

CYPRESS-FAIRBANKS I.S.D.

STUDENT HANDBOOK

2008-2009

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FOREWORD

The Cypress-Fairbanks I.S.D Student Handbook and Code of Conduct for 2008-2009 provides information regarding the operation of our schools. This publication includes a school calendar, a campus directory, along with policies, practices and procedures of general interest to students and parents. The district's Student Discipline Management Plan and Code of Conduct are also included in this publication. This booklet is intended to serve as a helpful resource to students, parents, school staff, and the Board of Trustees. ***Information in the 2008-2009 Student Handbook is subject to change without notice. Please contact a school administrator, counselor, or visit the CFISD website (www.cfisd.net) for updated information or links to school district policies and procedures.***

Suggestions for improvement to the publication are welcomed. Please send them to:

Cypress-Fairbanks I.S.D.
Assistant Superintendent for Student Services
10494 Jones Road
Houston, Texas 77065

Acknowledgement of Committee

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

THE STATE OF TEXAS

The Mission of Public Education

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

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

Our Vision

The Cypress-Fairbanks Independent School District will be an exemplary educational community, dedicated to the highest standards of quality at all levels and in all areas of endeavor. All students, parents, community members, and district employees, respecting and valuing each other, will be committed to providing all students with an education which enables them to live successfully in an ever-changing society.

Our Mission

The District will provide the environment and learning opportunities for all students so that, as graduates, they will possess the qualities which will enable them to live meaningfully and successfully in society and in the workplace. *The Cypress-Fairbanks ISD graduate will be:*

An Effective Communicator

A Competent Problem-Solver

A Self-Directed Learner

A Responsible Citizen

A Quality Producer

List of School Board Members

President, Mr. Don Ryan
Vice-President, Mr. Lou Bertoli
Secretary, Dr. John D. Ogletree, Jr.
Trustee, Mr. Albert Arechiga, III
Trustee, Mr. Al Martinez, Jr.
Trustee, Mr. Bob R. Covey
Trustee, Ms. Lida Woodul

School board meetings are usually scheduled at 6:00 P.M. on the second Monday of each month in the Board Room at the Instructional Support Center, 10300 Jones Road, Houston, Texas. The public is invited to attend. Specific agenda information is available each month on the district's website, www.cfishd.net.

District Administrative Personnel

281-897-4000

Superintendent, Dr. David Anthony
Associate Superintendent/ Business Services, Mr. Stuart Snow
Associate Superintendent/ Curriculum and Instruction and Student Administration, Mr. Roy Garcia
Associate Superintendent/ General Administration, Ms. Pam Wells
Associate Superintendent/ Governmental Relations and Communications, Dr. Cheryl Salyards
Associate Superintendent/ Human Resources and Student Services, Ms. Teresa Hull
Associate Superintendent/ Technology and School Services, Mr. Harold Rowe
Assistant Superintendent/ Communication, Ms. Kelli Durham
Assistant Superintendent/ Educational Support Services, Ms. Nadine Fidler
Assistant Superintendent/ Elementary Curriculum and Instruction, Ms. Linda Macias
Assistant Superintendent/ Elementary School Administration, Ms. Janet Hoover
Assistant Superintendent/ Facilities Planning and Construction, Mr. Roy Sprague
Assistant Superintendent/ Financial Services, Ms. Becky Knight
Assistant Superintendent/ School Services, Mr. Tony Barcelona
Assistant Superintendent/ Secondary School Administration, Ms. Vicki McComas
Assistant Superintendent/ Secondary Curriculum and Instruction, Mr. Laurence Binder
Assistant Superintendent/ Student Services, Ms. Deborah Stewart
Assistant Superintendent/ Support Services, Ms. Colleen Wells
General Counsel, Ms. Marney Collins Sims

I. ADMISSION /ATTENDANCE/ GRADUATION / EXTRACURRICULAR

ADMISSION ELIGIBILITY

General Eligibility for Admittance

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

The District requires that the person eligible to enroll the student provide proof of residency in the district, which may include items such as a current lease agreement, closing contract on a home, a letter from their builder or realtor with an estimated closing date, or a current utility bill (gas, light, or water) in the parent or guardian's name. For further details regarding proof of residency, please contact the Director of Admissions, Attendance and Transfers (281-517-6342).

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

Residency Requirement

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

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

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

Falsifying Enrollment Information

There are civil and criminal penalties for knowingly providing false information on a student enrollment form, including reimbursement and criminal sanctions. See Texas Penal Code Section 37.10 and Texas Education Code Section 25.001 (h). A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be monetarily liable to the District if the student is not otherwise eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge (see Board Policy FDB Legal) or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater.

ADMISSION REQUIREMENTS FOR ENROLLMENT

Social Security Number

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

Child's Identity

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

IMMUNIZATION REQUIREMENTS

2008-2009

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, Sections 99.61-97.72 of the Texas Administrative Code. Students will not be allowed to enroll if his/her immunization records are not presented to the school upon enrollment and if the student's immunization records are not current. Cypress-Fairbanks I.S.D. requests that the immunizations be presented at the **beginning** of the semester in which they are required.

The following immunizations are required for all Texas students:

PPCD/SPEECH AND PRE-KINDERGARTEN

- Four doses of DPT/DTaP or DT if Pertussis is medically contraindicated
- Three doses of Polio (IPV)
- One dose of MMR, on or after 1st birthday
- Three doses of HIB (a primary series with one dose on or after 1st birthday) or 1 HIB on or after 15 months
- Three doses of Hepatitis B
- One dose of Varicella, on or after 1st birthday, or parent/ physician statement of chickenpox illness
- Pneumococcal Vaccine (a primary series, plus a booster if needed according to Texas immunization requirements).
- Two doses of Hepatitis A vaccine

IMMUNIZATION REQUIREMENTS (continued)

GRADES KINDERGARTEN THROUGH 12 (K-12)

VACCINE REQUIRED DOSES

DPT, DTAP, DT, Td Five doses of any combination DTaP/DTP unless 4th dose was given on or after 4th birthday.

Students 7 years or older:

- Three doses of any combination DTP/DTaP/DT/TD vaccine (last one after the 4th birthday)
- One dose of Td required ten years after last dose of DTP/DTaP/DT.

POLIO (IPV) Four doses unless the 3rd dose was on or after 4th birthday

MMR Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose by age 5 or entry into kindergarten.

HEPATITIS B Three doses are required for grades K-12

VARICELLA One dose on or after 1st birthday for grades K-12
Two doses if vaccine given at 13 years or older.
Serologic proof of immunity or documentation of previous illness may substitute for vaccination

****Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.**

EXEMPTIONS

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, an official document signed by the physician should be submitted to the school.

EXEMPTIONS (continued)

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

The Antoine Community Health Center located at 5815 Antoine at West Little York is the nearest community clinic to the district. The phone number is 713-602-3300. This clinic provides required immunizations and the **flu vaccine** as recommended by the state. For further questions about immunizations and state requirements, please call 1-800-252-9152 or go to www.immunizetexas.com or www.dshs.state.tx.us.

ATTENDANCE INFORMATION

Compulsory Attendance Law

A student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-K or kindergarten program must attend school. A student absent without permission from school or from any class will be considered truant and subject to disciplinary action, which may also include court action. Failure to comply with the compulsory attendance law is a class C misdemeanor and punishable by fine. The District employs attendance officers to support students in maintaining good attendance. Parents or students who have concerns about attendance should contact the school attendance office for information and/or referral to an attendance officer.

Withdrawal of Students From School

A student who officially ceases to be enrolled in school before the end of the school year is said to be "withdrawn from school." A student may be withdrawn only by the parent or guardian of record. The parent or guardian withdrawing the student should notify the school in writing or by phone at least 24 hours in advance in order to provide time for the school to complete the withdrawal procedures. **The parent or guardian should be prepared to present a picture ID to school officials when withdrawing the student.**

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

Drivers License/Attendance Requirement

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

Drivers License/Attendance Requirement (continued)

student's plan to make up days missed. The VOE form does not have to be signed by the student in the presence of the person certifying attendance.

Warning Notices/Parent Notification Regarding Unexcused Absences

Texas Education Code Section 25.095 requires school districts to notify a student's parent or legal guardian in writing at the beginning of the school year regarding unexcused absences. In accordance with this requirement this officially notifies the parent and or legal guardian that the:

1. student's parent is subject to prosecution under Texas Education Code Section 25.093; and
2. student is subject to prosecution under Texas Education Code Section 25.094 or referral to Juvenile Court.

