

**Los Fresnos Consolidated Independent School District**

**ELEMENTARY  
STUDENT HANDBOOK**

**Board Presented: July 15, 2019**

## **Mission Statement**

Our mission is to provide a quality educational experience resulting in socially responsible lifelong learners.

### **LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT ELEMENTARY CAMPUSES**

Dora Romero Elementary	254-5210
Las Yescas Elementary	233-6955
Laureles Elementary	254-5141
Lopez-Riggins Elementary	233-6916
Los Fresnos Elementary	233-6900
Olmito Elementary	233-3950
Palmer-Laakso Elementary	254-5121
Rancho Verde Elementary	254-5230
Villarreal Elementary	233-3975

#### **OTHER TELEPHONE NUMBERS**

Child Nutrition Services	254-5055
Transportation	254-5086/254-5087
Parent and Family Engagement	254-5091
Special Services	254-5100

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## PREFACE

To Students and Parents:

Welcome to the 2019-2020 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a wonderfully successful year for our students. The Los Fresnos Consolidated Independent School District Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is organized into two sections:

**Section I – PARENTAL RIGHTS**– with information to assist you in responding to school related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II – OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS** – organized alphabetically by topic, and where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Los Fresnos Consolidated Independent School District *Student Code of Conduct*, which is a document adopted by the Board and intended to promote school safety and an atmosphere for learning. That document may be found, posted on the District website at [www.lfcisd.net](http://www.lfcisd.net).

The Student Handbook is a general reference guide only and is designed to be in harmony with Board policy and the *Student Code of Conduct*. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of student handbooks, the provisions of Board policy or the *Student Code of Conduct* that were most recently adopted by the Board are to be followed

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

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

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

Also, please complete and return to your child's campus the following forms:

1. Acknowledgment forms or Acknowledgment of Electronic Distribution of Student Handbook form,
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information form,
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of High Education form, and
4. Consent/Opt-Out form.

[See Objecting to the Release of Directory Information and Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation for more information.]

NOTE: References to policy codes are included so that parents can refer to current board policy. The district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at [www.lfcisd.net](http://www.lfcisd.net).

### **Student Enrollment Policy**

The Texas Education Agency (TEA) requires that all parents or guardians enrolling a student present proof of the student's identity, age, and residency or other eligibility for enrollment.

#### **Documentation for Residency:**

A student is entitled to enroll in Los Fresnos CISD if the student is living in the district. TEA requires Los Fresnos CISD to verify, on enrollment, that a student is living in the district. Examples of methods of verifying residency include: utility bill receipts, lease information, verification with designated district personnel that the applicable residence is within the boundaries of the district.

#### **Documentation of Identity and Age**

A parent or guardian who is enrolling a student has up to 30 days (up to 90 days for a child not born in the United States) from the date of enrollment to provide proof of the student's identity and age. Any one of the documents in the following list is acceptable for proof of identity and age: birth certificate, statement of the child's date of birth issued for school admission purposes by the division of the Texas Department of State Health Services responsible for vital statistics; driver's license; passport; military ID card; hospital birth record, adoption records, church baptismal record, school ID (records or report card), any other legal document that establishes identity.

Additional requirements apply for students under 11 years of age that are enrolling in the school for the first time.

For more information contact the Los Fresnos CISD PEIMS Office at 956-233-6995.

**SECTION I: PARENTAL RIGHTS** *This section of the Los Fresnos CISD Student Handbook describes certain parental rights as specified in state and federal law.*

## **FAMILY ENGAGEMENT**

### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District.
- Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office where your child is enrolled for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information contact the Family Engagement Director at 956-254-5091.]
- Participating in campus parent organizations, such as PTA.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. [For further information contact the Family Engagement Director at 956-254-5091.]
- Offering to serve on the School Health Advisory Council (SHAC) and assisting the District in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about District operations.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Check your child's homework folder and backpack on a daily basis.



## **PARENT and FAMILY ENGAGEMENT POLICY ACTION PLAN**

**I.** The Los Fresnos CISD, parents and community members shall develop, agree upon and distribute to parents a written Parent and Family Engagement Policy and School-Parent-Student Compact. The Policy will set expectations and establish a framework for quality parental involvement participation.

This will be achieved as part of the district's improvement plan process. The district values the role that parents play as their children's first teacher and the influences of their continued support toward their children to meet the state's student performance standards.

The following policy is in compliance with the legal requirements of the Every Student Succeeds Act (PL114-95, Section 1116)(a)(2). This policy will be available to all parents of Los Fresnos CISD.

**II.** The Title I Family Engagement Policy and School-Parent-Student Compact will be reviewed and distributed to parents during the first twelve weeks of the school year through registration, on Meet the Teacher nights, Parent Academic Conference meetings, PTA meetings, special called meetings or other campus-level initiatives.

**III.** The School-Parent-Student Compact will outline the means by which parents, school and students will share responsibility for improved student academic achievement and mastery of the state's high standards. An annual review and revision, if necessary, will be part of the district and campus-level plan process. Parents are urged review the compact with their child. At the elementary level, teachers will have a conference with each parent during the first twelve weeks of school to discuss their child's progress and how the compact can support the student's success.

**IV.** All parents will be invited to an annual Title I public meeting to be held in the first nine weeks to inform parents of the district's participation in Title I, Part A and its requirements. The parents will be informed of their right to be involved. This information is available through our district's website and is made available at any time at the parent's request.

**V.** The District will offer meetings at a variety of times to accommodate parents and families (am and pm). The District will offer a flexible number of committees such as:

**a)** District Advisory Council (DAC): This district committee helps plan Family Engagement special events throughout the district

**b)** Parent Academic Council (PAC): This campus level council listens to initiatives by administration. They share information with the community and bring back information to the campus.

- c) Campus Advisory Committee (CAC): This campus level committee is made up of teachers, community members, local business representatives and parents. They help revise the campus improvement plan and they deal with large expenditures.
- d) Parent Teacher Association/ Organization (PTA/PTO): This association consists of parents, teachers and administrators who discuss ways to promote quality education and work to provide students a safe and healthy environment.
- e) Other special called committees may be created according to the district's needs.  
These committees will allow parents to help in the planning, revision, and evaluation of Title I, Part A programs. They will also participate in the revision of the district and campus level Family Engagement Policies and School-Parent-Student Compacts.

**VI.** The school district will make every effort to communicate with parents information about Title I, Part A programs, descriptions and explanation of the curriculum, academic assessments used to measure student progress, proficiency levels students are expected to meet, an “adequate yearly progress” (AYP). All information oral or written related to school parent programs will be provided in a format and language that the parents can understand.

**VII.** The District will build strong partnerships with parents by offering opportunities for parents to provide input and make recommendations regarding Title I programs. In addition, the district will equip families with tools to enhance and extend learning. The district will assist parents in understanding the state's academic content and achievement standards, state and local assessments and how to monitor their children's progress. These opportunities will be addressed through the parental participation in the DAC, PAC, PTA, CAC, special-called meetings, other committees and parent trainings. Families are provided opportunities to engage in at-home learning with their children through information presented in newsletters, online technology, social-media, Parent-Family- Teacher conferences and other school related events. The district shall provide materials and training to help parents work with their children to improve their children's achievement. The district will also provide parenting skill workshops, literacy programs (such as GED and ESL classes), and presentations. The district will ensure that volunteer forms are readily available at each campus for parent volunteer opportunities.

**VIII.** The district will establish a network of community resources. It will coordinate and integrate family engagement programs and activities with Head Start, Communities in Schools (CIS), and other community agencies. By establishing and maintaining partnerships with businesses, faith-based organizations, and community agencies the district will be able to support the needs of parents and families.

**IX.** The district will ensure full opportunities for the participation of parents of children with limited English proficiency, learning disabilities and parents of migratory children by assuring that notices, newsletters, information and reports are in a format in a language that the parents understand.

**X.** The district will provide essential professional development for educators in understanding the importance of communication and engagement with families.

**XI.** The District Advisory Council will meet annually to evaluate the content and the effect of the district Family Engagement Policy and practices. They will also consider:

- Increasing parent involvement
- Identifying barriers that limit parent participation
- Identifying ways to overcome barriers which may limit participation by parents
- Review and revision of Family Engagement Policy
- Review and revision of School-Parent-Student Compact
- Academic quality of Title I, Part A schools

**XII.** The annual evaluation finding will be used to revise and design parent policy practices and strategies to improve parental involvement. This District wide Family Engagement Policy has been developed jointly with, and agreed on with parents of children participating in Title I, Part A programs. The school district will disclose this policy to all parents of participating Title I, Part A children on or before the end of the first six weeks of the school year.

## **CONSENT, OPT-OUT, AND REFUSAL RIGHTS**

### **Consent to Conduct a Psychological Evaluation**

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

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

Teachers may display students' work, which may include personally identifiable student information, classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a

website affiliated or sponsored by the district, such as campus or classroom website, and in district publications, which may include printed material, video, or other method of mass communication.

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

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

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

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

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

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

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

However, instant or text message sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

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

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

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated certain "directory information," from a student's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of

an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a student's name and photograph posted on a district-approved and managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of any or all directory information regarding a student's directory information. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook]

As allowed by state law, the district has identified two directory information lists – one for school sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level ; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of member of athletic teams; student identification number or identifies that cannot be used alone to gain access to electronic education records. If you do not object to the use of your child's information included on the directory information response form, the school will not need to ask your permission each time the district wishes to use the information for the school-sponsored purposes such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs. For all other purposes, directory information shall include student name and grade level. If you do not object to the use of your child's information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

## **PARTICIPATION IN THIRD-PARTY SURVEYS**

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

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

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

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding. As parents have the right to inspect a survey created by a third party before it is administered to your child.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling or otherwise disclosing that information. NOTE: This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, or providing educational products or services for: or to, students or educational institutions.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law.

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Gifted and Talented pre screening for all Kinder students. As a parent you must notify the school counselor prior to the beginning of the second semester if you do not approve that your child be prescreened.

## **REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

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

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

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

### **Tutoring or Test Preparation Purposes**

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

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

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS**

### **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher.

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

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policy FO (LEGAL) and the *Student Code of Conduct*.

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

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

## **Student Records**

### **Accessing Student Records**

You may review your child's student records, which include:

- Attendance records,
- Test scores,

- Grades,
- disciplinary records,
- counseling records,
- psychological records,
- applications for admission,
- health and immunization information,
- other medical records,
- Teacher and School Counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child’s classroom.

**Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student’s education records. For purposes of student records, an “eligible” student is one who is 18 or older, or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at Objecting to the Release of Directory Information are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student records the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
 U.S. department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 202002-5901

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

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



Inspection and release of student records is primarily restricted to an eligible student or a student’s parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as the student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes; and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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

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

- When district school officials have what federal law defines as a “legitimate educational interest” in a student’s records. School officials include board members and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. Legitimate educational interest in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an education record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs. .
- To authorize representatives of various governmental agencies, including juvenile service provider, the U.S Comptroller General’s office, the U.S. Attorney General’s office, the U.S Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs, or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see Objecting to the Release of Directory Information for opportunities to prohibit this disclosure].

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

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

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent office is 600 N. Mesquite, Los Fresnos, TX 78566.

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process defined by policy FNG Local. A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

The district's policy regarding student records found at policy FL is available on the district's website at [www.lfcisd.net](http://www.lfcisd.net).

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

### **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; whether the teacher is currently

teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES**

### **Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60<sup>th</sup> day before deployment or no later than the 30<sup>th</sup> day after the parent's return from deployment. Additional information may be found at [Military Family Resources at the Texas Education Agency.](#)

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

### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that your children be placed in either the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. (See policy FDB [LEGAL])

### **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with district administrators if your child has been determined by the district to engage in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See Bullying section, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.

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

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

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service/assistance animal on campus.

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

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

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

[See also Students in Foster Care]

### **Students Who are Homeless**

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

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

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

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

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

For more information on services for homeless students, contact the district’s:

- Homeless education liaison: Parent Engagement Director, for concerns and coordination of services for parents of students participating in Title I programs 956-254-5091.

### **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

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

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options including making a referral for a special education evaluation or for Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district 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 schools must still comply with all federal prior written 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 school to respond within the 15-school –day timeline

If the district 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. 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 the district 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 30 due date no longer applies.

Instead, the general timeline of the 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### **Contact Person for Special Education Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Dr. Griselda Wells, Special Education Director at 956-254-5100.

### **Section 504 Referrals**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parents or guardian and representation by counsel, and a review procedure.

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Dr. Griselda Wells, Special Education Director at 956-254-5100.

[See also Students with Physical or Mental Impairments Protected under Section 504].

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### **Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education**

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [see policy FDB (LOCAL)]

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

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

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

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

[See also Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services for more information.]

**Section II: Other Important Information for Students and Parents** Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on student's age or grade level. Should you be unable to find the information on a particular topic, please contact your campus principal.

## **ABSENCES/ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on that of the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; thereof, the student and parent should make every effort to avoid unnecessary absences.

Two state laws—one dealing with the required presence of school aged children in school, e.g., compulsory attendance, the other with how a student's attendance award of a student's final grade or course credit are of special interest to students and parents. They are discussed below.

The Los Fresnos CISD works hard to also provide attendance incentives, recognitions, and honors to those students and campuses that achieve outstanding attendance percentages for each marking period.

School hours are:	7:50 a.m. – 3:00 p.m. Kinder – 5 <sup>th</sup>	Pre-Kinder A.M. 7:50 – 11:25
		Pre-Kinder P.M. 11:25 – 3:00

**For safety purposes:** Children must **not** be dropped off at school **before 7:00 a.m.** *Staff members are not on duty until 7:00.* During dismissal parents or other authorized adults must be at home and **visible** to receive Pre-K, Kinder and Special Transportation Students.

Students attending District elementary schools shall not be allowed to leave campus without proper authorization. The principal shall consider special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.

School Attendance Zones: Students may only attend schools within their zone. Proof of residence such as utility bills is required upon registration.



Two state laws, one dealing with the required presence of school-age children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a course credit, are of special interest to students and parents. Each is discussed in the following sections.

## **Compulsory Attendance**

### **Between Ages 6 and 19**

The state law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or District-required tutorial session, unless the student is otherwise excused from attendance or legally exempted.

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

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

### **Prekindergarten and Kindergarten**

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

### **Exemption to Compulsory Attendance**

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

- Religious holy days.
- Required court appearances,
- Activities related to obtaining United States citizenship,
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's return to campus.

For students in the conservatorship (custody) of the state,

- An activity required under a court-ordered service plan; or

- Any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

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

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

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

### **Students with Disabilities**

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

### **Between Ages 6 and 19**

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

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

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

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

## **Attendance for Credit or Final Grade (Kindergarten-Grade 12)**

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile proceeding the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

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

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

- If makeup work is completed, absences for the reasons listed above will be considered extenuating circumstances for purposes of attendance for credit or the award of final grade. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

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

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

### **Official Attendance-Taking Time**

The District must submit attendance of its students to the reflecting attendance at a specific time each day. The official attendance is taken every day at 10:00 a.m. which is during the second instructional hour as required by state law.

A student absent for any portion of the day, including at the official attendance-taking time, should provide the school a parent's note or a doctor's note for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

A student will be permitted to make up tests, turn in projects and make up assignments due in any class missed because of excused absence. The teacher may assign the student make-up work based on the instructional objective for the subject and the needs of the individual student in mastering the essential knowledge and skills for the time the student was absent.

### **Documentation after an Absence**

When a student is absent from school, upon arrival or return to school must bring a note signed by the parent that describes the reason for the absence. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. NOTE: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

### **Doctor's Note after an Absence for Illness**

Within two days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a U.S. licensed doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absences will be excused or unexcused.

## **ACCOUNTABILITY UNDER STATE AND FEDERAL LAW**

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

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

Information about all of these can be found on the district's website at [www.lfcisd.net](http://www.lfcisd.net). Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Division](#) and the [TEA homepage](#).

## **BULLYING**

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

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

The district is required to adopt policies and procedures regarding:

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

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

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by submitting an anonymous report following the web link located on each campus website.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and the student who was found to have engaged in the bullying. Available counseling option will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. (FFH Local)

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

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

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

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, the district's Student Code of Conduct and the district improvement plan, a copy of which can be viewed in the campus office.

## **CELEBRATIONS**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance.

Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

- Pre-Kinder through the fifth grades will be allowed two (2) parties per year where food of minimal nutritional value may be served. Only commercial prepared food items are allowed. The parties will be the winter and End-of-Year parties. The dates are the last day before the winter vacation in December and the last day of school.
- No Birthday parties will be allowed. Parents may bring cakes or cupcakes with 24-hour prior notification. **The treats are to be left at the office. Parents are not allowed in the classroom for birthday celebrations. Campus personnel will deliver**

**the treats to the classroom at 2:30 P.M.** Non-commercial (homemade) food items will not be served or sold to the students on any campus. For more information, contact the Child Nutrition Department at 254-5055.

[Also see Food Allergies.]

### **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse, which may be accessed at District Student Handbook. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

Parents, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your country, see [Texas Department of Family and protective Service, Programs Available in Your County.](#)

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs [See Dating Violence, Discrimination, Harassment, and Retaliation]

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

- [Child Welfare Information Gateway Factsheet](#)
- [Kids Health, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at [Texas Abuse Hotline Website](#)).

## **COMMUNICATIONS – AUTOMATED**

### **Emergency**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See Safety for information regarding contact with parents during an emergency situation.]

Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual available on the district's website at [www.lfcisd.net](http://www.lfcisd.net). A copy of the complaint forms may be obtained in the principal's or Superintendent's office or on the District website at [www.lfcisd.net](http://www.lfcisd.net). Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If not resolved at the campus level, the parent may request a conference with District Administration. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.



## CONDUCT

### **Applicability of School Rules**

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

The District has disciplinary authority over a student in accordance with the Student Code of Conduct. **Corporal Punishment**—*spanking or paddling the student*—will **not** be used as a discipline management technique by any staff member.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each campus is your campus Assistant Principal.

### **Deliveries**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package such as a forgotten lunch for the student to pick up from the front office during a passing period or lunch.

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by [state law](#), disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

- Disruption of classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in District vehicles.

## Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## Classroom Behavior Management Plan

The elementary behavior plan consists of the classroom behavior color chart that will be followed by grades Pre-Kindergarten through Second grade teachers. During the first two weeks of school, each elementary campus will have a scheduled meeting for teachers to explain the Behavior Management Plan to parents.

## Classroom Behavior Chart

The District Code of Conduct will be displayed in each classroom. A Classroom Behavior Chart is to be used in each classroom for monitoring student behavior. The chart will have either the student's name or number that has been assigned to the student.

### Behavior guidelines:

**Blue:** Good Behavior – Student can have up to 2 verbal warnings.

**Yellow:** Change color to yellow at 3<sup>rd</sup> verbal warning.

**Green:** Change color to green at 4<sup>th</sup> verbal warning and child is in classroom Time-out for no longer than 10 minutes.

**Red:** Change color to red at 5<sup>th</sup> verbal warning or after Severe Behavior ([See Severe Clause](#)). At this level the teacher must verbally contact the parent and send the Parent Contact Form home.

The Parent Contact Form can also be used to inform the parents that their child has consistently broken rules from the Classroom Behavior Plan, even though they had not reached the Red Level on their Behavior Chart.

Every student starts the day with a blue coding on the behavior chart. Any infraction of the *Code of Conduct* will result in a color change. A Classroom Behavior Chart will be sent home daily with the student. The circle for that day on the student's chart will be

filled in with the color from the classroom chart for that day. Parents are required to initial the form below the circle and return it with the student each day.

When attaching Behavior Notes/District Referral Forms to a student's Behavior Chart it is important to make note of the attachment in the comment section. A Parent-Teacher Conference must occur when a student receives 3+ green and/or red circles on their Behavior Chart within one week.

### **Discipline Referrals to Campus Administrator**

Students will be referred to the administrator for disciplinary action in the following cases:

1. Upon receiving red on their chart for three days within a week, a student must be referred by the teacher.
2. Student is referred for behavior under the "Severe Clause".

When the student is sent to the administrator, a District Referral Form must be completed by the student's teacher and sent to the office immediately. Third – fifth grade classes will utilize different technology/communication applications and/or student planners to promote communications between school and home. (Ex: Class Dojo)

### **Severe Clause**

If a student is involved with any of the following, he/she will be sent to the administrator's office for immediate action.

1. Physically fighting with peers.
2. Verbally or physically assaulting an adult.
3. Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct.
4. Stealing, damaging or vandalizing property owned by another person.
5. Possession of drugs, weapons, tobacco, or alcohol.
6. Skipping class, truancy, or running away.
7. Directing profanity, vulgar language, or obscene gestures toward other students or a District employee.
8. Ethnic or racial slurs/name-calling, or derogatory statements that could disrupt or incite violence.
9. Other severe behaviors as outlined in LFCISD *Student Code of Conduct*

Actions most frequently taken by the administrator in response to discipline referred to the office are:

- Conference with the student.
- Conference with parent.
- Lunch recess detention.
- In-school suspension.
- Out-of-school suspension.

