principal will designate the staff member responsible for managing the campus’ web page under the supervision of the assistant superintendent for communication and community relations or

DISTRICT  
WEBSITE DISTRICT  
APPROVED  
SCHOOL WEB  
PAGES

designee. Any links from a web page to sites outside the district's computer system must receive approval from the assistant superintendent for communications and community relations or designee.

(continued)

PERSONAL WEB  
PAGES

Students may not misrepresent the district by posting content to the website or social media purporting to be the official website or social media for the district.

Termination of a student's access for violation of district policies or regulations will be effective on the date the principal or designee receives notice of a student's withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

TERMINATION/  
REVOCATION  
OF SYSTEM  
USER  
ACCOUNT  
DISCLAIMER

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed 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.

## EXHIBIT A

### **Cypress-Fairbanks Independent School District Network/Internet Responsible Use Guidelines**

Network/Internet access is available to students in the Cypress-Fairbanks Independent School District (“the district”). The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. The district provides Network/Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. The district firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

#### **Network/Internet - Terms and Conditions**

##### **Training:**

The district will provide training in proper use of the system and will provide all users with copies of Responsible Use Guidelines. All training in the use of the district's system will emphasize legal, ethical, and safe use of this resource.

##### **Risk:**

Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. **Although the district will attempt to limit access to objectionable material by using filtering software, controlling all materials on the Network/Internet is impossible.** With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

#### **Cypress-Fairbanks I.S.D. Parental Consent for Accessing Internet-based Instructional Software and Content:**

Under the Children’s Online Privacy Protection Act (COPPA), parental consent is required for students under the age of thirteen (13) if Internet-based access accounts containing personal information are created for them on websites or online services. Examples of instructional websites used by Cypress-Fairbanks I.S.D. include websites, such as Google Apps for Education, Explore Learning, and Achieve3000. Your student’s first name, last name, birth date, username or Cypress-Fairbanks I.S.D. email address may be provided to the online service for the purpose of securing confidential information and access for the student. **This information will remain confidential and will not be shared except for the purpose of providing these services.** Parental consent will be included on the Authorization section of the Student Demographic Information Form sent home at the beginning of each year.



## **User Responsibilities:**

Network/Internet users, like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and district employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from a campus administrator or district level administrator.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
3. Users may not redistribute copyrighted programs or data without 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.
4. Users may not share sensitive district documents, such as test answer keys, via the Internet.
5. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must **immediately** back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software, so that it can be removed from accessibility.

## **Publishing on the Internet:**

### **Recognition:**

First and last names and grade level may be used on the Internet to recognize personal achievements.

*Permission for the following items is granted or denied through Student Demographic Information Form given to each student at the beginning of the school year.*

### **Student Work:**

Student work will be published on a cfisd.net website, social media or, a state-sponsored web page for students, only with parental permission. Examples of published work could include short stories, poems, slide shows, and/or artwork. First and/or last names may be included with the student work.

## **Publishing on the Internet: (continued)**

### **Photographs:**

Student photographs will be published on a cfisd.net website, social media or a state-sponsored web page for students, only with parental permission. If a photograph of the student is included with the posting of the recognition and/or student work, first and/or last name may be included with the photograph.

### **Exceptions to the Above:**

Any exceptions to the items above will be secured through the Communication Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permission to do so.

### **Web Authoring:**

The district, the campuses, and the faculty have an authorized website and social media. Students, district employees, and community members are prohibited from authoring a private website or social media which represents itself as the official site for the district. For example, this would include, but not be limited to, campus and department sites.

### **Network Etiquette:**

System users of e-mail or other communication messaging systems are expected to observe the following network etiquette listed below.

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 considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient.
7. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

### **Inappropriate Use:**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. Please refer to the "Consequences of Violation" section of this document.

**Commercial Use:** Use for commercial purposes, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

### **Inappropriate Use: (continued)**

**Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the district network and Internet, or any networks that are connected to the district network and Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

### **Playing Games and Downloading Music or Video Files or Game Files**

These activities are prohibited unless approved for educational purposes.

**Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission, is prohibited.

**File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to or created by other users, without their permission, is prohibited.

**System Interference/Alteration:** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

**Unauthorized Disclosure:** Unauthorized disclosure, use and dissemination of personal information regarding students and employees are prohibited.