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

1. it is the parent's duty to monitor the student's school attendance and require the student to attend school; and
2. the parent is subject to prosecution under Texas Education Code Section 25.093 for failure to require the child to attend school as required by law; or
3. the parent should request a conference with the school officials to discuss the absences.

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

The fact that a parent did not receive this notice does not create a defense to prosecution under Texas Education Code Sections 25.093 or 25.094. "Parent" includes a person standing in parental relation.

Excused Absences

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the principal. Students are required to provide a note from a parent or guardian for each absence within three days from the date of the absence or consecutive absences. This note may be mailed, faxed, or delivered in person by the parent or guardian. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not provide a note for being absent, the absence will be counted as unexcused. See HB-23-24 for procedures related to students who leave school during the school day.

Absences For School-Related Activities

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

Absences for Health Care Appointment

A student shall be excused for temporary absence resulting from visits to health care professionals if the student commences classes or returns to school on the same day of the appointment. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance. The student must provide a note from the health care professional to the attendance office upon his/her return.

Absences For Religious Holy Days

The District shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school. The District shall excuse the student for days on which the religious holy days are observed and for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. Students are required to provide a note from a parent or guardian for each absence within three days from the date of the absence or consecutive absences. If the student does not provide a note for being absent, the absence will be counted as unexcused.

A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District. Students excused under this provision shall be allowed a reasonable time to make up school work missed, which is determined by the District to be the same number of days in which the student was absent. In the event of an emergency, or other extenuating circumstances, teachers will grant students additional time to do their make-up work. If the student fails to satisfactorily complete the work missed, the District may respond appropriately. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance.

Make-up Work Procedures

Doing class work and homework is crucial for academic progress, so students have the opportunity to complete make-up work for all absences. They will be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstance, teachers will grant students additional time to do their make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period of time (i.e., 4 days or more) parents may make arrangements to obtain the missed work. Schools need to be given at least a 24-hour notice to gather the missed assignments.

Loss of Credit Due To Excessive Absences: Secondary Students

Loss of credit is tabulated on an individual course basis. A student may not receive credit for a class or may be retained (up to 8th grade) unless he/she has been in attendance for at least 90% of the days the class is offered during the semester or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. Parents of secondary students shall be notified after the fifth (5th) absence.

Loss of Credit Due to Excessive Absences: Elementary Students

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless he/she has been in attendance for at least 90% of the days during

Loss of Credit Due to Excessive Absences: Elementary Students (continued)

the school term or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. Parents of elementary students will receive written notice following their tenth (10th) absence.

Secondary and Elementary Excessive Absences Appeal Process

If a student loses credit due to excessive absences, the student must submit a written petition to the campus attendance committee requesting an award of credit. (The attendance committee may review the records of all students whose attendance drops below 90% of the day's classes are offered, whether or not a petition is filed.) The campus attendance committee will consist of one administrator and two teachers.

Attendance Committee Considerations

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

1. medical or dental appointment (absent for entire day)
2. family emergencies or unforeseen or unavoidable instances requiring immediate attention
3. approved college visitations
4. personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous
5. days of suspension for which the student has satisfactorily completed assignments for the suspension period
6. participation in a court proceeding or a child abuse/neglect investigation in accordance with Texas Education Code Section 37.055.
7. the late enrollment and/or early withdrawal of a migratory student as defined by Code of Federal Regulations 201.3
8. days missed by a runaway as defined by Texas Family Code 51.03 (relating to delinquent conduct, conduct indicating a need for supervision)
9. completion of a competency-based education program for students identified as at-risk in Section 75.195 of this title (related to alternatives to social promotion) and dropouts
10. the late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission (TYC)
11. the absences of a teen parent due to caring for his/her child
12. participation in a substance abuse rehabilitation program
13. other circumstances deemed appropriate by Attendance Review Committee

Restoring Lost Credit

Students may make up missed work or restore credit through one or more of the following options provided and assigned by the campus administrator. All make-up work to remove excessive absences must be completed within a six-week period following the end of that semester.

- after school tutorials/study labs
- summer school attendance (tuition basis)
- attendance contracts (available only on a one-time basis)
- independent study contracts
- Saturday study labs (tuition basis)
- credit-by-exam in accordance with Board Policy EEJA
- other mutually agreed upon arrangement between parent, student, and school administration or appeals committees

Attendance Requirements for Persons 18 Years or Older

A person who enrolls or attends school after the person's 18th birthday shall be in attendance each school day. If this person has more than five (5) unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

SEMESTER EXAMINATIONS

The semester examination shall be defined as the teacher/team-designed comprehensive examination administered during semester exam week.

FALL AND SPRING SEMESTER EXAM EXEMPTIONS All students in grades 9-12 shall have the opportunity to earn exemptions from fall and spring semester exams. Freshmen shall be allowed one exemption per semester; sophomores, one exemption per semester; juniors, two exemptions per semester; and seniors, three exemptions during the fall semester and six exemptions during the spring semester.

These exemptions shall be based on attendance and grades for each semester. A student shall be exempt from an examination when he or she has a grade of A (90-100) or B (80-89) and has no more than three absences from that course in the semester.

SPRING SEMESTER EXAM EXEMPTIONS All students in grades 9 – 11 shall have the opportunity to earn additional exemptions from spring semester exams. Students earning a passing score on any grade-level TAKS test may earn an exemption from the spring exam in that subject/course. Freshmen shall be allowed two additional exemptions (ELA and math); sophomores, four additional exemptions (ELA, math, science, and social studies); and juniors, four additional exemptions (ELA, math, science, and social studies).

These exemptions shall be based on the subject-area TAKS test, grades for both semesters, and attendance for the spring semester. A student shall be exempt from an examination when he or she has a grade of 70 or higher for each semester of the course and no more than three absences from that course in the spring semester.

Even when a student has earned an exemption, he or she may elect to take the exam.

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

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

1. Classes missed because of school-sponsored field trips and college days shall not count against a student. College days are limited to no more than two days per student. They may be taken anytime after the beginning of the spring semester of the student's junior year.

ABSENCES (continued)	<ol style="list-style-type: none"> Class absences resulting from a meeting initiated by an administrator or counselor shall not count against the student. Classes missed because a student chooses to visit a clinic or a counselor, without being required to do so, shall count as an absence. If a student is suspended (out-of-school) or assigned to the ALC for any number of days, he or she shall lose eligibility for exemptions during that semester.
CONDUCT	A student receiving a grade of "U" (Unsatisfactory) for conduct shall lose eligibility for exemptions; however, a student shall not receive a "U" unless the teacher has referred that student to the assistant principal's office for misconduct.
REVOKING EXEMPTIONS	Exemptions shall be determined prior to the calculation of final grades and absences. When a student's grade or number of absences exceeds the qualifying threshold, the teacher shall notify the counselor and the student that his or her exemption has been revoked. When an exemption has been revoked, the student shall not be allowed to acquire a different exemption after the deadline.
CALCULATING SEMESTER GRADES	When a student is exempt from a semester exam, the semester average shall be calculated by averaging the three six weeks' grade averages.

PROMOTION STANDARDS

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

Elementary School Promotion Standards

To be promoted at the end of kindergarten and first grade, a student must be working on-level and earn an end-of-year grade of at least "satisfactory" in reading/language arts and mathematics.

To be promoted at the end of grades 2-5, a student must be working on-level and earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies. Plus, students in grade 3 must pass the **TAKS Reading Test** as a prerequisite for promotion to 4th grade. Students in grade 5 must pass the **TAKS Reading Test** and the **TAKS Math Test** as prerequisites for promotion to 6th grade. [Additional information about these testing requirements is posted on the district and campus web sites.]

Middle School Promotion Standards

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

- Students must attain an overall average of 70 or above for the year in all courses taken (including electives) and

Middle School Promotion Standards (continued)

2. Students must attain a yearly average of 70 or above in three of the following subjects: language arts/reading, mathematics, social studies, and science.

Note: Language arts/reading will be averaged together for a single grade.

3. Beginning with the 2007-2008 school year, eighth graders must meet an additional requirement according to the Texas Education Code (See EIE [Legal]). These students must pass the 8th grade **Mathematics** and **Reading TAKS** tests as a prerequisite for promotion to 9th grade.