\*Students are prohibited from bringing toys, games, or fidgets to school, unless specifically planned by classroom teacher or for a schoolwide campus activity.

The administrator will designate an appropriate staff member and location for lunch recess detention and in-school suspension. Only the administrator will assign detentions or suspensions. When students are seen by an administrator, notice of the office referral and action taken must be sent to the parent within 24 hours. The teacher removal process for students interfering with classroom learning is outlined in the LFCISD *Student Code of Conduct*.

Teachers are encouraged to strive for an understanding of student's behavior. They must also correct inappropriate behavior. In the process of correcting the inappropriate behaviors, the teachers may solicit assistance from the school counselor.

## **COUNSELING**

### **Academic Counseling**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education.

### **Personal Counseling:**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues or substance abuse. A student who wishes to meet with the school counselor should ask his teacher or visit counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with school counselor for a list of resources that may be of assistance. The counselor may also make available information about community resources to address these concerns. Regularly scheduled classroom counseling sessions will be provided.

[Also see **Substance Abuse Prevention and Intervention** and **Suicide Awareness**]

### **CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. i.e., for advancement, or to accelerate to the next grade level. The examinations offered by the District are approved by the District's board of trustees. The dates on which examinations are scheduled during the 2018~~9~~–2019 school year will be published in appropriate District publications and on the District's website. The only exceptions to the published dates will be for any examinations administered by another entity beside the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the District must comply with the testing schedule of the other entity. During each testing window provided by the District a student may attempt a specific examination only once.

The tentative dates on which exams are scheduled during the school year include:

Testing Session	Deadline for Application
Campus discretion - Must be completed by August 2, 2019	July 5, 2019 (noon)
Campus discretion- Must be completed by May 22, 2020	April 3, 2020

\*Check with your campus counselor for applications.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. No fee shall be charged for an examination for acceleration provided by the District; however, a refundable deposit of \$25.00 for each exam requested shall be required. The deposit shall be forfeited for any exam requested but not completed by the student. The passing score required to earn credit on an exam is 80 on approved tests.

Course credit will be awarded to students for successful completion of CBE through approved schools. Such credit will count for graduation, but will not be used for ranking purposes and honor recognition. Course credit will be awarded for successful completion of concurrent enrollment courses. Such credit will count for graduation but not for ranking purposes or honors recognition.

### **Kindergarten Acceleration**

[See KINDERGARTEN ACCELERATION in EHDC (LOCAL)]

### **Students in Grade 1-5**

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

### **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Website. [See policy FFH].

### **Dating Violence**

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

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

### **Discrimination**

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

### **Harassment**

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religion beliefs or practices, accent, skin color; or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. In addition to dating violence as described above, two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other

inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

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

Retaliation might include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishment or unwarranted grade reduction. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Procedures**

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

### **Investigation of Report**

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

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district may take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Federal Educational Records and Privacy Act (FERPA).

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

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS OR OTHER DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The District's newsletter is available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Non-school Materials**

#### **From Students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated a specific location for approved non-school materials to be placed for voluntary viewing by students. [See policy FNAA.] A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

[See FNG (LOCAL) for student complaint procedures]



## **From Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. **The Dress Codes will be strictly enforced, and disciplinary action will be taken. At the Principal's discretion, any article of clothing that is deemed inappropriate will not be permitted.** Students' personal dress and grooming must comply with the following guidelines:

### **District Standardized Dress Code**

- **Tops:** Tops without logos, t-shirt style, school spirit shirts (on designated days), button-down shirts or polo-type shirts in white, navy, or red are allowed. Baggy, sagging, oversized or tight fitting clothing are not permitted. In preparation for middle school, all fifth grade students must have shirts tucked in and wear a belt. Belt must be visible. Belts with metal studs will not be permitted due to safety hazard.
- **Bottoms:** Pants, shorts, or overalls that are blue denim, navy blue, or khaki and that are free from design and detailing are required. All pants, shorts, skirts, and other bottoms must be worn at waist level. Clothing that is torn or has distracting holes is not permitted.
- **Cover Ups:** All cover-ups must have zipper or button front and be of waist length and worn unzipped/unbuttoned.
- **Body piercing,** (ex. belly button, nose, lips) is not allowed. Pierced ears are allowed for girls only.
- **Tattoos.** All tattoos must be covered with clothing.
- **No colored hair spray, colored gel, hair extensions of any unnatural color or dyed/highlighted hair coloring** is permitted.
- **Accessories:** No excessive, distracting jewelry or accessories are permitted. It is highly recommended that all backpacks and book bags be clear or mesh. Caps or hats are not to be worn in the building.
- **At the Principal's discretion, any article of clothing or accessories that is deemed inappropriate will not be permitted**

#### Additional Requirements for Boys

- Hair shall be clean, well groomed, and neatly trimmed. Hair shall not be permitted below the ear lobe. Hair on the forehead shall not be worn below the brow and must be above the shirt collar. No distracting hairstyles (i.e Rattails, **Fohawks**, Mohawks, Bursts and Man Buns ) including designs/symbols/initials cut into hairstyle or eyebrows. Shoes shall be worn at all times. Flip-flops/thongs, wedges, and high heels are not permitted.
- Shirts should be buttoned except that the top two buttons at the neck may be unbuttoned provided that bare chests are not exposed.
- Ponytails, braids, mushroom cut or the like, etc. for males will not be allowed.
- Earrings are not permitted.

#### Additional Requirements for Girls

- Hair shall be clean, well groomed, not cover eyes or interferes with eye sight. No distracting hairstyles (i.e Rattails, **Fohawks**, Mohawks, Bursts) including designs/symbols/initials cut into hairstyle or eyebrows.
- Dresses, skirts, and shorts shall be no more than **four** inches above the top of the knee.
- Tank tops, spaghetti straps, or shirts with straps that expose the torso shall not be worn as outer garments.
- Short blouses that let the waist show are not permitted. The nude look, see through blouses, and revealing fashions are not permitted.
- Make-up and acrylic/artificial nails are not allowed.
- Grooming shall be confined to the restrooms.
- Shoes shall be worn at all times. Flip-flops/thongs, wedges, and high heels are prohibited.
- Tights, leggings, or leotards worn as pants are not allowed

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

The Los Fresnos CISD Bring Your Own Device (BYOD) initiative allows students to bring and use their own personal electronic devices at school. BYOD is not about the devices themselves; it is about creating constructive change in teaching practices and empowering the students to make decisions regarding how they will learn in class. LFCISD has launched the Bring your Own Device (BYOD) initiative to allow students to bring their electronic devices to class for academic use **under teacher supervision**. Daily decisions about the use of electronic devices in the classroom are at the teacher's discretion and should be based on the current student instructional needs. Students will connect the devices to LFCISD's wireless network. The BYOD initiative applies to all subject areas for Kindergarten through grade twelve.

Examples of possible use include: taking notes, using the calendar to keep track of assignments, research: use the internet to investigate questions/find strategies; calculator; E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read students may use their e-reading devices; photos (taking

photos for class projects and class notes on the board): videos(video projects, videotaping lectures for study or for a student who is absent); creating multimedia projects; access online instructional curriculum programs. **(See BYOD Handbook in appendix.)**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of students and their educational records; therefore, any device capable of recording voices or images are prohibited. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event.

Additionally, telecommunication devices used without proper authorization will be subject to the following procedures:

- The first time a student's cell phone or other electronic device is confiscated, the student/parent would receive a warning. The parent will be required to retrieve the device.
- On the second occurrence, the parent would be charged a fee of \$10.00 upon the return of the device.
- On the third occurrence, the parent would be charged a fee of \$15.00 upon the return of the device.
- All confiscated cell phones would be transferred to our Los Fresnos CISD Police Department. Payment of fees and retrieval of devices would be conducted by the Los Fresnos CISD Police Department. Any money collected from the fees would be applied to the District general fund.
- If a cell phone is not retrieved, the District would dispose of it after proper notice to parent.

No electronic devices are permissible in a secured assessment area which could invalidate any students' exams. A student found to have an electronic device during state assessment dates in a secure testing area will be subject to disciplinary penalties according to the *Student Code of Conduct*.

*In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [Policy FNF]*

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

### **Possession and Use of Other Personal Electronic Devices**

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

In limited circumstance and in accordance with law, a student's personal electronic device may searched by authorized personnel. [See **Searches** and policy FNF].

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The District will not be responsible for damaged, lost, or stolen telecommunications devices. **Incidents of lost or stolen electronic devices, including cell phones, will not be investigated.**

### **Instructional and Use of Other Personal Electronic Devices**

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

### **Acceptable Use of District Technology Resources**

District-owned technology resources for instructional purposes; may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, maybe reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child [Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

## **ENGLISH LEARNERS**

A student who is an English learner, is entitled to receive specialized services from the District. To determine whether the student qualified for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both District personnel and at least one parent representative. The student's parent must consent to any service recommended by the LPAC for an

English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

The LPAC will also determine whether certain accommodation is necessary for any state-mandated assessments. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

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

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation, however, is a privilege, not a right.

The following requirements apply to all extracurricular activities:

- A student, who receives, at the end of any grade evaluation period, a grade below 70 in any academic class or a student with disabilities, who fails to meet the standards in the Individual Education Plan (IEP), may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse but may not participate in any competitive activity. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes and (2) completed the three weeks of ineligibility.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with approval of the activity's coach or sponsor. [See Transportation]

**Standards of Behavior:** Sponsors of student clubs and performing groups such as a band, choir, chess, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is a violation of school rules, the consequences specified by the *Student Code of Conduct* or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

## **FEES**

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

- Voluntarily purchased student health and accident insurance.
- Voluntarily purchased pictures, publications, or yearbooks.
- Fees for lost, damaged, or overdue library books.
- Musical instrument (recorder) for music class.
- Cost for materials for class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees for extra-curricular activities.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Any required fee or deposit might be waived if the student or parents are unable to pay. Application for such a waiver may be made to the principal.

## **FUND-RAISING**

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes in accordance with administrative regulations. A proposal detailing the fund-raising activity must be submitted to the principal before the event. [For further information, see policies FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

## **GRADING GUIDELINES**

## Report Cards/Progress Reports and Conferences

Computer generated reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine (9) weeks. A District approved computer-generated progress report will be sent home at the end of the first three weeks and six weeks of each grading period. Parents are to sign and return to school within three school days.