### **Security:**

#### **Reporting Security Problems:**

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator, or the system administrator. The security problem should not be shared with others.

#### **Impersonation:**

Attempts to log on to the Network/Internet impersonating a system administrator district employee will result in revocation of the user's access to Network/Internet.

#### **Other Security Risks:**

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the district's Network/Internet.

#### **Violations of Law:**

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a district Network/Internet account

**Security: (continued)**

may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

**Consequences of Violations:**

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the system administrator or other administrator may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

**Computer Software Policy**

In accordance with Board Policy CY (local) and Administrative Regulation CY-R, it is the practice of the district to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. Technology Services is charged with the responsibility of enforcing these guidelines.

All computer software installed on district equipment must be purchased, reported to, and installed by Technology Services or its designee. Software acquisition is restricted to ensure that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by a district curriculum coordinator and Technology Services.

Students may not duplicate any licensed software or related documentation for use either on the district's premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the student and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Students not give software to any third party including relatives, clients, contractors, etc. Students may use district-approved software on local area networks or on multiple machines only in accordance with applicable license agreements.

For further information regarding the purchase and installation of computer software, please call the district's HELP desk at 281-897-HELP (4357).

**DISCLAIMER:**

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. The district is not responsible for phone/credit card bills

**DISCLAIMER:** (continued)

or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. 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.

**Financial Information**

For all money received or expended on behalf of the district, these transactions are only made through the authorized bank accounts of the district. The authorized bank accounts should be used for transactions for the district as a whole, for schools, and for student organizations or clubs at the schools. No other bank accounts are to be used by district personnel for financial activity related to the district, the schools, and the student organizations or clubs at the schools.

Therefore, when making a payment by check concerning a school fundraiser, fee, or other expense, make the check payable to the school. In the space provided for additional information, indicate the reason for payment (e.g.. Catalog Fundraiser, Lost Textbook) and the student’s name. If the payment relates to a student organization or club at the school, also indicate the club’s name in this area along with the other information indicated above.

**Do not make a check payable to an employee or a student organization or club at a school.**

See the check example below:

John or Jane Doe	1021
101 Maple Drive	
Houston, TX 77065	<i>September 1, 20XX</i>
Pay to the	
Order of <u>Cypress Falls High School</u>	\$ <u>51.45</u>
<u>Fifty-one and 45/100</u> -----	Dollars
For <u>Student Council – Candle Fundraiser– Kathy Doe</u>	<u>Signature</u>

For items not related to a school, checks should be made payable to Cypress-Fairbanks I.S.D. In the space provided for additional information, indicate the reason for the payment and the student’s name, if applicable.

Please Note: Parent organizations such as PTOs and Booster Clubs are separate entities from the district. These parent organizations have their own employer identification number and their own bank account. Checks to these organizations should be made payable to the applicable organization.

**Financial Information (continued)**

The financial records of a school, a student organization or club at a school, and the district are considered open records. If you would like to receive a copy of the financial activity of a particular account, school, or student organization or club at a school, please contact the Legal Services Department at 281-807-8660 or <http://www.cfid.net/en/contact/public-information-request/> and complete an open records request form. The information will be provided to you within a reasonable time period. A fee may be involved depending on the nature and volume of information requested.

### **III. DISTRICT COMPLIANCE STATEMENTS**

#### **Equal Educational Opportunities**

No officer or employee of the district, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.

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 local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a 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 notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Parents, at any time, may request an evaluation of their child for special education services. Inquiries regarding a referral should be made to the campus principal or counselor.

All students, including girls, members of minority groups, students with disabilities, disadvantaged students, and persons of Limited English Proficiency (LEP), shall have equal access to vocational education programs, services, and activities.

The district has designated the following school official to coordinate its efforts to comply with these policies, and any complaint shall be directed to: Dr. Deborah Stewart, associate superintendent for human resources and student services, 10300 Jones Road, Houston, Texas, 77065, Telephone: (281) 897-4030.