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

Senior High School Promotion Standards

Senior High General Guidelines

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

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

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

Students will be promoted from one grade level to the next based upon their meeting the following criteria:

1. 9th grade – promotion from middle school
2. 10th grade – one year of attendance and five credits earned, including English I and Algebra I. In other situations, the student has earned five credits, and during grade 10 shall be enrolled in the necessary semesters of English I, Algebra I, and all other courses required for promotion from grade 10 to grade 11.
3. 11th grade – two years of attendance and ten credits earned, including English II, Integrated Physics and Chemistry or Biology, and World History. In other situations, the student has earned ten credits, and during grade 11 shall be enrolled in the necessary semesters of English II, Integrated Physics and Chemistry or Biology, and World History, and other courses required for graduation and success on the state-mandated exit-level test.
4. 12th grade – three years of attendance and sixteen credits earned, including the courses previously identified in numbers 2 and 3 above, plus English III. In other situations, the student has earned 16 credits, and during grade 12 shall be enrolled in the necessary semesters of the courses identified in items 2 and 3 above, plus English III and other courses required for graduation; or the student has a plan in place for early graduation.

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

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

HIGH SCHOOL GRADUATION

Students may graduate under three plans. They are the Minimum High School Program, Recommended High School Program, and Distinguished Achievement Program. Beginning with the Class of 2008, students must enroll in the courses necessary to complete the Recommended High School Program, unless the student, parent, and a school counselor agree that the student should be permitted to graduate under the Minimum High School Program.

Graduates of each high school are awarded the same type of diploma. The academic achievement record (transcript), rather than the diploma, records individual accomplishments, achievements, and courses completed. (Texas Education Code Section 28.025)

Graduation Requirements

All students shall complete at least 22 credits for the Minimum High School Program or 24 credits (Classes of 2008, 2009, and 2010) or 26 credits (beginning with Class of 2011 and beyond) for the Recommended or Distinguished High School Programs in designated courses to receive a high school diploma. All courses used to meet state graduation requirements shall be selected from State Board approved courses. See guidance publications including High School Course Offerings and Descriptions for specific requirements, especially for requirements that begin with the class of 2011.

A student with a disability can graduate under the same requirements as stated above or through completing the requirements as specified in the student's Individual Education Plan.

A student who has not performed satisfactorily on all sections of the secondary exit-level assessment instrument, the Texas Assessment of Knowledge and Skills (TAKS), for the class of 2005 and thereafter, by the time he or she has successfully completed the 12th grade shall not receive a high school diploma until the student has performed satisfactorily on all sections of the required exam. (Texas Education Code Section 39.025)

Participating in Commencement Exercises

To participate in commencement exercises students must meet district graduation requirements through having earned twenty-two (22 credits) or more units of credit in designated courses.

Early Graduation

A student may graduate early if the student files a declaration of intent to graduate early with the counselor during the third year in high school. The student may graduate at the end of the first semester of the senior year and participate in the May graduation ceremonies.

Class Ranking / Graduating with Honors

All high school courses, including correspondence or on-line courses, credit-by-exam, night school, college courses taken for dual credit, and summer school, are averaged in the class rank with the exception of student assistant, local credit, and courses taken under the pass/fail option. High school courses taken by 7th- or 8th- grade students and completed by the end of the 8th grade year will not count in class rank with the exceptions of Geometry, Biology, and the third or higher levels of a foreign language. *(See additional exception for classes of 2011 and beyond.) Otherwise, students begin accumulating courses to be counted in class rank during the summer between the 8th and 9th grade. Rank will be determined by grade point averages (GPA) of the students. Estimated class rankings are to be determined at the end of the junior year and at the end of the first semester of the senior year for the express purpose of college entrance requirements. Another ranking shall be performed at the end of the fifth six-weeks grading period to identify summa cum laude, magna cum laude, and cum laude graduates. No valedictorian or salutatorian will be officially recognized.

Class Ranking / Graduating with Honors (continued)

At graduation ceremonies, graduates will be recognized in the following categories: summa cum laude (6.5 GPA), magna cum laude (6.25 GPA), and cum laude (6.0 GPA). A final calculation of GPA and class rank is determined at the end of the senior year and will be reflected on the final transcript which is sent to colleges. Grade points are allocated for a course of study based on the designation of the course as follows:

GRADE	LEVEL OR COURSE			
	K, AP, and HORIZONS Levels	L-Level (on level)	Below Level, Adaptive Behavior, Co-teach, ESOL, Resource	Life Skills
A=90-100	7 grade points	6 grade points	5 grade points	4 grade points
B=80-89	6 grade points	5 grade points	4 grade points	3 grade points
C=75-79	5 grade points	4 grade points	3 grade points	2 grade points
D=70-74	4 grade points	3 grade points	2 grade points	1 grade point
F=Below 70	0 grade points	0 grade points	0 grade points	0 grade points

Graduate recognition at each campus graduation ceremony is limited to honor stoles for members in good standing of National Honor Society. Honor cords or medals may be worn for national recognition of any other campus organization or for campus recognition as determined by the principal.

*Beginning with the Class of 2011, four mathematics and four science courses will be included in a student's GPA calculation. If a student takes Algebra I and/or IP& C in 8th grade and takes four math and/or four science courses in grades 9-12, the four math and/or four science courses taken in high school will be included in the student's GPA. But, if a student takes Algebra I and/or IP&C in 8th grade and only takes three math and/or three science courses in grades 9-12, the Algebra I and/or IP&C course will be included in the student's GPA calculation. Algebra I and IP&C taken at any time will carry L-level grade points.

Additional Educational Opportunities

In addition to the regular school day, Cypress-Fairbanks I.S.D. offers other educational opportunities to meet the individual needs of students. All programs have eligibility criteria and deadlines for application. Students should see their counselor for specific details and to determine whether or not it is advisable for them to pursue any of the following opportunities.

Credit-by-Exam without Prior Instruction (Original Credit)

In accordance with the Texas Education Code, Cypress-Fairbanks I.S.D. will administer examinations for specified courses to eligible students. Credit-by-exam will serve primarily as the vehicle for students to be given credit for a course they have not yet taken formally. In order to receive L-level credit for the course, students must score at least 90 on the exam. The passing grade and credit earned on credit-by-exam will be placed on the student's transcript and used in GPA and class rank calculations. Students wishing to exercise this option should see their counselor for an application. The exams are scheduled monthly throughout the school year.

Credit-by-Exam with Prior Instruction

Students who have engaged in study in a curriculum that cannot be matched exactly with required TEKS of a course may consider credit-by-exam. These students may have studied in a foreign country, a non-accredited school, home school, or want credit for summer enrichment courses both in and out of state. In order to receive L-level credit for the course, the student must score at least 70 on the exam. The passing grade and credit earned on credit-by-exam will be placed on the student's transcript and used in GPA and class rank calculations. A fee of \$30.00 is charged for each credit-by-exam with prior instruction. For more information see your counselor. **Students may not take credit-by-exam during the semester they are enrolled in the same course.**

Dual High School/College Credit

Cypress-Fairbanks I.S.D. and Lone Star College – Cy-Fair have entered into an agreement allowing students who meet specified criteria to earn both high school credit and college credit for certain approved high school and/or college courses.

Tech-Prep/Articulated Courses

Tech-Prep provides students the opportunity to pursue a pre-planned, coherent sequence of courses leading to occupational competence within a specific "career pathway." This sequence begins with student assessment and career counseling in the spring of the eighth grade. Course work starts formally in the ninth grade and ends after the second year of post-secondary training. Individual Tech-Prep plans have been developed between Cypress-Fairbanks and area community colleges in specific Career and Technology areas. See your counselor for details.

Advanced Courses on a Pass/Fail Basis

Students in grades 11 and 12 are eligible to earn up to two credits on a pass/fail basis. Any student who wishes to take courses in addition to the 24 (or 26) credits required for graduation with a Recommended High School Program or the 22 credits required to accomplish the Minimum High School Program may take such courses on pass/fail basis. Only certain courses as designated by district policy can be taken pass/fail. The student must declare intent to take such a course on a pass/fail basis on the first day the course meets. Students who have a grade average of 70 or above in such courses shall be awarded credit. Rather than a numerical grade, a "P" will be recorded on the transcript. Conversely, an "F" will be recorded on the transcripts of students who earn a numerical average of less than 70. These courses shall be excluded in the computation of grade point averages. The purpose of the option is to encourage students to take advanced courses in addition to the total number of credits required for graduation.