- At the end of the first three and six weeks of a grading period, parents are notified if the student's grade average is at or below 75, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the teacher will schedule a conference with the parent. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL)]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

## Explanation of Grades

Grades are to reflect the academic progress of students as measured by mastery of the Texas Pre-K Guidelines and the Texas Essential Knowledge and Skills (TEKS) and are based on a maximum 100 points scale.

### ❖ *Prekindergarten*

**Prekinder (PK) Report Card and Progress Report** grades shall indicate progress toward mastery of student learning standards by using the grading key of Developed, Still Developing, Reinforcement Needed. For areas identified as Reinforcement Needed, narrative comments will be provided to indicate targets for growth and to request a parent conference.

- D = Developed (Correct 8 out of 10 times or more)
- SD = Still Developing (Correct 6 or 7 out of 10 times)
- R = Reinforcement Needed (Correct 5 or less out of 10 times)

**Kindergarten through Fifth Grades shall use** numerical grades to indicate student performance in all academic core subject areas including reading, language-composition, mathematics, science, social studies. Grades earned will be recorded in the district approved official computerized grade book.

- E = 100 – 90      Excellent Progress
- S = 89 - 80      Good Progress
- NI = 79 - 70      Needs Improvement
- U = 69 – Below      Unsatisfactory Progress

\*Physical Education, Health, Music, and Handwriting grades will be based on Satisfactory or Needs Improvement.

S = Satisfactory (Correct 7 out of 10 times)

NI = Needs Improvement (Correct 6 or less out of 10 times)

### Honor Roll: Kinder through Fifth Grade Student Eligibility

Honor roll student eligibility is based on the academic core area courses as listed below.

English Language Arts      Reading      Math      Science      Social Studies

A Honor Roll – A student must earn A's in all core area courses.

A and B Honor Roll – A student must earn a combination of A's and B's in core area courses.

End of Year

(1) All A Honor Roll – A student must earn the A Honor Roll each marking period-

(2) All A/B Honor Roll – A student must earn a combination of the A and A/B Honor Roll each marking period

*eSchool Home Access Center will be used by the district. This is the electronic tool that gives parents the opportunity for a proactive involvement in their children's grades and attendance throughout the school year. Information on how to access this tool will be sent to parent. Training opportunities will be provided.*

### **Students with Disabilities**

Upon the recommendations of the admission, review and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

### **HAZING**

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

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;



- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes or requires the student to violate the Penal Code.

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

## **HEALTH RELATED MATTERS**

### **Student Illness**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### **Contagious Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

Students with fever with a temperature of 100 or higher will not be permitted to remain in school. Parent will be summoned to school to take their child home as soon as possible. Students are to remain home for 24 hours fever free ,without any fever reducing medication before returning to school.

## **Bacterial Meningitis**

State law requires the District to provide information about bacterial meningitis:

### **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria.

Viral meningitis is common and-most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

### **What are the symptoms?**

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

Children (over-2 years old) and adults with bacterial meningitis-commonly have a severe headache, high fever, neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing; coughing, or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

### **How can bacterial meningitis be prevented?**

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soapy and water can also help stop the spread of the bacteria. It's a good idea not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

### **What should you do if you think you or a friend might have bacterial meningitis?**

You should seek prompt medical attention.

### **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention (CDC), and the Texas Department of State Health Services.

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

### **Viral Meningitis**

Meningitis is an infection of the membranes surrounding the brain and spinal cord. People sometimes refer to meningitis as spinal meningitis. Meningitis can be caused by a virus or by non-viral agents (such as bacterium or a fungus). Different viruses can lead to viral meningitis.

According to the Centers for Disease Control and Prevention (CDC) most viral meningitis cases in the United States and particularly during summer and fall months are caused by enterovirus. Only a small number of people with enterovirus infections develop meningitis.

Other viral infections that can lead to viral meningitis include mumps, infection with herpes family viruses (such as Epstein-Barr virus, herpes simplex viruses and Varicella-zoster virus- the cause of chickenpox and shingles), measles, and influenza.

Organism: Most viral meningitis cases are caused by a virus.

Transmission: The different viruses that can cause viral meningitis can be spread to other people in many ways. The most common viruses are spread through direct or indirect contact with saliva or mucus from the nose or lungs. Viruses can also spread when a person comes in contact with feces or an infected person such as when changing a diaper or using the toilet.

Symptoms: Aseptic viral meningitis is serious but rarely fatal in healthy people with normal immune systems. Usually symptoms last from 7 to 10 days and the patient recovers completely. They may experience headache, neck stiffness, and sensitivity to light, increased sleepiness, unresponsiveness, fever, nausea, vomiting, and lack of appetite.

Prevention: Avoid close contact with people who are sick, stay home from work, school and errands when sick, cover your nose with a tissue when coughing or sneezing, wash your hands often, avoid touching your eyes, nose or mouth. Keep current on recommended vaccinations.

## **Food Allergies [Policy FFAF]**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please submit the food allergy form located in the Appendix along with a doctor's diagnosis and documentation for a treatment plan. Also, please contact the school nurse or Principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed using the doctor's instructions to assist the student in accessing safe school environment. [See Policy FFAF]

\*The district requests notification of any non-food allergy that exposure could result in dangerous or possible life threatening reaction either by inhalation, ingestion, or skin contact with allergen.

## **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to **discuss a plan for treatment using an FDA-approved medicated shampoo or cream rise that may be purchased from any drug or grocery store.** The student will be sent home for the presence of live lice until one medicated treatment has been applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. Students who have head lice and have been thru treatment will not be excluded from attending school. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom. More information on head lice can be obtained from the TDSHS Web site at [Managing Head Lice](#).

[\(See policy FFAA.\)](#)

### **Physical Activity Requirements**

In accordance with policies at EHAB, EHAC, EHBG, and FFA the district will ensure that students in 1<sup>st</sup> through 5<sup>th</sup> grade engage in moderate or vigorous physical activity for at least 30 minutes a day or 135 minutes per week. Students who are not able to comply with this policy must provide a doctor's excuse after two days of nonparticipation.

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

### **Temporary Restriction from Participation in Physical Education**

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.,

### **School Health Advisory Council**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year is available from the principal, the District Health Services Coordinator at 956-254-5118, or the Director of Child Nutrition at 956-254-5060.

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

### **Student Wellness Policy/Wellness Plan**

Los Fresnos CISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact your campus principal with questions about the content or implementation of the district's wellness policy and plan.

### **Other Health Related Matters**

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency treatment is necessary, the parents will be contacted. If parents are not available, every effort will be made to contact individuals identified on the emergency card. If an emergency arises, the student will be transported to the emergency room by an ambulance. As a reminder, an emergency telephone number where parents can be reached

and the name/telephone number of the student's family doctor should be on file with the school nurse and/or front office. Phone numbers should be updated as necessary.

### **Physical Fitness Assessment**

Annually, the District will conduct a physical fitness assessment of students in grades 3-5 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machines**

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines see the Director of Child Nutrition at 956-233-1521.

### **Tobacco and E-Cigarettes Prohibited**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes) or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The District and its staff strictly enforce prohibitions against the use of tobacco products, e-cigarettes or any other electronic device, by students and all others on school property and at school-sponsored and school-related activities.

### **Asbestos Management Plan**

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District's Asbestos Management Plan is available at the Maintenance Department. If you have any questions or would like to examine the District's plan in more detail, please contact the Director of Maintenance at 956-254-5065.

### **Pest Management Plan**

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions and want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance at 956-254-5065.

## HOMELESS STUDENTS

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

For more information on services for homeless students, contact the District's homeless education liaison: District's Family Engagement Director, 956-254-5091.

For concerns and coordination of services for parents of students participating in Title I programs, contact the District's Family Engagement Director, 956-254-5091.

## HOMEWORK

Los Fresnos C.I.S.D. recognizes the fact that study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. Not all homework assignments have to be written, but could be in the form of study, review for a test, research for projects, or book reports. All written homework will be reviewed and returned to the student in order to provide relevant feedback. Parents should be aware of the purpose of homework and encourage and support the school in completion of all assignments.

Homework may be given Monday-Thursday. No homework will be given for weekends or holidays. **The following is a suggested time for students completing their homework:**

Pre-Kinder - 10 minutes  
Third Grade - 30 minutes

Kinder - 10 minutes  
Fourth Grade – 40 minutes

First Grade – 15 minutes  
Fifth Grade - 50 minutes

Second Grade - 20 minutes

Special projects may require increased time to the suggested homework completion time allotments, and daily reading time are in addition to these minutes. Students who fail to complete classroom assignments in a timely manner may have assignments sent home for completion in addition to their assigned homework.

## ILLNESS

[See Student Illness under Health-Related Matters]

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within

90 days of notarizations. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis, measles, mumps, and rubella, polio, hepatitis A, hepatitis B, and varicella (chicken pox) and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview and if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal or designee ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal or designee considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal or designee considers a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engage in conduct indicating a need for supervision, such as running away.



- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Protective and Regulatory Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released into the custody of a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parents unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay in a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is required by state law to notify

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

### **LFCISD Police Department**

The Los Fresnos CISD Police Officers will work to establish a sense of security and trust for both students and staff by enforcing state, local and school District policy (*Student Code of Conduct*) and by working with staff and students to develop safe and secure environment. Any questions regarding the actions of the officers or security officers may be directed to the Chief of Police, Joe Vasquez at 254-5320.

### **Purpose**

The Los Fresnos CISD Police Department is a law enforcement agency dedicated to the safety needs of the students and staff. The Los Fresnos CISD Police Officers are commissioned as Texas Peace Officers by the Los Fresnos School District and are licensed by the Texas Commission on Law Enforcement Officer Standards and Education. The Los Fresnos CISD Police Officers work closely with area law enforcement agencies in order to achieve its law enforcement purpose. Additionally, the Los Fresnos CISD Police Officers are service-oriented. This means that they emphasize courtesy, conflict resolution, and assistance while carrying out the traditional duties of police work. School District Police Officers are vested with all rights, privileges, obligations, and duties of Peace Officers in the State of Texas. This means that the Los Fresnos CISD Police officers have the authority to:

- Arrest

- Issue Citations
- Conduct Legal Searches
- File Criminal Charges
- Enforce School District Policies including the *Student Code of Conduct* (Class “C” Misdemeanor)
- Enforce applicable sections of the Texas Education Code.

