

**Los Fresnos CISD**

**LFHS & LFU**

**Student Handbook**

**2019-2020**

**Board Presented: July 15, 2019**

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**LOS FRESNOS HIGH SCHOOL** 956-254-5300

**LOS FRESNOS UNITED** 956-254-5251

Los Fresnos United and Los Fresnos High School are dedicated to the proposition that all students can learn, succeed in school and complete their education. We encourage parent and community involvement in student achievement, school activities, and in the reinforcement of academic skills.

Los Fresnos CISD Website [www.lfcisd.net](http://www.lfcisd.net)

Los Fresnos High School Website [www.lfcisd.net/lfhs](http://www.lfcisd.net/lfhs)

Los Fresnos United [www.lfcisd.net/lfu](http://www.lfcisd.net/lfu)

### **MISSION STATEMENT**

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

### **CAMPUS MISSION STATEMENT**

Los Fresnos United and Los Fresnos High School are committed to excellence in teaching and learning for all students. The school will provide effective instructional leadership and quality learning environments which improve student outcomes. Los Fresnos United and Los Fresnos High School hold high expectations for students and staff and share with the community the responsibility for the education of all students, so that they will be prepared to live and work in a rapidly changing world.

### **DISCLAIMER STATEMENT/NONDISCRIMINATION STATEMENT**

Los Fresnos Consolidated Independent School District (District)/ Los Fresnos United (School)/Los Fresnos High School does not discriminate on the basis of race, religion, color, natural origin, sex, age, or disability in providing education or providing access to benefits of educational services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Marlen Anaya, Human Resource Director, 956-254-5000; 600 N. Mesquite St. Los Fresnos, TX 78566. ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Marlen Anaya, 956-254-5000; 600 N. Mesquite St., Los Fresnos, TX 78566. All other concerns regarding discrimination: See the superintendent, Gonzalo Salazar, (956) 254-5000; 600 N. Mesquite St. Los Fresnos, TX 78566. [See policies FB, FFH, and GKD.]

In case of conflict between Board policy of the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. Students and parents/guardians must acknowledge receipt of the Code of Student Conduct and the consequences to students who violate District disciplinary policy by signing and returning the 'Student-Parent Handbook Receipt Form' included in the back of this handbook. Throughout the content of this handbook, any stated references to the work 'parent' are also in reference to 'legal guardian' and a 'student 18 years or older.' Or other person who has agreed to assume school-related responsibility for a student. Parents/guardians should also let the District know, within 10 days of receipt of the handbook, if they object to the release of 'directory information' on their child.

## PREFACE

To Students and Parents:

Welcome to school year 2019-2020! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Los Fresnos CISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

- **Section I**—PARENTAL RIGHTS— with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.
- **Section II**—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS — organized alphabetically by topic for quick access when searching for information on a specific issue.

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

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

The Student Handbook is a general reference guide only and is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy or the Student Code of Conduct and any provisions of the Student Handbooks, the current provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

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

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

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

Also, please complete and return to your child's campus, the forms included in this handbook or provided in the forms packet distributed at the beginning of the year or upon the student's enrollment.

1. Acknowledgement Form or Acknowledgment of Electronic Distribution of Student Handbook
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form.

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

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

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact [aamaro@lfcisd.net](mailto:aamaro@lfcisd.net) or call 956-254-5000.

### **Student Enrollment Policy**

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

### **Documentation for Residency:**

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

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

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

Additional requirements apply for students under 11 years of age that are enrolling in the school for the first time. For more information contact the Los Fresnos CISD PEIMS Office at 956-233-6995

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

## **FAMILY ENGAGEMENT**

### **Working Together**

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

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

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

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

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

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

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

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

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

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

- a)** District Advisory Council (DAC): This district committee helps plan Family Engagement special events throughout the district
- b)** Parent Academic Council (PAC): This campus level council listens to initiatives by administration. They share information with the community and bring back information to the campus.
- c)** Campus Advisory Committee (CAC): This campus level committee is made up of teachers, community members, local business representatives and parents. They help revise the campus improvement plan and they deal with large expenditures.
- d)** Parent Teacher Association/ Organization (PTA/PTO): This association consists of parents, teachers and administrators who discuss ways to promote quality education and work to provide students a safe and healthy environment.
- e)** Other special called committees may be created according to the district's needs.