Students must meet eligibility requirements, including grade level and grades earned in previous courses, and receive approval from parents, counselor, and instructor. Because requirements and courses approved for pass/fail may change from year to year, students should consult with their counselor and/or content-area teacher prior to registration to determine their eligibility to participate in the pass/fail program. Students who take a course under the pass/fail option must complete all assigned work and take the TAKS exam and final exam of the course unless they are exempt from the final exam due to the current exemption policy. The student's academic performance in a pass/fail course will affect his/her eligibility to participate in extracurricular activities.

Correspondence Courses

A high school student may earn two credits toward graduation through correspondence or on-line courses. A student will be awarded credit toward graduation only if he obtains approval from the

Correspondence Courses (continued)

grade-level counselor prior to course enrollment. All grades earned will be entered on the transcript and included in the grade point average.

The student's eligibility for enrollment in a correspondence course is based upon the following criteria:

1. The student must have successfully completed one semester in the ninth grade.
2. The student must have an overall average for all courses taken in high school of at least 75.
3. The students must have at least a 75 average in a previous similar course.
4. The student must have successfully completed prerequisite courses as identified by district guidelines.
5. The student must not be enrolled in another correspondence course.
6. All course work and the final examination must be completed three (3) weeks prior to the end of the first semester of the senior year in order for the grade to be posted for class rank and graduation purposes.
7. Students planning to participate in graduation in the summer must sign up for a correspondence course no later than March 1 and have all correspondence grades no later than July 1.
8. The Texas Education Agency and Cypress-Fairbanks I. S.D. only recognize courses from the University of Texas at Austin and Texas Tech University.

Correspondence course grades must be received by the counselor or registrar before the beginning of the sixteenth week of the fall semester of a student's senior year or the student shall be enrolled in the course for the spring at the high school the student is attending or in night school. If the senior is enrolled in a correspondence course in the fall semester and does not complete it before the sixteenth week, the course will be recorded on the student's transcript as a "WD."

If a student does not complete a correspondence course by the designated deadline, the course shall be recorded on the student's transcript as a "WD"—a course attempted-withdrawn/dropped. That is, the course shall count as one attempted with no credit earned and zero grade points allowed. This course shall also be calculated in the grade point average and shall negatively affect class rank.

Students planning to participate in graduation in the summer must sign up for a correspondence course no later than March 1 and must have received all correspondence grades no later than July 1.

Summer School/Night School

Cypress-Fairbanks I.S.D. students have the opportunity to take summer school or night school classes on a tuition basis each year to earn either make-up or original credits.

Windfern High School

Windfern High School is open for eligible junior and senior students who wish to take courses in a non-traditional setting. These students may attend school with flexible schedules, at night, or on a compressed time schedule which may allow them to graduate early. Junior or senior students interested in attending school on this campus should consult with their home school counselor for application procedures.

Special Programs

High achieving students may also take K-level (accelerated) and Advanced Placement courses. The District provides special programs for gifted and talented students, bilingual students, limited English proficient students, students identified as dyslexic, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, programs, and services offered in

Special Programs (continued)

the district or by other organizations. A student or parent with questions about these programs should first contact the campus counselor.

Senate Bill 510 – (Top 10% Automatic Admission to a Texas Public University)

Applicants from accredited Texas schools who graduate in the top ten percent of their high school class shall be admitted to a general academic institution if the students meet the following conditions:

- apply no later than two years after graduating from high school;
- submit a completed application prior to filing deadlines set by the college;
- graduate under the Recommended High School Program, effective with the class of 2008; and
- provide additional documents requested by the college, including essays, letters of recommendations, admissions tests, and high school transcript.

Note: Colleges may limit the number of first time freshmen eligible for admission due to enrollment caps. Although it is currently not a condition for admission under this program, it is advisable for high-achieving, college bound students to plan to graduate under the Recommended High School Program. In some instances, students may be admitted to the university, but not to the college of choice within the university. Colleges may admit students on a first-come, first-admitted basis or may use a lottery system.

Toward EXcellence, Access, Success (TEXAS) Grant Program

The "Toward EXcellence, Access & Success (TEXAS)" Grant Program establishes grants to cover tuition and fees to Texas public and independent colleges and universities, including community colleges and technical schools for students with financial need who successfully complete the recommended or distinguished achievement high school graduation programs.

Texas Educational Opportunity Grant (TEOG)

The purpose of the program is to provide a grant of money to enable well-prepared eligible students to attend public community colleges, technical colleges, or public state colleges in Texas. Students must be a Texas resident, have a financial need, enroll in the first thirty hours in college, and have not been convicted of a felony or a crime involving a controlled substance.

Other Texas Financial Aid Programs

Graduates from Texas high schools may also take advantage of other financial aid programs sponsored by the state of Texas. These include the Loan Repayment Program for Teachers, Early High School Graduation Scholarships, Tuition Rebate Program from the Texas Public Universities, and the Texas-B-On-Time Student Loan Program. See your counselor for additional information.

EXTRACURRICULAR ACTIVITIES

General Eligibility at Beginning of Year

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses indicated in this subsection:

- a. Beginning at the 7th grade year - has been promoted from the 6th grade to the 7th and has not reached his or her 14th birthday on or before September 1st of the 7th grade year.

General Eligibility at Beginning of Year (continued)

- b. Beginning at the 8th grade year - has been promoted from the 7th grade to the 8th and has not reached his or her 15th birthday on or before September 1st of the 8th grade year
- c. Beginning at the 9th grade year - has been promoted from the 8th grade to the 9th
- d. Beginning of the second year in high school - has at least 5 credits toward graduation
- e. Beginning of the third year in high school - has at least 10 credits toward graduation, or during the preceding twelve months has earned 5 credits
- f. Beginning of the fourth year in high school - has at least 15 credits toward graduation, or during the preceding twelve months has earned 5 credits

Maintaining Eligibility During Year

A student who is enrolled in a school district in this state or participates in a UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period (six weeks grade reporting period) in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified advanced class (listed on the following page). A student may regain eligibility at the end of the regular school day, seven calendar days after the three school week evaluation period, if the student is passing all courses on the last class day of the three week evaluation period. Schools taking breaks of one week or more may not count the vacation week(s) as part of the three week evaluation period. "Three school weeks" is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a "school week" for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. All students are eligible during a school holiday of a full calendar week or more.

Eligibility for Students With Disabilities

Students with disabilities are required to meet the same eligibility standards as all students, unless the admission, review, and dismissal (ARD) committee has determined that other mastery levels are appropriate for designated content areas.

Eligibility for Transfer Students

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

Designated Advanced Courses

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

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

Designated Advanced Courses (continued)

Only the courses listed below may be considered for suspension removal for UIL or non-UIL purposes when a student earns below 70 for a grading period. Other Cypress-Fairbanks K-level courses have no bearing on this rule.

- a. English Language Arts: English III K, H, and AP; English IV K, H, AP, and Dual.
- b. Languages Other Than English: Spanish III K, IV-VI K, AP and Dual ; Spanish for Native Speakers III K; French III-VI K and AP; German III K, IV-VI K, AP, and Dual; Latin III-IV K and AP; and ASL III K.
- c. Social Studies: United States History K, H, AP, and Dual; World History K, H and AP; U.S. Government K, H, AP, and Dual; Economics K, H, and AP; World Area Studies K and H; Comparative Government and Politics H and AP; World Geography K and H; Psychology H and AP; Social Studies Advanced Studies K and H; and Human Geography H and AP.
- d. Fine Arts: Art III or IV AP-Drawing; Art III or IV AP – Two-Dimensional; Art III or IV AP – Three-Dimensional; and Art History AP.
- e. Mathematics: Pre-Calculus K and H; Calculus AB H, AP, and Dual; Calculus BC H and AP; and Statistics H, AP, and Dual; and College Algebra Dual.
- f. Science: Chemistry I K and H; Physics I K and H; Physics II-B H, AP, and Dual; Physics II-C H and AP; Chemistry II H and AP; Biology II H and AP; Anatomy and Physiology K; and Environmental Science H and AP.
- g. Technology Applications: Computer Science AP-A or AP-AB.