### **Leaving Campus**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student return to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student’s return. Documentation regarding the reason for the absence will also be required.
- A parent wishing to withdraw a student from school **will be required to sign a request** to the principal stating the reason for the withdrawal and the effective date.
- Parents and all other visitors are required to enter the campus through front door only, and they must sign in at the campus’ main office to receive a visitor’s pass. The district will use the computerized central database maintained by the Texas Department of Public Safety or any other database accessible to the district to determine whether campus visitors are registered sex offenders. No person who has pled guilty, has pled nolo contendere, has been found guilty of a reportable conviction or adjudication, or is required to register with the sex offender registry may enter or be present on any district campus or property.
- Parents wanting to pick up their child anytime during the day or before dismissal time will be required to go by the office to follow checkout procedures. The Office will not release students without following procedures:
  - Students will only be released to the person(s) specified on the student’s Enrollment Card. Proper picture identification will be required. It is the responsibility of the parent to update the information on the card.

- Secretary/Office clerk will ask the parent/visitor to complete the “Request for Temporary Removal of a Student from Class” form. The completed form must be signed by an administrator’s designee before permission is granted to parent/visitor.
- Classroom teacher will release the student ONLY upon receipt of signed form and/or intercom call to office verifying approval to release child.
- Principal will keep all forms on file for previous and current school year.
- Authorized persons wishing to speak to a student must sign in “Log Book.” For those campuses with computerized security systems, visitors are required to receive a computer-generated visitor’s pass.
- Authorized persons who only wish to speak to a student may do so only in a specified location that can be properly (visually) supervised by office personnel.

A student who becomes ill during the school day should, with the teacher’s permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

***Please Note:*** A combination of three (3) tardies or three (3) early dismissals automatically disqualifies the child from the campus’ nine-week’s Perfect Attendance rewards and celebrations, with a consideration for students with severe health issues.

### **Dismissal Procedures**

- Parents who come for their children at the end of the day must make sure that the student’s instructional day is not disrupted. No student will be dismissed between 2:30 P.M. and 3:00 P.M. To assist with student supervision and for the safety of our students, parents will be asked to please wait until all students are dismissed and/or halls are cleared before allowing parents into the campus.
- All students picked up by their parents will report to a designated area and must be picked up promptly no later than 3:15; supervision is limited.
- We will call all contact numbers to try to reach parents of Pre-Kinder, Kinder and students with disabilities returned to school by their bus driver or not picked up by 11:45 for the a.m. PK students; **3:15** for the afternoon routes. If we cannot reach you, your child will be taken to the appropriate authorities.
- Students will be supervised as they walk to the designated pick-up area or to the bus.
- **TRANSPORTATION CHANGES MUST BE MADE IN ADVANCE (Prior to 2:30 p.m.) VIA PHONE OR/AND IN WRITING.**
- Once the students have boarded the bus, they will not be released without an administrator’s approval.
- Students who are to walk home must have a signed and dated permission note from their parents on file at the school.
- Students who are to ride bicycles to school will need signed permission slips.

### **At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **LOST AND FOUND**

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district will not be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **MAKEUP WORK**

### **Makeup Work Because of Absence**

No student will be refused the opportunity to make up work if he/she has an absence.

1. Teacher(s) may assign additional work to assure students who have been absent have sufficient opportunity to master the TEKS or to meet the subject requirements. The assignments shall be based on the instructional objectives for the subject.
2. A teacher shall arrange for make-up work on the day the student returns to school. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. However, a student should not expect make-up-work and tests to be identical to that done in class.
3. If a student has been sent to in-school suspension (ISS), he/she is to receive credit for assigned work completed during ISS. If a student does not complete the assigned work, he/she will not receive full credit for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” [See also **Attendance for Credit or final Grade**]

## MEDICINE AT SCHOOL

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

It shall be standard procedure of the Los Fresnos CISD nursing department that medications brought from home may be administered by the school nurse or an administrator during school hours under the rules and guidelines of the school district.

The following rules will be observed by all campus school nurses.

- Medications are to be administered at school only if it cannot be administered at home.
- Medication must be from the U.S. No medication or doctor's order from Mexico or foreign countries will be administered by school nurses or school personnel.
- Medication must be in the recent, original container with the student's name, date, doctor's name, name of medication, and dosage to be administered. If it is an over-the-counter medication such as "Tylenol," it must come in the original box or container when brought to the nursing office. Please remember that medication and dosage needs to be age appropriate.  
**Note:** Insect repellent is considered a nonprescription medication.
- A signed note must come from the parent or guardian with instructions as to when medication is to be administered. Any doctor prescribed medication must be accompanied by doctor's orders. Contact your school nurse for the appropriate form.
- Medication must be brought and picked up by an adult. It is against school rules for students to have medication in their possession unless campus approval is noted in the student health record.
- Medication is to be kept in a secure place in the health office during school hours. Medication should not be kept in the classroom or in the student's possession during school hours for the purpose of self-medication.
- Each case, where a physician states a student can carry his own medication (Asthma inhalers, Epi-pens, etc.) while in school or in school-related activities and events, shall be reviewed. Students must demonstrate to their physician and to the school nurse, which will then be documented in the student health record, if they are able to self-administer administration as prescribed. Consideration will be given to the safety of all students-
- The district does not provide medication of any kind to students. The parent/guardian will be contacted if a student is in need of medication during school hours. The parent may leave the medication with the school nurse along with all required forms.
- For off campus travel medications: Any medication that is taken outside the regular school day will require a doctor's order. The parent will be required to bring a doctor's order for any new medication to be administered during the off campus travel time. A medication administration form will also need to be signed by parent for that medication. Please contact your school nurse with any questions.
- Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering any anabolic steroids. Anabolic steroids are for medical use only, and only a physician can prescribe use.

- Herbal or dietary supplements provided by the parent, will be dispensed by the school nurse, only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse which will be documented in the student health care record if they demonstrate the ability to use the prescribed medication, including any device required to administer the medication.

If a student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with student's individual health plan for management of diabetes, and the doctor's orders, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse or principal for information. [See policy FFAF (LEGAL)]

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

## **NONDISCRIMINATION STATEMENT**

Los Fresnos Consolidated Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following District staff members have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of gender:

Marlen Anaya, Human Resource Director 956-254-5000. . ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Ada Amaro, Executive Director for Support Services, 956-254-5014.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

### **Exams and Screenings**

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

All students entering District schools for the first time in any grade shall provide evidence of having received tuberculosis screening in accordance with regional and county health department guidelines.

### **Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. The students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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

State law requires that one minute of silence will follow recitation of the pledges. The students 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC for more information.]

## **PRAYER**

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

Promotion and course credit shall be based on mastery of the curriculum. [See EIE (LOCAL)] A student may be promoted only based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level. *Education Code 28.021 (a)* [See EI] EIE (LEGAL)

To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards.

The District shall not grant social promotion nor will attendance in summer school serve as criteria for promotion. Students shall be promoted only based on academic achievement or on the recommendation of a Grade Placement Committee (the committee will consist of the student's teacher(s), an administrator, a counselor, and the student's parents).

### **Grades 1-5**

In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all core subject areas and a grade of 70 or above in reading, language arts, and mathematics. [See EIE (LOCAL)]

### **Parent Notification**

When a student is not making satisfactory progress toward promotion, the following letters of concern, which includes a request for a conference, must be sent to the parent.

- **First Notice of Concern** by the 6<sup>th</sup> week of the third marking period
- **Second Notice of Concern** by the 3<sup>rd</sup> week of the fourth marking period
- **Notice of Retention** by the 9<sup>th</sup> week of the final marking period

The teacher will keep a copy of the notices sent on file. A parent conference will be conducted to finalize the retention and to fill out the Retention Conference Record. This record will be placed in the student's PRC folder.

In exceptional cases, with approval of a committee, a second retention within the grade spans of one through four or five through eight may be allowed.

### **Exception – Student Success Initiative (SSI) TEC 28.0211**

A student may not be promoted to the sixth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the fifth grade reading and math assessment instrument (5<sup>th</sup> Grade Reading and Math STAAR Test) as required by the state. The student will be given three opportunities to participate in the assessment. [See EIE (LOCAL)]



Certain students – some with disabilities and some with classified as English language learners – may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

Parents of a student at any grade level at or above grade level 3 who perform unsatisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designated to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

## REPORT CARDS/PROGRESS

- ***Progress Report Schedule***

All students in grades PK-5 will receive a district approved progress report at the end of the first three weeks and six weeks of each marking period. Progress reports are intended to provide sufficient time for any deficiencies to be corrected. Parents are to sign the progress report and return it to school within three school days. If the progress report of a student with grades 75% or below is not returned within three school days, the teacher will contact the parent.

- ***Report Card Schedule***

All students in grades PK-5 will receive a district-approved report card at the end of each marking period. The parent or guardian is to sign and return the report card to school within three school days. The teacher will contact the parents of any student who earned a grade below 70% to schedule a conference.

## REPORTS AND CONFERENCES

### SAFETY

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students, parent, and staff is essential to ensure school safety. Student is expected to:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the *Student Code of Conduct* and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Accident Insurance**

The District does not provide Accident Insurance for students. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities; the District, under state law, cannot pay for medical expenses associated with a student's injury. A parent who desires insurance coverage for his/her child is responsible for obtaining coverage, paying insurance premiums and for submitting claims through the insurance agent of their choice. Each school year parents have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child. Applications for Student Accident Insurance are sent home to the parents at the beginning of each school year and are also available at the Principal's office.

### **Health Insurance**

The Patient Protection and Affordable Care Act of 2010 requires that all persons, including school-aged children, have health insurance. The District does not provide health insurance for students. Parents are encouraged to include their children under their health insurance policy or to apply for the Texas Children's Health Insurance Program (CHIP). Please call the Texas Health and Human Services Commission at 1-800-647-6558 for information about CHIP.

### **Preparedness Drills: Severe Weather, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in preparedness drills of emergency procedures. When the command is given or the alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Emergency Medical Treatment and Information**

If a student should have a medical emergency at school or during a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies to medications, etc.). Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information that the nurse or teacher needs to know.

### **Emergency School-Closing Information**

Rarely is it necessary for the Superintendent to close school because of inclement weather conditions. However, should weather conditions be such that parents suspect that school might be closed, they should listen to local radio and television stations for official announcements by the District. Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat. The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

In case of local flooding due to torrential rains, lightning, or high winds, students will NOT be dismissed from school until the District determines it is safe for students to go home. Students may leave school if a parent/guardian personally arrives at the campus to pick them up and follow appropriate checkout procedures. ***In case of any emergency, the superintendent, or designee, will use the School***

***Messenger System to deliver important messages to all parents whose telephone numbers are available to the schools. Please ensure that your school has your current telephone number.*** Additional information may be located online at: [www.lfcisd.net](http://www.lfcisd.net)

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, unless a student involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior for extracurricular participants established by the sponsor for extracurricular participants.