These committees will allow parents to help in the planning, revision, and evaluation of Title I, Part A programs. They will also participate in the revision of the district and campus level Family Engagement Policies and School-Parent-Student Compacts.

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

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

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

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

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

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

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

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

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

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

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

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

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement

However, the District will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the District's website, a website affiliated or sponsored by the District, such as a campus or classroom website, and in District publications, which may include printed material, videos, or other method of mass communication.

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

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

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

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

[See Video Cameras for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

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

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



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

However, instant or text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. (Policy DH LOCAL)

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

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

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated “directory information,” from a student’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released.

Examples

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

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

As allowed by state law, the District has identified two directory information lists – one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of member of athletic teams. If you do not object to the use of your child’s information for these limited school- sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information for the school-sponsored purposes listed above. For all other purposes, directory information shall include student name and grade level. If you do not object to the use of your child’s information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

### **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education**

The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, address, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **Participation in Third-Party Surveys**

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

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF Legal.]

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

As a parent, you have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.

**NOTE:** This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purposes of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

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

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

### **Human Sexuality Instruction**

As a part of the District’s secondary curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates, if included in the content of the curriculum.

In accordance with state law, below is a summary of the District's curriculum regarding human sexuality instruction:

- Human sexuality is taught through the health classes in our high school.
- The approach is biological. Abstinence is emphasized as the preferred choice of behavior.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the District's SHAC. Please see the campus principal for additional information.

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

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

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

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

### **Religious or Moral Beliefs**

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

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other

instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend. Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.

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

### **Instructional Materials**

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

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

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

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

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

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

## **Student Records**

### **Accessing Student Records**

You may review your child's student records, which include: Attendance records, Test scores, Grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns; records relating to assistance provided for learning difficulties including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law; state assessment instruments that have been administered to your child, and teaching materials and tests used in your child's classroom.

### **Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older, or who is attending an institution of postsecondary

education. These rights, as discussed in this section as well as at Objecting to the Release of Directory Information are:

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

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

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

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Inspection and release of student records is primarily restricted to an eligible student or a student’s parents – whether married, separated, or divorced – unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

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

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

- When District school officials have what federal law defines as a “legitimate educational interest” in a student’s records. School officials include board members and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support service (including District health or District medical staff); a person or company with whom the District has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case or an individualized education program for a student with disabilities;

compiling statistical data; reviewing an education record to fulfill the officials professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers the U.S Comptroller General's office, the U.S. Attorney General's office, the U.S Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school District/system or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs, or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the District discloses information it has designated as directory information [see Objecting to the Release of Directory Information for opportunities to prohibit this disclosure].

Release of personally identifiable information to any other person or agency – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate.

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

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

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

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

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

The District's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the District's website at [www.lfcisd.net](http://www.lfcisd.net).

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

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

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

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

### **Children of Military Families**

Children of military families will be provided flexibility regarding certain District requirement, including:

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

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

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

#### **Multiple Birth Siblings**

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

## **Safety Transfers/Assignments**

As a parent, you may:

- Request a transfer of your child to another classroom or campus if your child has been determined by the principal to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with District administrators if your child has been determined by the District to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while in school or school grounds. [See policy FDE.]
- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

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

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

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

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

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

[See also Students in Foster Care.]

## **Students Who are Homeless**

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

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



- Eligibility requirements for participation in extracurricular activities; and
- Graduation Requirements.

If a student in grade 11 or 12 is homeless and transfers to another school District but does not meet the graduation requirements of the receiving District, the student can request to receive a diploma from the previous District if he or she meets the criteria to graduate from the previous District.

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

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

[See also Homeless Students.]

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

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

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

### **Special Education Referrals**

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts schools must still comply with all federal prior written and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of

being a child with a disability and in need of special education. However, a verbal request does not require the district or school to respond within the 15 school day timeline.

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

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

Instead, the general timeline of the 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

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

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

### **Section 504 Referrals**

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

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

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

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

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)

- Special Education Information Center
- Texas Project First

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

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

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

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

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

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

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

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the Student Handbook contains important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick – reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school’s administration.

### **ADMISSION**

A student (or the student’s parent) who wants to enroll in the District should contact the registrar at 956-254-5000 for enrollment requirement and procedures. Before a minor student may be officially admitted to District schools, appropriate registration forms shall be completed and signed by the student’s parent, legal guardian, or other person having lawful control. Students who have reached over 18 or over may complete

and sign these forms themselves. The District may require evidence that a person is eligible to attend the schools of the District at the time it considers an application for admission of the person (FED Legal and Local Board Policy). Students attending District schools shall not be allowed to leave campus without proper authorization during the lunch hour. Students leaving campus without administrative approval shall be subject to disciplinary action.