K = Honors course

H = HORIZONS course for identified gifted/talented students

AP = College Board Advanced Placement course

Dual = Course for which student earns both high school and college credit

Eligibility Explanations

1. A student who is ineligible may practice or rehearse with other students for an extracurricular activity, but may not participate in a competition or other public performance, unless the state-approved course (non-athletic) in which he/she is enrolled calls for demonstration of essential knowledge and skills before an audience. The performances allowed by this exception must not be extracurricular in nature, may not be competitive, and may not be held in conjunction with any extracurricular activity. No admission may be charged and the performance must be held on campus.
2. Students who assist the sponsor or coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance/contest.
3. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for the grading period.
4. Senior proms, banquets, and senior trips are considered social activities rather than extracurricular activities.

Eligibility Explanations (continued)

5. School districts shall not schedule, nor permit, students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the regular school year (full year course).
6. Participation in extracurricular activities is a privilege and not a right and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

Student Organizations and Clubs

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

1. The proposed club has a District employee sponsor approved by the principal.
2. No other club already exists at the campus that addresses the same or similar goals and purposes of the proposed club.
3. The club has a constitution and/or by-laws.
4. Membership does not discriminate on the basis of an individual's race, national origin, religion, gender, or disability.
5. The primary purpose of the club will not negatively impact the general welfare of the student body.
6. The club meets the minimum requirement of 10 participants.
7. Students must have a signed parent permission slip to participate in the club.

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

II. POLICIES, PROCEDURES, AND PRACTICES OF GENERAL INTEREST

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

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

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

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

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

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

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

Superintendent

Telephone: (281) 897-4000

Address: 10300 Jones Road
Houston, TX. 77065

Department of Special Education

Telephone: (281) 897-6400

Address: 10300 Jones Road
Houston, TX. 77065

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

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

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

4. investigating or evaluating programs

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

State law also provides that parents are entitled to access all written records of the school district concerning the parent's child, including:

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

Students over 18 and parents of minor students or of a student who is a dependent for tax purposes may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the principal in accordance with Board Policy FNG (Local) if they feel that the District is not in compliance with the law regarding student records. (See HB-38) Copies of student records are available at a cost of 10 cents per page. Parents may be denied copies of a student's records:

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

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

Closed Campus Policy

All District campuses are closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the campus administration.

Release of Students From School

A student who needs to leave school during the day must bring a note from his or her parent specifying the release time and the person picking up the student. Students will wait in a designated area until they are released to the appropriate person. A student will not be released from school at times other than regular dismissal hours except with the principal's or designee's permission or according to campus sign-out procedures.

Either parent of a student will be allowed to take the student from school. If parents are separated or divorced, the school will release the student to either parent of record. In the event that one parent has limited custodial or visitation privileges, the school must be provided a copy of the most current divorce decree stipulating the custody agreement. In the event a student has a guardian, the school will release the student to his/her legal guardian. The only other persons who will be permitted to take students from the school are those who have been given written permission by the person or persons who have legal control over the student or are designated on the school's Emergency Information and Medical/Parent Authorization form. **All persons, including parents, should be prepared to present a picture ID to school officials when requesting the release of a student.**

Early Release

Seniors, whose parents request early release for reasons specified in Board Policy EED (Local) and have principal approval, may be allowed to leave campus 1 or 2 hours early. Students receiving approval for early release must have reliable transportation to leave at the approved time, every day, and must not return to the home campus or visit any other District campus. The only exceptions to students being allowed to return to the home campus after school will be for students who occasionally need tutoring or to make up tests and who have a pass from the teacher. Early release students will be allowed to attend school functions such as ball games, theater or music performances, dances, banquets, etc. Early release is not for students who want to participate in extra-curricular activities that meet or practice at the end of the school day, such as athletics, clubs, band, choir, drill team, etc.

Student Transfers

The Board of Trustees, on a yearly basis, will determine transfer status for each school and will designate each campus as (1) open (2) regular (3) closed or (4) closed N. Students requesting an intradistrict transfer are required to file an application for transfer. Intradistrict transfer forms are available at all schools and at the Cy-Fair Annex, 22602 Northwest Freeway, Cypress, Texas, 77429. [See Board Policy FDB (Local)]

Directory Information Release/Video and Photo Release

♦ Directory Information Release

In accordance with the Texas Public Information Act and No Child Left Behind, Cypress-Fairbanks I.S.D. must release certain non-confidential information about our students if a written request is received by the district. This information, known as "Directory Information", includes the student's name, address, telephone number, date and place of birth, school, grade level, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, awards received, and the most recent previous school attended. As you may know, many organizations and businesses request this information in order to mail information or contact parents or students for commercial purposes. Other organizations, such as community or sports associations, military recruiters, and scholarship programs, also request this information. The District has divided release of Directory Information into two categories: (1) school-sponsored or school-related, and (2) third-party requestors. If

Directory Information Release/Video and Photo Release (continued)

parents do not want to have Directory Information released to one or both of the categories of the requestors, they indicate this preference on the “Student Demographic Information” form (for new students) or on the “Emergency Information and Medical/Parent Authorization” form (for existing students). This will prohibit release of “Directory Information” to the respective requestors.

♦ **Directory Information Release**

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

♦ **Video and Photo Release**

Occasionally, district personnel, or agents of the district, may photograph, videotape, or interview students for use in district/school publications, the district/school websites, displays, newspapers, memory books/yearbooks or television broadcasts over the Comcast-CFTV Channel 16 or CFTV online. Parental permission is required to allow students to be photographed or videotaped for these purposes. Parents may agree to this by indicating this choice on the “Student Demographic Information” form (for new students) or on the “Emergency Information and Medical/Parent Authorization” form (for existing students).

Non-district personnel, such as representatives from commercial media outlets, may also have authorized access to photograph, videotape, and/or interview students. Parental permission is required to allow students to be photographed, videotaped, and/or interviewed for these purposes. Parents may agree to this by indicating this choice on the “Student Demographic Information” form (for new students) or on the “Emergency Information and Medical/Parent Authorization” form (for existing students).

Texas Public School Nutrition Policy

Effective August 1, 2004, the Cypress-Fairbanks school district implemented the guidelines of the Texas public school nutrition policy as mandated by the Texas Department of Agriculture (TDA) into its breakfast, lunch, and snack programs.

The following is a list of key changes to Cypress-Fairbanks I.S.D. meal programs at each campus level.

For elementary schools:

- No food or beverage can be served to students during the school day except those from the school food service department.
- The school day is defined as the start of the first breakfast period until the last bell.
- Snacks for special events may be purchased from food service provided they are served and consumed during a meal period in the cafeteria and meet the nutrition guidelines.
- Elementary classrooms may allow one nutritious snack per day under the teacher’s supervision. The snack may be provided by the teacher, parents, school food service, or other groups and should be at no cost to the students. No foods of minimal nutritional value (FMNV) or dessert type items are allowed.

Texas Public School Nutrition Policy (continued)

For middle schools:

- No FMNV or candy can be made available to students until after the last lunch period.
- No competitive foods are allowed during meal periods anywhere on campus.
- Any competitive food made available to students must meet the nutrition standards listed in the policy.
- Field trips and other off campus events occurring during the school day are not subject to the policy.

For high schools:

- No FMNV or competitive foods during meal times in areas where reimbursable meals are served and/or consumed.
- Students may not take food purchased in the cafeteria or snack bar to the vending area.
- By the 2005-06 school year no more than 30 percent of the beverages available in vending machines should be sugared, carbonated soft drinks.
- Any competitive food made available to students must meet the nutrition standards listed in the policy.

Foods of Minimal Nutritional Value (FMNV) and policy exemptions:

- **School Nurses:** The policy does not apply to school nurses using FMNV during the course of providing health care to individual students.
- **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of FMNV or candy for behavior modification may be given these items.
- **School Events** – Up to three different events determined by school officials as part of school policy and included on the school calendar.
- **TAKS Test Days:** Schools and parents may provide one additional nutritious snack per day for students taking TAKS test.
- **Instructional Use of Food in the Classroom:** For instructional purposes, teachers may use foods in the classroom as long as the food items are not considered FMNV or candy. The food must be consumed in the classroom and may not be given or sold to other students or classes.
- **Field Trips:** School-approved field trips are exempt from the policy.
- **Athletic, UIL, Band and Other Competitions:** The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band or other competitions.