### **Use of Hallways During Class Time**

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

### **Cafeteria Services**

The District participates in the Provision II Universal Feeding Program and offers students nutritionally balanced meals daily. Provision II enables us to serve free meals to all enrolled students regardless of income eligibility. Information on this program can be obtained by calling the Director of Child Nutrition at 956-254-5055. All students must know their school ID number for accountability. At all times, students are expected to clean up after themselves; otherwise, disciplinary action will be taken.

- **Menu Modifications:** The District will provide substitutions in foods and modifications in texture for children when a diet order is received from a recognized medical authority such as a physician, physician assistant, nurse practitioner or registered nurse licensed in the United States. The signed statement must support the need. The statement must include the reason for the restriction(s)-and the food(s) to be omitted or substituted.
- **Menu Modification Documentation:** Updated medical statements are required every school year and must be submitted to the campus nurse. Parents must contact the campus nurse, Child Nutrition Dietitian or Child Nutrition Director at 254-5055 at their earliest convenience to initiate a special diet menu request. A special diet menu will not be provided unless the parent is in the process of obtaining the Diet

Order. A verbal request must be followed by a written request within five days. An original request submitted to the nurse will then be forwarded to the Director of Child Nutrition and Dietitian. Once the Diet Order is submitted for approval, parents or guardian must make themselves available to meet, communicate or answer any questions regarding the special diet menu request if needed.

- **No Charging or Negative Balances are Allowed:** Students are encouraged to deposit money into their personal account for purchase of additional meal items. Checks are payable to the 'CAMPUS' Food Service should they like to purchase second meals or buy items a la carte.

The district follows all applicable federal and state guidelines regarding competitive foods served or sold on school premises during the school day. [For more information, see policy CO (LEGAL).]

A parent may bring a meal for their child's personal consumption. A parent, group of parents, teacher or class sponsor cannot provide a meal for students or class during the regular school day.

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use. Please contact your school librarian for the most current Hours of Service available for student usage.

### **School-sponsored Field Trips**

The district periodically takes students on field trips for educational purposes. A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

For off campus travel medications: Any medication that is taken outside the regular school day will require a doctor's order. The parent will be required to bring a doctor's order for any new medication to be administered during the off campus travel time. A medication administration form will also need to be signed by parent for that medication. Please contact your school nurse with any questions.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however a student will not be denied participation because of financial need.

## **SEARCHES**

### **District Property**

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item--found in district property provided to the student--that is prohibited by law, district policy, or the Student Code of Conduct.

### **Searches in General**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### **Trained Dogs**

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students however, students may be asked to leave personal belongings in an area that is going to be screened such as in a classroom or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

## **SPECIAL PROGRAMS**

The District provides special programs for bilingual students, gifted and talented students, migrant students, students English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus principal.

## **Gifted and Talented Discovery Program**

Nominations to the Gifted and Talented Discovery Program are as follows:

### **\*Kindergarten**

- All Kindergarten students will be pre-screened by the end of January.
  - Kindergarten assessment will be completed by the end of February.
  - Identified Kindergarten students will begin Discovery Program March 1st.

### **\*Grades 1<sup>st</sup> - 5<sup>th</sup>**

- Parent nominations due by the end of the first semester.
- Students will be identified by the end of the current school year.

## **Migrant Program and Policy**

The District assures that high-quality and comprehensive educational programs for migratory children exist in order to help reduce the educational disruptions and other problems that may result from migratory moves. The District and Campus staff will ensure that migratory children are provided appropriate instructional and support services that address their special needs in a coordinated and efficient manner so that they successfully meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. Under no circumstances should a migrant student, due to migration, be denied the opportunity to complete courses for semester grades and/or credit.

**Attendance:** The late entry and/or early withdrawal of migrant students are recognized as extenuating circumstances in terms of attendance. Therefore, migrant students with less than 90% attendance may receive semester credit.

**Credit through available services/programs:** The Migrant student's campus Counselor will work to identify effective strategies and services to assist each Migrant student in meeting State and District grade level curriculum and/or graduation requirements. The strategies will include options for the completion of work missed due to late entry and/or early withdraw, monitoring Migrant students' academic progress, Tier I, tutorial services, applicable Title I programs, advanced academics, special education, gifted and talented education, Career Technology Education, language programs, electives, and counseling programs.

**Late Entry:** Migrant students entering school late may be eligible for semester credit in a course if: (1) they make-up and successfully complete all course work and assignments required by the teacher; and/or (2) demonstrate mastery at 70% or above of the TEKS by passing equivalent examinations for the course.

**Early Withdrawal:** In order to receive credit for the second semester, Migrant students must attend school through the end of the first, three week cycle of the last marking period and demonstrate mastery (70%) of the TEKS. Students must complete all course work and assignments required by the teacher, and take a semester and/or final examination for the course. A Migrant student who withdraws before the District's approved early withdrawal date must enroll in another school to complete the requirements for the course(s) or semester.

**Grades:** Issuance of grades will be reserved for the teacher of record. If a migrant student has not completed all major assignments or has not shown mastery (70%) of the TEKS by the end of a semester in which the student enters late or withdraws early, an incomplete grade should be issued until such time as the student completes assignments and/or demonstrates mastery. The incomplete grade may be carried until the end of the next semester of enrollment. If a migrant student enters school after the first semester, he/she will be eligible to take a placement test for the work missed the first semester. Tutorial sessions are recommended to prepare for the test. For campus programs, services, and assistance available for Migrant students, contact the campus Dean of Instruction/Instructional Officer or Counselor. For supplemental services available for Migrant students, contact the Director of Federal Programs at 956-254-5024.

## **STANDARDIZED TESTING**

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### **Grades 3–8**

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

Mathematics, annually in grades 3–8

Reading, annually in grades 3–8

Writing, including spelling and grammar, in grades 4 and 7

Science in grades 5 and 8

Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP).

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

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

### **STUDENTS IN FOSTER CARE**

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

[See also Students in the conservatorship of the State for more information.]

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substance, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: [Mental Health and Substance Abuse](#)

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact The National Suicide Prevention Lifeline at 1-800-273-8255.

## **SUMMER SCHOOL**

Summer school is for the purpose of accelerated instruction when students do not meet passing standards in the state-mandated assessments or are identified as needing assistance prior to the next school year. Students, who are identified as English Language Learners or who did not master one of the sections of the state assessments, may be recommended for summer school attendance for further instructional assistance with parental approval.

## **TARDIES**

Tardies before 10:00 a.m. and early releases after 10:00 a.m. will not affect official attendance records. However, tardies after 7:50 A.M. will affect perfect attendance rewards. A combination of three (3) tardies or three (3) early dismissals automatically disqualifies the child from the campus' nine-week's Perfect Attendance rewards and celebrations, with a consideration for students with severe health issues.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFERS**

The principal is authorized to transfer a student from one classroom to another. [See **Safety Transfers/Assignments, Bullying, and Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**, for other transfer options.]



## TRANSPORTATION

### School Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be permitted to ride with the parent or an adult designated by the parent. Parents may not ride school buses unless they are authorized LFCISD volunteers.

### Buses or Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's web site. A parent may also designate a child-care facility or grandparents' residence as the regular pickup and drop-off location for his or her child. **Parents of Pre-kinder, Kinder and Special Education students must be visible when students are delivered at home.** The designated facility or residence must be on an approved stop on an approved route. Further information may be obtained by calling Mrs. Suzanne Ramirez Transportation Department at 254-5086/254-5087.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Parents and students must recognize that bus transportation is a District privilege. Any student who violates that code or the bus rules may be denied transportation services and discipline as deemed appropriate by the school principal. Students must follow the bus rules which are posted on the bus.

The rules are as set below

- Students will be assigned seats and will be expected to ride in their assigned seats every day until the principal changes the seating arrangement.
- Cooperate and follow the driver's directions at all times. Behave as in the classroom.
- Do not use profane language.
- Do not eat or drink while on the bus.
- Do not possess or use any form of tobacco on school buses.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Do not deface the bus or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Do not run towards or around the bus.
- Wait for the driver's signal upon leaving the bus or van, and before crossing in front of the vehicle.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.
- Misconduct will be disciplined in accordance with the Student Code of Conduct; bus riding privileges may be suspended.

- Follow the driver's directions at all times.

When a student violates the rules of conduct, the driver will write a bus conduct report. The campus principal may take one of the following actions: (1) confer with the student, (2) confer with the parent, or (3) suspend the student's bus riding privilege. Serious misconduct that endangers the safety of other students or the driver while on route will be reported to law enforcement agencies.

When students ride in a District van or passenger car, seat belts must be fastened at all times. TEC Sec. 34.012 requires that a student riding a bus operated by or contracted for operation by the district must wear a seatbelt, if the bus is equipped with seat belts for all passengers on the bus. If a student does not comply with this requirement, student will not be provided transportation and/or disciplinary consequences will be given in accordance with the Student Code of Conduct.

### **Monitoring Bus Behavior/Videotaping of Students**

For the safety and discipline purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*. A parent who wants to view a videotape of the incident leading to the discipline of his/her child may request in accordance with policy FL in the District's policy manual and/or on [www.lfcisd.net](http://www.lfcisd.net).

### **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and in the coming years-littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the *Student Code of Conduct*.

### **VIDEO CAMERAS**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the audio/video recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*. A parent who wants to view a videotape of the incident leading to the discipline of this or her child may request access in accordance with policy FL. Videotaping by parents is permitted only at awards ceremonies and speech events.

In accordance with state law, a parent of a student who received special education services, a staff member [as this term is defined by law], a principal or assistant principal, or the board, may make a written request for the district to place video and audio recording equipment in certain self contained special education classrooms. The district will provide notice before the district places a video camera in a classroom or other setting in which your child receives special education services. Please speak with the principal to coordinate the implementation of and compliance with this law.

## **VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable District policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. The district will use the computerized central database maintained by the Texas Department of Public Safety or any other database accessible to the district to determine whether campus visitors are registered sex offenders. No person who has pled guilty, has pled nolo contendere, has been found guilty of a reportable conviction or adjudication, or is required to register with the sex offender registry may enter or be present on any district campus or property. See Board Policy GKC (LOCAL) for details. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the principal's office first. Videotaping by parents is permitted only during awards ceremonies, students' performances, field trips or field days with video release form.

## **VOLUNTEERS**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the Principal's office for more information and to complete an application.

## **Withdrawing from School for Non-Attendance**

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawals forms are available from the principal's office. Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

The District may initiate withdrawal of a student for non-attendance under the following conditions: (Policy FEA Local)

- The student has been absent ten consecutive school days; and
- Repeated efforts by the attendance officer and/or campus principal or designee to locate the student have been unsuccessful.