#### **Student Dignity and Respect**

It is the practice in Cypress-Fairbanks I.S.D. that all students are treated with dignity and respect. Students must not engage in making remarks or actions regarding a student's disability in a way that creates mental/emotional stress or causes physical harm and interferes with educational benefit or

#### **Student Dignity and Respect (continued)**

ability to learn for the student with a disability (FFH [local])

Complaints or concerns about specific incidences should be made by parents or students to a campus official with whom they feel most comfortable. Substantiated allegations will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

### **Section 504 of The Rehabilitation Act of 1973**

Section 504 of The Rehabilitation Act of 1973 **prohibits discrimination** on the basis of disability. A disabled person is any person who has a physical or mental disability which substantially limits one or more major life activities, has a record of such a disability, or is regarded as having such a disability. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, and working. A student between the ages of 3 and 21 whose disability substantially limits a major life activity may qualify for services under Section 504. **To be considered protected under Section 504, a student must be disabled and must have a substantial limitation that impacts a major life function.**

No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from financial assistance.

Inquiries regarding services for students under Section 504 should be made to the campus principal. The campus principal is the campus 504 coordinator, unless he/she has designated another administrator to serve as the campus coordinator. Mr. Dan McIllduff, the assistant superintendent for education support services, has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the assistant superintendent for education support services is located at 10300 Jones Road, (281) 897-6416.

### **Title IX**

The Cypress-Fairbanks Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services and/or programs. Dr. Deborah Stewart, associate superintendent for human resources and student services, has been designated to coordinate compliance with the non-discrimination requirements of Title IX. She may be contacted at 10300 Jones Road, (281) 897-4030. The assistant superintendent for educational support services has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the assistant superintendent for educational support services is located at 10300 Jones Road, (281) 897-6416.

### **Waiver of Fees/Hardship Conditions**

The Cypress-Fairbanks Independent School District has the following policy allowing students to appeal for a waiver of fees. The building principal shall rule on any case based on a judgment of the circumstance.

### **Waiver of Fees/Hardship Conditions** (continued)

**STUDENTS WITH HARDSHIP CONDITIONS WHICH RESULT IN THEIR INABILITY TO PAY FEES OR DEPOSITS MAY REQUEST A WAIVER BY HAVING THEIR PARENT OR GUARDIAN PRESENT TO THE SCHOOL PRINCIPAL EVIDENCE OF THEIR INABILITY TO PAY. THE PRINCIPAL SHALL RULE ON THE CIRCUMSTANCES PRESENTED.**

### **Asbestos Abatement Program**

The Cypress-Fairbanks Independent School District has an ongoing AHERA Asbestos Management Plan, using Environmental Protection Agency approved consultants and contractors, which ensures that our buildings are in compliance with state and federal laws, and offer a safe environment for students and staff.

Asbestos Management Plan records for each campus are located in that facility's administration area. Additionally, a duplicate set of information may be viewed in the office of the Director of Maintenance, Archie Hayes, located at 11430 Perry Road, (281) 897-4292.

### **Application of Pesticides**

As part of an Integrated Pest Management Program, Cypress-Fairbanks I.S.D. has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied indoors and/or outdoors.

The district applies only pest control products that comply with state and federal guidelines. All persons performing pest management at the district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including types and timing of treatments, may contact Scott LeDoux, IPM co-coordinator, at (281) 897-4297, or email [scott.ledoux@cfisd.net](mailto:scott.ledoux@cfisd.net), or you may also contact Rusty Guess, IPM co-coordinator at (281) 797-0455 or email [russell.guess@cfisd.net](mailto:russell.guess@cfisd.net).

The district, through a contractor, periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the office of the Assistant Director of Maintenance, Scott LeDoux located at 11430 Perry Road, (281) 897-4297.

### **Breach of Contract Claims**

The superintendent and board of trustees have an expectation that all employees and students will abide by the policies, procedures, and guidelines as stated in the Student Handbook and Code of Conduct. Furthermore, the contents of this document apply to all students of the district as they are now stated or may be amended in the future. It is important to note, however, that the contents of this document are not contractual and do not give rise to a claim of breach of contract against the school district.

### **Pledge of Allegiance and a Minute of Silence**

Texas law (Texas Education Law Section 25.082) requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.



### **Pledge of Allegiance and a Minute of Silence (continued)**

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

### **School Health Advisory Council**

In accordance with Section 28.004 of the Texas Education Code, school districts must have a School Health Advisory Council (SHAC). The SHAC is a group of individuals representative of segments of the CFISD community who provide recommendations to the school district board of trustees regarding aspects of coordinated school health, and the majority of its members must be volunteer parents who are not employed by the school district and have no legal or administrative responsibility in the school district. The CFISD SHAC meets four times each school year. Please visit [CFISD's SHAC webpage](#) for additional information.