Foods of Minimal Nutritional Value (FMNV)

The foods that are restricted from sale or distribution to students are classified in these four categories:

- ♦ **Soda Water**-any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- ♦ **Water Ices**-any frozen, sweetened water such as "...sicles" and flavored ice **with the exception of products that contain fruit or fruit juice.**
- ♦ **Chewing Gum**-any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- ♦ **Certain Candies**-any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

Foods of Minimal Nutritional Value (FMNV) (continued)

Hard Candy- A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.

Jellies and Gums-A mixture of carbohydrates that are combined to form a stable gelatinous system of jelly like character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

Marshmallow Candies-An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.

Fondant-A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.

Licorice-A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.

Spun Candy-A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

Candy Coated Popcorn-Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

Examples of foods that are restricted from sale and distribution to students include, but are not limited to:

Life Savers, Peppermints, Lemon Drops, Jolly Ranchers, Snow Cones, Cracker Jacks, Skittles, Sprees, Jelly Beans, Marshmallows, Cotton Candy, Gummy Bears, Red Hots, Jaw Breakers, Sours, any carbonated beverage.

Senate Bill 530—Health and Physical Education

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

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

Random Drug Testing

In a proactive measure to help maintain a drug-free environment for all students, members of the Cypress-Fairbanks I.S.D. Board of Trustees adopted a policy [FNF (LOCAL)]to establish random student drug-testing for students participating in competitive extracurricular activities. The use of illegal drugs poses serious health and safety risks, therefore student drug-testing should serve as a deterrent to the use of illegal drugs and to provide students with a reason to resist peer pressure. The policy is not intended to be punitive in nature, but rather by adopting a random student drug testing policy the District desires to:

- provide for the health and safety of all students;
- undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs;
- prevent injury, illness, or harm to students that may arise as a result of drug use;
- give parents an opportunity to intervene and get a student help if needed;

Random Drug Testing (continued)

- create a higher standard for students that represent the District;
- allow teachers to focus their energy and time to educate students and increase academic achievement.

Administering/Transporting Medications

Cypress-Fairbanks I.S.D. policy provides that school nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physicians' orders to students during school hours under the following conditions.

1. The school/district has received a written request to administer medication from the parent or legal guardian or other person having legal control of the student.
2. Prescription medication must be in the original container properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.
3. Non-prescription medication shall be in the original container labeled as to content. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations will not be given at school.
4. Students are **not** allowed to have any medication in their possession during the school day or at school-related activities except as provided herein for emergency medications.
5. For the safety and protection of all students, medication cannot be transported by students. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times. When the period for administering the medication expires, the parent, guardian or other adult shall pick up the medication at the clinic. A doctor's note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or epi-pens.
6. Students are not allowed to share **any** medication with another student. (This includes prescription medication or over-the-counter products).
7. In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

Consequences of Violations of Medication Policy

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

Steroid Use

Steroid use by teenagers has increased over the last several years to enhance athletic performance. It is illegal and a violation of the state and district policy for students to use steroids without a doctor's prescription. Students possessing, using, or delivering steroids could result in removal to a Disciplinary Alternative Education Program. To learn more about steroids, contact: Substance Abuse and Mental Health Services Administration, National Clearinghouse for Alcohol and Drug Information, 800/729-6686 or TDD 800/487-4889, línea gratis en español 877/767-8432, or their website www.ncadi.samhsa.gov.

Emergency Medical Treatment

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

Emergency School Closings

Automated calls will be placed to student home phone numbers beginning at 6:00 a.m. using the district's Emergency Notification System (ENS) if conditions warrant the closing of schools. Local television and radio stations will also be notified by 6:00 a.m.

Television stations

Channels 2, 11, 13, 26, 45, 47

Radio Stations

FM 93 (KKBQ), FM 97.9 (KBXX), FM 99.1 (KODA), FM 100.3 (KILT), FM 102.1 (KMJQ), FM 102.0 (KLTN), FM 107.5 (KLDE), AM 740 (KTRH), AM 950 (KPRC) and AM 1010 (KLAT).

Information is also posted on Channel 16 (Cy-Fair TV) and the district website www.cfisd.net.

Due to the size of our school populations, parents are encouraged to monitor television or radio stations.

School Safety

Providing a safe learning environment is the district's top priority. As a proactive step, each school, in cooperation with the security department, has developed safety and crisis response procedures. Throughout the school year, schools will conduct practice drills during the school day to ensure that all persons are familiar with their roles and responsibilities. Additionally, all schools have identified secondary sites and reunification (student pickup) procedures in case it becomes necessary to evacuate school premises. If a safety situation occurs, the district may utilize parent letters, the district television station, CF-TV 16, the district web site www.cfisd.net and local television and radio stations (see previous section, **Emergency School Closings**, for listing) to communicate information to parents.

All Harris County schools use the following common security terms:

Shelter in Place – This procedure is used in any situation other than weather that may be a hazard to health or life threatening. All windows and doors are locked and the AC/Heating system is shut off. **No one is allowed to enter or leave the building that has activated SHELTER IN PLACE procedures.** Parents will not be able to pick up children from school until an "ALL CLEAR" is given. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building. Parents should shelter in place at their home or work. Once the "ALL CLEAR" is given, students and teachers will return to their regular activities.

Shelter in Place, Weather Only – This procedure is used when weather conditions exist that may place a school in immediate danger. Students and staff are sheltered inside buildings away from outside windows and doors. Buildings are open for entry only. **There is no exit until the "ALL CLEAR" is given.** Once the "ALL CLEAR" is given, students

Shelter in Place, Weather Only (continued)–

and teachers will return to their regular activities or the parent/student reunification (student pickup) process will go into effect.

Lockdown – This procedure is used when an intruder invades the premises or there is possible imminent danger to the campus. All doors, windows, and classrooms are locked. Students and teachers will remain in their classrooms until the “ALL CLEAR” is given.

Under lockdown procedure, no one will be allowed to enter or leave the building.

Parents will not be allowed to pick up children from school. Local authorities will provide assistance, if needed. Once an “ALL CLEAR” is given, students and teachers will return to their regular activities.

OZONE Response Plan

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

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

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

Following an ozone warning, campuses will implement the following guidelines:

ORANGE ALERT

Students in the sensitive group will curtail all outdoor activity. The sensitive group includes students with respiratory or heart conditions. Each campus nurse has developed a list of students in this group based on health card information. **All other students** will participate as scheduled.

RED ALERT

Students in the sensitive group will curtail all outdoor activity. **All other students** will limit outdoor activity to one hour or less. If the scheduled outdoor activity is longer than one hour, alternative plans will be implemented by the teacher, coach, or sponsor.

PURPLE ALERT

All students will curtail all outdoor activity regardless of duration.

Communication Between Home and School

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

Adult Visitors On Campus

All non-District visitors must report to the front office, sign in, state their reason for being on campus, and receive a name badge to be worn while the visitor is in the building. Visitors will be required to present a valid driver's license or picture I.D., and each visitor's name will be processed through the RAPTOR database. **The principal may require any person not having legitimate business to leave.**

Parents are encouraged to visit their child's school. Visits to individual classrooms during instructional time are only permitted in accordance with District policy and with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

Student Visitors on Campus

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

Students Traveling to and from School

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

Transportation by Bus

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

Transportation by Bus (continued)

Middle School and High School Late Runs are an **abbreviated** service provided to students participating in school related after school activities. This service is *not* intended to return students to their regularly assigned a.m./p.m. stop and was created to assist parents by returning students to a close proximity to their home. Students will be returned to their subdivision entrance or a centrally designated area near their home.

Suspected Child Abuse

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

Suspected Learning or Other Disability

If a child is experiencing academic difficulties, the parent should contact the child's classroom teacher for assistance to learn about the district's overall general education referral or screening system for support services. If the parent suspects a learning or other disability that adversely impacts the student's learning, the parent may contact the campus principal or counselor. 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 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 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards-Right of Parents of Student with Disabilities*. Parents, at any time, may request an evaluation of their child for special education services. Inquiries regarding a referral should be made to the campus principal or counselor.

Student Insurance

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

Student Insurance (continued)

the beginning of each school year at a nominal cost if other personal medical insurance is not available or needs to be supplemented.