## GLOSSARY

**Accelerated Instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services

**DAEP** stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

**ESSA** is the federal Every Student Succeeds Act

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a disciplinary alternative education program (DAEP), ISS removes the student from the regular classroom.

**Personal Graduation Plan (PGP)** is a new state requirement for any student in middle school who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT.

**SAT** refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments,

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**State mandated assessment tests** are required of students at certain grade levels and in specified subjects. Successful performance sometime is a condition of promotion, and passing the STAAR EOC assessments, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct**, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom, campus, or district vehicle. And also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to the course taught in a traditional classroom setting.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress English learners make in learning the English language given in K-12 grade to students meeting participation requirements.

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**UIL** refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

*Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Policy/Code/257?filter=FFI> . Below is the text of Los Fresnos CISD's policy FFI (LOCAL) as of the date that this handbook was finalized for this school year.*

## **STUDENT WELFARE: FREEDOM FROM BULLYING Policy FFI (LOCAL)**

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy and is prohibited.

### **DEFINITION**

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

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student's education or substantially disrupts the operation of a school; and
2. Such conduct:
  - a. Has the effect or reasonably will have the effect of physically harming a student, damaging a student's property, or placing a person in reasonable fear of harm to the student's person or of damage to the student's property; or
  - b. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

### **RETALIATION**

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation under this policy.

### **FALSE CLAIM**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate.

### **REPORTING PROCEDURES**

#### Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

### Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

### Report Format

A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

### **INVESTIGATION OF REPORT**

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.

### **CONCLUDING THE INVESTIGATION**

Absent extenuating circumstances, the investigator should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. The principal shall also communicate a summary of the report and its conclusions to the complainant.

### **NOTICE TO PARENTS**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and the perpetrator.

### **DISTRICT ACTION BULLYING**

In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.



If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

### **TRANSFERS**

If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

### **COUNSELING**

If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

### **IMPROPER CONDUCT**

If the investigation reveals improper conduct that was not "bullying," the District may nonetheless take appropriate disciplinary action in accordance with the Student Code of Conduct or any other appropriate corrective action.

### **CONFIDENTIALITY**

To the greatest extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom a report is filed, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

### **APPEAL**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

### **RECORDS RETENTION**

The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).

### **ACCESS TO POLICY AND PROCEDURES**

Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District's Web site; a copy may also be obtained at each campus and at the District's administrative offices.

# APPENDICES

- I. BYOD – Bring Your Own Device Handbook
- II. Letter for Parents of System Users
- III. Student Agreement for Acceptable use of the Electronic Communication Systems.
- IV. Options & Requirements Form for Special Education Assistance
- V. Flow Chart for Monitoring Compulsory Attendance Compliance: The Law

## FORMS TO BE SIGNED AND RETURNED:

- VI. Parent and Student Signature Page for Participation in the LFCISD B.Y.O.D. Initiative
- VII. Student Parent Handbooks Receipt Form
- VIII. Release of “Directory Information:
- IX. Photo / Video Release Form
- X. Student Agreement for Acceptable use of the Electronic Communication Systems
- XI. Pre-Advanced Placement and Advance Placement (AP) Program Course Agreement
- XII. Request for Food Allergy Information

# BYOD - Bring Your Own Device

## MISSION STATEMENT

To provide a quality educational experience that results in the development of socially responsible life-long learners.

## DEFINITION

The Los Fresnos CISD Bring your own device (BYOD) **initiative** allows students to bring and use their own personal electronic devices at school. BYOD is not about the devices themselves; it is about creating constructive change in teaching practices and empowering the students to make decisions regarding how they will learn in class. Students become information producers rather than information consumers.

## GOAL

The BYOD initiative is designed to help students keep up with the demands of the 21st Century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for college and career.

## BYOD ADVISORY COMMITTEE

A district-wide BYOD advisory committee was established to draft BYOD Guidelines including recommending solutions for concerns, and gathering input from teachers and students. The committee members include teachers, administrators, librarian media specialists, and Office of Academics staff members.

## CLASSROOM GUIDELINES

LFCISD has launched the *Bring Your Own Device (BYOD)* initiative to allow students to bring their electronic devices to class for academic use **under teacher supervision**. Students will connect the devices to LFCISD's wireless network. The BYOD initiative applies to all subject areas for kindergarten through grade twelve.

Examples of possible use include:

- *Taking notes*
- *Using the calendar to keep track of assignments*
- *Research: Use the internet to investigate questions/find strategies*
- *Calculator*
- *E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read, (i.e., library books, class novels) students may use their e-reading devices.*
- *Photos: (i.e., taking photos for class projects and class notes on the board)*
- *Videos: (i.e., video projects, videotaping lectures for study or for a student who is absent)*
- *Creating multimedia projects*
- *Access online instructional curriculum programs*

**NOTE:** *Students are not allowed to use their devices during test administrations.*

Outside of the classroom, (before school, lunch, after school) students have the right to use devices without restrictions as long as they adhere to appropriate etiquette and code of conduct. The classroom teacher must approve any other classroom use of electronic devices.

## **DISTRICT-WIDE CLASSROOM PROCEDURES**

Access for all is one of the major concerns about BYOD. Students will not be required to bring an electronic device. If an activity is planned that requires participation from all students, an effort to provide students with a compatible district resource will be made for those who do not bring an electronic device. (Ex. Computer on Wheels)

## **REQUIRED ACCEPTABLE USE**

At the beginning of each school year, student and staff shall be given a copy of the District’s electronic communications system policy to be signed annually agreeing to the rules of conduct.

While using personal electronic devices, students and staff are expected to follow the same acceptable use policies for conduct and ethics that are outlined in the *LFCISD Acceptable Use of Computers and Networks*. In addition, the policy states that bringing electronic devices to school is optional, and each person is responsible for his/her own property. The school district will not be held accountable for the **devices** due to damage, loss, or theft.

## **VIOLATION CONSEQUENCES**

Students are expected to adhere to the LFCISD Student Code of Conduct including the acceptable-use policy. Violations of LFCISD’s policies concerning acceptable use of computers and networks, code of conduct, and classroom procedures established for the use of electronic devices will result in the same disciplinary actions that would result from similar violations in other areas of LFCISD. The District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate policies, administrative procedures or school rules.

## **STAFF DEVELOPMENT**

Student training and staff development will be provided throughout the 2018-2019 school year. Los Fresnos CISD will ensure that all teachers receive ongoing, in depth staff development for the BYOD program. The district shall provide training through district and/or campus in-service sessions and Region 1 Educational Service Center. This training will include a thorough explanation of the BYOD program and strategies for successful implementation.

## **ADVISORY COMMITTEE**

<b><u>TECHNOLOGY</u></b> Billy Simpson, Technology Director Ronnie Rodriguez , Career & Technology Director Jesus Gonzalez, Computer Services Coordinator Jesse Garza, Instructional Technologist Rene Garza – Instructional Technologist	<b><u>HIGH SCHOOL</u></b> Justin Stumbaugh, Principal Debra Garrido, Teacher Nora Lopez, Teacher Galyn Thomae, Teacher Timothy Krebs, Teacher
<b><u>MEDIA SPECIALIST</u></b> Victoria Potier, Librarian	<b><u>MIDDLE SCHOOL</u></b> E. Pineda, Principal Annice Garza, Principal Edna Medina, Teacher
<b><u>ELEMENTARY</u></b> Heather Luna, Teacher	<b><u>ADMINISTRATION</u></b> Gonzalo Salazar, Superintendent Jimmy McDonough, Executive Director for Academics Valarie Londrie, Executive Director for Academics

## **BYOD Frequently Asked Questions**

### **Student**

#### **I have my device with me in class. How do I get on the Internet?**

*Most devices these days will automatically detect a wireless signal when one is within range. Most of the time, the device will “ask” if you want to join the network. When prompted, choose LFCISD from the list. Once you choose the LFCISD network, you will be prompted to accept the terms and conditions of the Los Fresnos CISD Acceptable Use Policy and use your normal credentials to login to the network.*

#### **I don’t have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?**

*No, it is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without an electronic device will be provided access (subject to availability) to an appropriate district-owned digital device.*

#### **I brought my electronic learning device to school to use in the classroom, but my teacher said I couldn’t use it in the classroom. Can I still use it?**

*Classroom use of electronic devices must be approved by the classroom teacher. If he or she asks you not to use your device, then you must follow those directions.*

I just can’t get my device to connect to the network. Can I get some help from someone?

*Resources may be available to help you connect to the LFCISD network on campus; however, you will need to consult with school staff for these resources. It is not the responsibility of your teachers or other Los Fresnos School District staff to troubleshoot individual devices during the school day, but they may direct students to the library media specialist during lunch, before or after school. It is suggested that students check their owner’s manual for issues concerning connectivity.*

#### **How do I save my work?**

*All work done on the personal device should be saved to those devices or using web tools such as Google Docs or Dropbox.*

#### **Am I able to print from my personal devices?**

*Printing directly from personal devices is not currently available. Students are encouraged to email or share documents/projects to faculty and staff when appropriate in lieu of printing.*

#### **My device was stolen when I brought it to school. Who should I contact about this?**

*Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device’s serial number, model, and type will be helpful as well. The Los Fresnos School District is not responsible for any damage done to the device while at school, nor theft of a device.*

#### **Why am I filtered on my own device? Shouldn’t I be able to see what I want on my own device?**

Student filtering is a requirement of all public schools. The Children’s Internet Protection Act (CIPA) requires all student network access to be filtered while using the school’s network, regardless of the device you use to access it. When your device is connected to the school’s network it will be filtered. *Students are required to use the school wireless network. **The use of your personal 3G/4G is prohibited.***

**Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal electronic device?**

*Yes. The Acceptable Use Policy (AUP) for the Los Fresnos School District remains in effect even when you are using your own laptop, smart phone, iPad, etc.*

**Do users need to log in/accept terms each time to connect to the LFCISD Public network?**

*Yes. Our policy can be viewed on line at [www.lfcisd.net](http://www.lfcisd.net).*

**May I text in school?**

*Students may text according to school guidelines in the designated zones before and after school and during their scheduled lunch hour. Use of cell phones in the hallways between classes or for any non-educational endeavor may result in the device being confiscated. Texting in class is not allowed unless it is part of an activity as directed by the teacher.*

**What can I use my device for during class?**

*Students may use their device during class with the permission and supervision of their classroom teacher. Some teachers will allow devices to be used for a variety of reasons based on their classroom and the specific activity being done during a class. Students must check with their individual classroom teachers for clarification on when and how to use their device(s).*