### **Intent to Provide Human Sexuality Instruction to Students**

In response to Senate Bill 283, Cypress-Fairbanks I.S.D. is providing written notice of our intent to provide human sexuality instruction to students.

Senate Bill 283 specifies:

Before each school year, a school district shall provide written notice to a parent of each student enrolled in the district of the board of trustees' decision regarding whether the district will provide human sexuality instruction to district students. If instruction will be provided, the notice must include:

- (1) a summary of the basic content of the district's human sexuality instruction to be provided to the student, including a statement informing the parent of the instructional requirements under state law;
- (2) a statement of the parent's right to:
  - a. review curriculum materials as provided by Subsection (j); and
  - b. remove the student from any part of the district's human sexuality instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student's school; and
- (3) information describing the opportunities for parental involvement in the development of the curriculum to be used in human sexuality instruction, including information regarding the local school health advisory council established under Subsection (a).

A parent may use the grievance procedure adopted under Section 26.011 concerning a complaint of a violation of Subsection (i).

Cypress-Fairbanks I.S.D. utilizes the *Always Changing* program to be used in the elementary school for 4<sup>th</sup> and 5<sup>th</sup> grades. The program is a puberty education program with a focus on instruction related to puberty and development. For both grades 4 and 5, males and females will receive separate instruction. Males will receive instruction from a male teacher, and females will receive instruction from a female nurse.

*Scott & White Wellness & Sexual Health Curriculum* ([www.worththewait.org](http://www.worththewait.org)) is used in grades 7 and 8 science courses to support human sexuality instruction. The instruction includes the following topics: puberty, anatomy and pregnancy; sexually transmitted diseases; sex and the law; health risk behaviors and decision making. Students receive instruction that reinforces the concept that abstinence from sexual activity is the healthiest choice for them to make at this point in their lives.

### **Intent to Provide Human Sexuality Instruction to Students (continued)**

For secondary students, the CFISD High School Health Sex Education Curriculum is used. Topics in this abstinence-based curriculum include decision-making concerning dating, love, relationships, marriage, and family. Other issues addressed are the problems of teen pregnancy and parenthood, sexually transmitted diseases, sexual harassment and abuse, rape prevention and the failure of contraceptive methods when used either to prevent pregnancy or disease. Students will be taught information in a factual manner and will be given opportunities to analyze the consequences of choices and behaviors.

Parents will be notified prior to the instruction and will have opportunity to preview the instructional materials. A parent may choose an “opt out” option for a child to not participate in human growth and development instruction. It will be the responsibility of the parent to notify the school prior to instruction if the choice is made to “opt out” of the instruction.

Letters will be sent home prior to the presentation of curriculum materials informing parents of program details and securing permission for their student to participate.

Parents are encouraged to participate in the district’s School Health Advisory Council (SHAC). Meetings will be held four times per year, and information can be found on the district website at <http://www.cfisd.net> under Health Services – SHAC.

### **Community Programs**

The Community Programs department is designed to provide quality programs for the families and community of CFISD. As part of the district, the Community Programs department oversees many programs including, but not limited to, Club Rewind (before/after-school care), Club Rewind Summer Camp, and CFISD Fun Camps (summer specialty campus). For additional details on any of these programs, please visit <http://www.cfisd.net> and click on the community programs icon on the CFISD homepage, email [communityprograms@cfisd.net](mailto:communityprograms@cfisd.net), or call 281-807-8900.

### **Before/After School Care Program – Club Rewind**

Club Rewind is the fee-based before/after school care program designed and managed by CFISD. It is onsite at each elementary campus for before/after-school care, onsite at each middle school for after-school care, and onsite at select late start middle schools for before-school care.

Club Rewind before-school care begins at 6:30 a.m. The after-school program begins immediately after school and operates until 6:30 p.m. The children are divided by age/grade and participate in a variety of games and activities. All-day programs (day-camps) are offered on specific days the schools are closed to students. Enrollment for all programs is completed online. More details and enrollment information are available on the district’s website at <http://cfisd.net>, by email at [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net), or by calling the main office of Community Programs at (281) 807-8900.