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

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

Student School Supplies/Personal Belongings

Students are expected to have appropriate supplies (paper, pencils, notebooks, etc.) for completing their school work. The use of backpacks or book bags during the school day will be determined by the individual campus. Students may not possess items at school that could be distracting to the learning environment. Students may not bring personal belongings that might be lost or stolen, such as, headphones, cameras, games, iPods, or CD players. **The district will not assume responsibility for these items if they are lost, damaged, or stolen.**

Student Publications

- a. Student material criticizing school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- b. Material encouraging actions that endanger the health or safety of students is prohibited.
- c. Student material attacking any individual or group on the basis of gender, race, creed, or religion may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- d. Libel is prohibited. Libelous material is that which contains falsehoods made with knowledge of their falsity or with reckless disregard of the truth.
- e. Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal, substantial disruption of school operations would likely result.
- f. Material intended for posting or distribution on school premises shall first be submitted to school officials and reviewed by the principal.
- g. Material shall be submitted to the principal who shall approve or disapprove the materials within twenty-four (24) hours. Material that is controversial or unpopular but not reasonably likely to result in substantial disruption of normal school operations may not be prohibited on that ground alone. Moreover, a mere apprehension of disturbance is not sufficient to justify restrictions on a student's otherwise legitimate right to freedom of expression. Depending upon the age and maturity of the students exposed to the material, distribution or posting may not be prohibited on grounds of

Student Publications(continued)

objectionable language if the same or similar language can be found in material made available to students in school assignments or through school facilities, such as the school library.

- h. An adverse ruling may be appealed to the Superintendent who shall rule on the appeal within three (3) days.
- i. An adverse ruling by the Superintendent may be appealed to the school board. The matter shall be placed on the agenda for the next regular or special Board of Trustees meeting.
- j. School sponsored newspapers and/or yearbooks are under the complete supervision of the teacher/sponsor and campus principal.

School Distributed Flyers

Many outside groups request permission to distribute informational flyers to students. The district has created local policy GKDA, which establishes the criteria for distribution of nonschool literature. Generally, the policy requires that:

The flyer must clearly state that it is for an activity for students.

The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit [501 (c)3, 501 (c)4] organization and have verification of this on file in the Facilities Use and Records office.

The material on the flyer must be age and/or developmentally appropriate for students.

No fund raising flyers are allowed from groups outside the school.

The flyer must not cause disruption of the operation and discipline of the school.

The flyer must be approved by the Associate Superintendent for General Administration's office in accordance with GKDA (Local) before distribution.

Please be aware that the district does not evaluate the merit of the programs or activities that are offered in these informational flyers as stated in the disclaimer on each non-district flyer. **Parents should investigate and make decisions based on their own assessment of the activities or programs advertised in the flyers.**

Each building principal will determine the most appropriate method for the distribution of the flyers, either distributed to individual students or made available for pick-up by any interested students or parents.

Student Vehicle Regulations

The following requirements and controls are to be implemented at each high school. In addition, rules and information may be issued when a vehicle is registered with the school.

- 1. Student must present a valid driver's license and proof of insurance. Being 16 years of age and having a valid driver's license does not guarantee the student a parking permit. The campus administrator will determine which students qualify for parking permits.
- 2. The District provides limited parking space for students. The student should be aware that he/she cannot be assured of a space in which to park daily.
- 3. The parking fee of \$50.00 per year shall be charged all students who desire to drive a car to school and provide proof of liability insurance and valid driver's license. This fee is adjusted to \$40.00 at mid-term or after. If the driving privilege is revoked by the school, no refund will be granted.
- 4. All vehicles must have a parking permit sticker placed on the windshield, driver's side, above a valid inspection sticker so that it is readily visible at all times.

Student Vehicle Regulations (continued)

5. Permits to park vehicles on school campuses shall be limited to students who have registered their vehicle and been issued an appropriate campus parking sticker. Failure to follow the guidelines for the campus may result in parking privileges revoked with no refund.
6. Vehicles shall be parked only in areas designated by the principal for student parking.
7. Students shall not park in areas designated as NO PARKING ZONES or BUS PARKING ZONES, or park in such a position as to obstruct movement of emergency vehicles, delivery trucks and maintenance trucks.
8. Vehicles that do not have a parking permit or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or owner of the car to recover the vehicle and pay for tow-away charges. (The principal will have a record as to where the vehicle has been taken, should it be towed away.) Students may also call 281-897-4337 after school hours for the towed vehicle's location.
9. The speed limit on campus is 15 m.p.h. Students who violate the speed limit or exhibit reckless driving shall have their parking permits revoked and shall be subject to disciplinary action.
10. The fee for any parking sticker acquired under false pretences will not be refunded. Any student providing or acquiring a parking sticker under false pretence will have parking privileges revoked.
11. Vehicles parked on school property are under the jurisdiction of the school. **The school reserves the right to search any vehicle if reasonable cause exists to do so.** Students have full responsibility for the security of their vehicles and will make certain they are locked and that their keys are not given to others. **Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons, that are found in their cars and will be subject to disciplinary action.** Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. (See CC 39-40)
12. The district is not liable for vandalism, theft, or damage to any vehicle parked on school property.
13. Any student with an unpaid fine or fee will not be issued a parking sticker.
14. Student will not be permitted to:
 - Speed in any district parking lot
 - Double park or back-in park
 - Park across a white or yellow line
 - Park in a fire lane
 - Loiter or sit in parked cars during school hours
15. Any person involved in an accident while on school property must share pertinent information such as, but not limited to, name, address, driver's license, and insurance carrier with all parties

Student Vehicle Regulations (continued)

involved. Failure to exchange information may result in loss of parking privileges and or other disciplinary consequences.

General Guidelines for Student Dress and Grooming Guidelines

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

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

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

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

Individual campuses may develop and enforce additional dress and grooming guidelines that meet the standards of the campus. These campus guidelines may be more restrictive than those established by the district. However, these additional campus guidelines must adhere to the general district guidelines, be developed with the advice of a campus committee, and receive approval of the Office of Student Services before parents and students are notified. The guidelines must be publicized to the students and parents in a timely manner, so that students and parents can select the appropriate clothing that will meet the individual campus guidelines, including the campuses that have developed school uniform/standardized dress guidelines.

All students are required to adhere to the district dress and grooming guidelines, as well as to any additional guidelines developed and approved for the campus. Exceptions will be permitted for bona fide religious reasons. **Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines.**

Specific Guidelines/Restrictions for Student Dress and Grooming Guidelines

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

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

Students are not to wear clothing that is tight, loose, sagging, cut, torn, baggy, revealing, spaghetti-strap, backless, low cut or short.

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

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

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

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

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

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

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

Underclothing – must wear appropriate underclothing; pajamas/loungewear are prohibited

Jewelry/Piercings/Tattoos – Noisy, distracting and excessive jewelry or accessories are prohibited (including wallet chains). Pierced ears are allowed. All other body piercing jewelry is prohibited. Jewelry/Piercings must not detract from or interfere with the learning environment or present a safety or health hazard.

Tattoos - permanent or temporary, must be covered at all times.

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

Backpacks – must not detract from or interfere with the learning environment or present a safety or health hazard

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

Dress and Grooming Violations

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

School Uniforms/Standardized Dress

Certain campuses, with parent and staff support, have developed and published school uniform or standardized dress guidelines. Compliance with these guidelines is expected every day including the first day at that campus. Students who are new to the campus, or students with extenuating circumstances, will be expected to be in compliance after a reasonable grace period. The students at these campuses are expected to follow the appropriate district dress and grooming guidelines as well as the specific campus guidelines. Exceptions will be permitted for bona fide religious and philosophical reasons.

Textbooks

State approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student, as directed by the teacher. Students who are issued a damaged book should make a report to the teacher.

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

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

District Property Issued to Students

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

Student/Parent Complaint

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

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

- Discrimination on the basis of gender (local policy FB)

- Identification, evaluation, or educational placement of a student under 504 (local policy FB)

- Sexual abuse or sexual harassment of a student (local policy FNCJ)

- Loss of credit on the basis of attendance (local policy FDD)

- Teacher removal of a student for disciplinary reasons (local policy FOAA)

- Removal of a student to a Disciplinary Alternative Educational Program (local policy FOAB)

- Expulsion of a student (local policy FOD)

- Identification, evaluation, or educational placement of a student with a disability is guided by IDEA.