**Staff**

**I have students in my classroom who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon, etc.) on their devices, hence bypassing the filter. Is this a violation of the District's acceptable use policy (AUP)?**

*Yes, this is a violation of the Student AUP.*

**Am I required to allow my students to access their electronic devices in the classroom?**

*Based on the current Information and Technology Standards we must integrate the use of technology tools into our instructional strategies. Daily decisions about the use of electronic devices in the classroom are at the teacher's discretion and should be based on the current student instructional needs.*

**Some of my students cannot access the network on their devices. I don't have time in a class period to help them with this. Should I put in a help request with the district technology helpdesk?**

*It is not the responsibility of the classroom teacher or other LFCISD staff to troubleshoot individual devices during the school day; however, they may direct students to the library media specialist during lunch, before or after school. It is suggested that students check their owner's manual for issues concerning connectivity.*

**I have my own electronic devices. I would like to utilize these devices while at school. Does this new plan include district staff?**

*Yes. Staff can also access the LFCISD network. Keep in mind that the LFCISD network is going to be filtered at the student level for anyone who may choose to access it.*

**I believe one of my students may have been using his device to bully another student. Should I call the technology office concerning this problem?**

*Any disciplinary infractions that occur from using electronic devices should be referred to the building principal or administrative designee. This would be a student code of conduct issue.*

**What should I do if one of my student's device is damaged or stolen?**

*Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model, and type will be helpful as well. The Los Fresnos School District is not responsible for any damage done to the device while at school, nor theft of a device.*

**Parents**

**My son is bringing his electronic device to school for instructional purposes. Will he have access to things he normally does with district equipment?**

*Your son will have access to any of the web-based software the schools are currently using (Databases, library search tools, Web 2.0 tools, etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations (Ex. iPads/iPods cannot run software requiring Flash Player).*

**As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's electronic device?**

*No. Currently we are not requiring any additional software for school use. Virus protection is recommended. While on the LFCISD wireless network, students will be monitored through the district's filter, so there is no need for additional filtering software.*

**I have read the District's electronic communications system policy, and I do not wish to have my son/daughter accessing the Internet using his/her own device. I would like to allow her to continue using her computer for productivity, but not the Internet. Is this allowable?**

*Yes, you may choose not to give permission for your child to participate in the District's electronic communications system acceptable use policy; however, the rules outlined in the AUP still apply for technology use of any kind (Internet or other). It is not the responsibility of staff to ensure she has not accessed the Web on her own electronic device.*

**Is it required that my child use the school wireless network, or can he/she use his/her own 3G or 4G service?**

*Students are required to use the school wireless network. The use of any personal 3G/4G is prohibited.*

**Is the LFCISD Public wireless network available after school hours?**

*The LFCISD wireless network is accessible after school hours.*

**If my daughter's device is stolen or damaged, what recourse can I take?**

*Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model, and type will be helpful as well. The Los Fresnos School District is not responsible for any damage done to the device while at school, nor theft of a device.*

**What are the classroom rules for using student-owned devices including phones?**

*Teachers make the decisions for any tools used in the classroom; student-owned equipment will be no different. It will be up to the individual teachers to communicate their expectations to parents and students for their specific classes and courses.*

**Will my child have access to communication tools like email or message boards while on the LFCISD Public wireless network?**

*All students' 6th - 12th grades have a school email account and are encouraged to use these accounts for school-related purposes only under approval and supervision of the classroom teacher.*





## Letter for Parents of System Users

Dear Parents/Guardians:

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. **Inappropriate system use will result in the loss of the privilege to use this educational tool.**

Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,  
LFCISD Administration



## **Los Fresnos CISD Student Agreement for Acceptable Use of the Electronic Communications System**

Students, you are being given the opportunity for access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services around the world. With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and then ask questions if you need help in understanding them. **Inappropriate system use will result in the loss of the privilege to use this educational tool.** Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material that you (or your parents) might find objectionable. While the District will be use filtering technology to restrict access to such materials, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use as listed below.

### **RULES FOR APPROPRIATE USE**

- You may be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified, educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access should you violate any of these rules.
- Remember that people who receive email from you with a school address link might think that your message represents the school's point of view.

### **INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as: addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a computer virus into the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another person's reputation or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system
- Revocation of the computer system account
- Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.



## **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within sixty (60) calendar days of the date of the District receives the written consent. The District must provide 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 parents how to obtain a copy of the *Notice of Procedural Safeguards – Rights of parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Home Campus Administrator/Principal: \_\_\_\_\_

Phone Number: Home Campus Main Phone Line: \_\_\_\_\_

Please feel free to utilize this form at any point of the school year, **when you feel it is necessary** for your child.

Sign and Return

### RECEIPT OF HANDBOOK

My child and I have been offered the option to receive a paper copy of or to electronically access at [www.lfcisd.net](http://www.lfcisd.net) the Elementary Student Handbook and the Student Code of Conduct for 2019-2020.

I have chosen to:

- Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student code of Conduct. If I have any questions regarding this handbook or the Coe of conduct, I should direct those questions to the school's principal.

Printed name of student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_



**Parent and Student Signature Page for Participation in the LFCISD B.Y.O.D. Initiative**

Any parent permitting their child to use a personally owned electronic device in accordance with this agreement on Los Fresnos CISD property, must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his or her device in their possession or properly secured at all times.
2. The Los Fresnos School District is not responsible for any damage done to the device while at school, nor theft of a device.
3. The student is responsible for the proper care of personal electronic devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
4. The District reserves the right to confiscate and/or inspect personal electronic devices if there is reason to believe that it was used to violate policies, administrative procedures or school rules in accordance with law.
5. The student must comply with the teachers' request to refrain from using a device, verify/display the authentication login screen or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video and audio files recorded at school may not be transmitted or posted at any time without the expressed permission of a campus principal.
7. The student may only use personal electronic devices with consent and under the direct supervision of a district faculty member.
8. All users are required to utilize the District's secured wireless network to access the Internet.

**NOTE: The use of private 3G & 4G wireless connections is prohibited!**

=====

**Print Student's Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

I understand and agree to abide by the BYOD Guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly disciplinary action.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

As a parent, I understand that my child will be responsible to abide by the BYOD Guidelines. I have read and discussed the BYOD Guidelines with my child and he/she understands the responsibility incurred when using personal electronic devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

**Serial # of device** \_\_\_\_\_ **(optional)**



Sign and Return

### RELEASE OF “DIRECTORY INFORMATION”

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Los Fresnos CISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing within ten school days of your child’s first day of instruction for this school year.

This means that the district must give certain personal information (called “directory information”) about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

The district has identified two directory information lists – one for school sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level ; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of member of athletic teams; student identification number or identifies that cannot be used alone to gain access to electronic education records.

For all other purposes, directory information shall include student name and grade level. If you do not object to the use of your child’s information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

No, I **DO NOT** want my child’s **PERSONAL** directory information released.

Yes, I agree to the release of my child’s **PERSONAL** directory information.

**Student:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Sign and Return

## PHOTO/VIDEO RELEASE FORM

Photos taken of students are strictly for the purpose of either individual private use or use by the District in public announcements such as: District newsletter, campus bulletin boards, school-related websites, etc. Videotaping by parents is permitted only during awards ceremonies, students' performances, field trips or field days with video release form

- Yes, I grant permission to use photo(s) / video recording of my child.
- No, I do not want my child's picture on any school publication or video.
- Yes, I will only allow my child's picture taken for individual school pictures

**Print Name of Student:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Sign and Return

### Los Fresnos CISD Student Agreement for Acceptable Use of the Electronic Communications System

The student agreement must be renewed each academic year.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

I understand that my computer use is not private and that the District will monitor my activity of the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by these provisions at all times. I understand that violation of these provisions may result in suspension or revocation of the systems access and/or any other disciplinary or legal actions in accordance with the Student Code of Conduct and applicable laws.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent/Guardian

I have read the District's electronic communications system policy and administrative regulations. In consideration of the privilege of my child using the District's electronic communications system, and in consideration of having access the public networks; I hereby release the District, its operators, and any institutions with which they are affiliated with from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the type of damage identified in the District's policy and administrative regulations.

(Please select one choice below).

I do give permission for my child to participate the District's electronic communications system and certify that the information contained on this form is correct.

I DO NOT give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_





## REQUEST FOR FOOD ALLERGY INFORMATION

*(The District must request, at the time of enrollment, that the parent or guardian of each student attending the District disclose the student's food allergies. This form will satisfy this requirement. Additional information regarding food allergies, including maintaining records related to a student's food allergies, can be found at FFAF Local.)*

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the District in order to enable the District to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food.

Food:	Nature of allergic reaction to the food:

The District will maintain the confidentiality of the information provided above and may [disclose](#) the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and District policy. [See FL]

Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date form was received by the school: \_\_\_\_\_



***(El Distrito Escolar deberá requerir, durante tiempo de inscripciones, que el padre o tutor de cada estudiante que asiste al Distrito, revele las alergias alimenticias que el estudiante tiene. Esta forma satisface este requerimiento. Información adicional acerca de alergias alimenticias, incluyendo el mantenimiento de los archivos acerca de estas alergias, puede ser encontrada en las pólizas FD y FL).***

Esta Forma le permite a usted avisar/revelar al Distrito Escolar de Los Fresnos si su hijo/hija tiene alergias (incluyendo alergia severa) a algún alimento que usted crea que nosotros necesitamos estar enterados. Esto es para que el Distrito Escolar tome las precauciones adecuadas para resguardar la salud de su hijo/hija.

Alergia severa alimenticias quiere decir una reacción que haría que la vida de su hijo/a peligro ya sea consumiendo, inhalando, o por contacto a la piel con este alimento, que requiera atención médica inmediata.

Por favor liste los alimentos a los cual su hijo/a tiene alergia o alergia severa alimenticia y describa que pasa cuando reacciona alérgicamente.

Alimentos:	Cómo reacciona a este alimento:

El distrito mantendrá la información confidencial pero se podrá compartir con maestros, consejeros, enfermeras, y el personal administrativo apropiado en acuerdo con las limitaciones de los derechos Educativos a la Familia y privacidad y las pólizas del distrito (Ver Póliza FL)

Nombre del Estudiante: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_

Año Escolar: \_\_\_\_\_

Nombre del Padre o Tutor: \_\_\_\_\_

Tel (trabajo): \_\_\_\_\_ Tel (casa): \_\_\_\_\_

Firma del Padre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Fecha recibida: \_\_\_\_\_