- Instructional materials (local policy EFA)

- On-campus distribution of nonschool materials to students (local policy FMA)

Sexual Harassment / Sexual Abuse

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

Sexual Harassment / Sexual Abuse (continued)

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

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

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

A student or parent who has a specific complaint alleging sexual harassment/abuse may request a conference with the principal or designee. The principal or designee shall hold the conference within a reasonable time and shall conduct an appropriate investigation of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the complaint can be addressed to the Superintendent or designee, and then to the Board of Trustees. The student will not be required to present a complaint to a person who is the subject of the complaint. Information on this policy (FNCJ) can be obtained from the CFISD website, the campus, or Superintendent's office.

Scholastic Penalties

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

Youth Services Specialist

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

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

Youth Services Specialist (continued)

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

DISTRICT TECHNOLOGY RESOURCES

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

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

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

The statements above are explained in detail in the policies and procedures that follow:

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(REGULATION)

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

The district will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines (Exhibit A). All training in the use of the district's system will emphasize the ethical and safe use of this resource.

CONSENT
REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any district student or employee will be posted on a cfisd.net web page under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a district student will be posted on a web page under the district's control unless the district has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and district policy.

FILTERING

A committee, chaired by the Associate Superintendent for Technology and School Services or designee, will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

REQUESTS TO
DISABLE FILTER

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

SYSTEM ACCESS

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

1. All users will be required to acknowledge their receipt and understanding of the acceptable use guidelines as published in the Student Handbook and Code of Conduct for students and the Employee Handbook for employees.
2. Access to the district's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by employees shall be permitted if the use:
 - a. Imposes no tangible cost on the district;
 - b. Does not unduly burden the district's computer or network resources; and
 - c. Has no adverse effect on an employee's job performance.

**SYSTEM ACCESS
(continued)**

3. Students will be granted access to the district's system and will be assigned individual accounts. Students are not to share their login/password with others.
4. As appropriate, district employees will be granted access to the district's system.
5. The district will require that employee network passwords be changed every 90 days.
6. Any system user identified as a security risk or as having violated district and/or campus computer use guidelines may be denied access to the district's system.

**TECHNOLOGY
COORDINATOR
RESPONSIBILITIES**

The Associate Superintendent for Technology and School Services or designee for the district's electronic communications system (or campus designee) will:

1. Be responsible for disseminating and enforcing applicable district policies and acceptable use guidelines for the district's system.
2. Ensure that all users of the district's system complete and sign annually an agreement to abide by district policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
3. Ensure that employees supervising students who use the district's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the district is consistent with district standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system.
6. Be authorized to disable a filtering device on the system for district-approved educational research or another lawful purpose, with approval from the Superintendent.
7. Set limits for data storage within the district's system, as needed.

**MONITORED USE,
OF ELECTRONIC
AND WEB-BASED
ACCOUNTS**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes.

Suspected violations of acceptable use by employees should be reported to the Associate Superintendent for Human Resources. Suspected violations of acceptable use by students should be reported first to the campus principal and, if necessary, by the campus principal to the Assistant Superintendent for Student Services.

DISTRICT WEB SITE	The district will maintain a district web site for the purpose of informing employees, students, parents, and members of the community of district programs, policies, and practices. Requests for publication of information on the district web site must be directed to the Assistant Superintendent for Communication or designee. The Associate Superintendent for Technology or designee and the Assistant Superintendent for Communication or designee will establish guidelines for the development and format of web pages controlled by the district.
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Regarding student information published on a web site controlled by the district, see Exhibit A.

SCHOOL OR CLASS WEB PAGES	Schools may publish web pages that present information about school activities, subject to approval from the Assistant Superintendent for Communication or designee, and link to the district's site. The campus principal will designate the staff member responsible for managing the campus' web page under the supervision of the Assistant Superintendent for Communication or designee. Any links from a web page to sites outside the district's computer system must receive approval from the Assistant Superintendent for Communication or designee.
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TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT	Termination of an employee's or a student's access for violation of district policies or regulations will be effective on the date the principal or Associate Superintendent for Technology and School Services or designee receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.
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DISCLAIMER	The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.
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Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

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

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

Network/Internet - Terms and Conditions

Training:

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

Risk:

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

Monitored Use:

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. This monitoring may include activity logging, virus scanning, and content scanning. The district does not provide student electronic mail accounts. The district may allow secure, web-based, student accounts to support instruction. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration.

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

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

User Responsibilities:

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

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from a campus administrator or district level administrator.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
4. Students are not permitted to use district technology to search the Internet for non-educational purposes. This includes “free search/surf” the Internet which is defined as unsupervised searching of the Internet without an approved educational purpose.
5. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must **immediately** back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software, so that it can be removed from accessibility.

Publishing on the Internet:**Recognition:**

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

Permission for the following items is granted or denied through the initial Emergency Information and Medical/Parent Authorization form given to each student at the beginning of the school year.

Student Work:

Student work will be published on a CFISD.net web page only with parental permission. Examples of published work could include short stories, poems, slide shows, and/or artwork. First and/or last names may be included with the student work.

Photographs:

Student photographs will be published on a CFISD.net web page only with parental permission. If a photograph of the student is included with the posting of the recognition and/or student work, only the first or last name may be included with the photograph.

Publishing on the Internet: (continued)**Exceptions to the above:**

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

Web Authoring:

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

Network Etiquette:

Students are not provided district e-mail accounts and are prohibited from accessing unauthorized e-mail services while using district equipment. System users of e-mail or other communication messaging systems are expected to observe the following network etiquette. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited. Transmitting obscene messages or pictures is prohibited. Revealing personal addresses or phone numbers of the user or others is prohibited. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Inappropriate Use:

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

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

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

Playing Games and Downloading Music or Video Files or Game Files

These activities are prohibited unless approved for educational purposes.

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

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

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

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

Security:

Reporting Security Problems:

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

Impersonation:

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

Other Security Risks:

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

Violations of Law:

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a district Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations:

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

Computer Software Policy

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

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

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

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

For further information regarding the purchase and installation of computer software, please call the district's HELP Desk at 281.897.HELP (4357).

DISCLAIMER:

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. The district is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Financial Information

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

Financial Information (continued)

Therefore when making a payment by check concerning a school fund-raiser, fee, or other expense, make the check payable to the School. In the space provided for additional information, indicate the reason for payment (ex. Catalog Fund-Raiser, Lost Textbook) and the student's name. If the payment relates to a student organization or club at the school, also indicate the club's name in this area, along with the other information indicated above. **Do not make a check payable to a student organization or club at a school.**

See the check example below:

John or Jane Doe 101 Maple Drive Houston, TX 77065	1021
<u>September 1, 2008</u>	
Pay to the Order of <u>Cypress Falls High School</u>	\$ <u>51.45</u>
<u>Fifty-one and 45/100 -----</u>	Dollars
For <u>Student Council – Candle Fund-Raiser – Kathy Doe</u>	<u>Signature</u>

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

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

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

III. COMPLIANCE STATEMENTS

Equal Educational Opportunities

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

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Parents, at any time, may request an evaluation of their child for special education services. Inquires regarding a referral should be made to the campus principal or counselor.

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

The district has designated the following school official to coordinate its efforts to comply with these policies, and any complaint shall be directed to: Ms. Teresa Hull, 10300 Jones Road, Houston, Texas, 77065, Telephone # (281) 897-4030.

Section 504 of The Rehabilitation Act of 1973

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

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

Section 504 of The Rehabilitation Act of 1973 (continued)

Inquiries regarding services for students under Section 504 should be made to the campus principal. The campus principal is the campus 504 coordinator, unless she has designated another administrator to serve as the campus coordinator. Ms. Nadine Fidler has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. She may be contacted at 10300 Jones Road, (281) 897-6416.

Title IX

The Cypress-Fairbanks Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services and/or programs. Ms. Teresa Hull has been designated to coordinate compliance with the non-discrimination requirements of Title IX. She may be contacted at 10300 Jones Road, (281) 897-4162. Ms. Nadine Fidler has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. She may be contacted at 10300 Jones Road, (281) 897-6416.

Waiver of Fees/Hardship Conditions

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

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

Asbestos Abatement Program

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

Asbestos Management Plan records for each campus are located in that facility's administration area. Additionally, a duplicate set of information may be viewed in the office of the Senior Director of Special Services and Safety, Mr. Martin Anding, located at 11430 Perry Road, (281) 897-4065.

Application of Pesticides

The district, through a contractor, periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the office of the Senior Director of Special Services and Safety, Mr. Martin Anding, located at 11430 Perry Road, (281) 897-4065.

Breach Of Contract Claims

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

Pledge of Allegiance and a Minute of Silence

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

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