## **ABSENCES/ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher- led activities, to build each day’s learning on that of the previous day, and to grow as an individual. The Los Fresnos CISD campuses work hard to also provide attendance incentives, recognitions and honors to those students who achieve outstanding attendance percentages for each marking period. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

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

### **Compulsory Attendance Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the District may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

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

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

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

### **Exemptions to Compulsory Attendance**

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

- Religious holy days;
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Documented health – care appointments, including absences for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If the student comes to school or returns to school on the same day as the appointment, a note from the health- care provider must be submitted upon the student’s return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

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

### **Secondary Grade levels**

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided this has been authorized by the board under policy FEA (LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as:

- An early voting clerk, provided the District's board has authorized this in policy FEA (LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences, and;
- An election clerk, if the student makes up any work missed.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the District.

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### **Students with Disabilities**

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

### **Age 19 and Older**

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

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

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

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

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

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

[See policy FEA (LEGAL).]

### **Attendance for Credit or Final Grade**

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

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

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

- If makeup work is completed, absences for reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student incurs absences only after his or her enrollment in the District
- In reaching a decision about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.
- Two college visitations during the fall semester per school year will be approved for seniors

scheduled to graduate. Only notes on an official college letterhead will be accepted to receive an excused absence.

- The committee will consider the maximum of ten absences through District competition, a maximum of five absences for post-District competition, and a petition to the UIL requesting a maximum of two additional absences for UIL state competition.

If a credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. A letter will be mailed to the students/parents stating the committee's decision. The letter will also state any conditions for credit reinstatement.

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

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. CREDIT DENIAL WILL BE DETERMINED AT THE TIME CREDIT IS AWARDED.

When a student must be absent from school, the student, upon returning to school, must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

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

The District must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

The official attendance is taken every day at 10:45 a.m. which is during the second instructional hour as required by state rule. (Second Period Class). A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence**

When a student is absent from school, the student – upon returning to school – must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the District to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not. Upon enrolling in their first course that is eligible for high school credit, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. required to excuse any absence, even if the parent provides a note explaining the absence.

The Los Fresnos CISD Attendance Department works diligently to investigate students who are experiencing excessive absences. Formal notifications will be sent to parents/guardians informing them of the District's investigation and/or possible consequences for failure to comply with the Compulsory Attendance Laws. Cameron County Justice of the Peace will be assisting the District in this endeavor and enforcement, which is

in the best interest of the students.

Please see Appendices attachments for copy of the forms that will be utilized for serious violations of the Attendance Laws.

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

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

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

The Los Fresnos CISD Attendance Department works diligently to investigate students who are experiencing excessive absences. Formal notifications will be sent to parents/guardians informing them of the District's investigation and/or consequences for failure to comply with the Compulsory Attendance Laws. Cameron County Justice of the Peace will be assisting the District in this endeavor and enforcement, which is in the best interest of the students. Please see Appendices attachments for copy of the forms that will be utilized for serious violations of the Attendance Laws.

[See policy FEC (LOCAL).]

### **Absence Classifications**

Excused or Extenuating Circumstances Absences: Students with excused absences are granted the opportunity to make up work according to the established policies of a minimum of the day make up for every day missed. Proof of an U.S. licensed doctor's visit is required for students who are absent three or more consecutive days. Excused absences are defined as the following: (1) personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable by the Superintendent or principal, (2) participation in court proceedings or child abuse/neglect investigation, (3) migrant student's late enrollment or early withdrawal, (4) days missed as a runaway, (5) completion of a competency-based program for at-risk students, (6) late enrollment or early withdrawal of a student under TYC, (7) teen parent absences to care for his/her child resulting in a doctor's visit/hospital, (8) participation in a substance abuse program, and (9) homelessness, as defined by law.

Unexcused: Absences from school with the consent of parents for any reason other than those listed above are considered unexcused. Make-up work is not permitted for unexcused absences unless permission is given by the campus administrator, and/or make-up work will be graded at a maximum of 70%.

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.



## **ATTENDANCE & RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointment should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures.

A student may only be released to the person(s) specified on the student's Enrollment/Emergency Card. It is the responsibility of the Parent/guardian to update the information card. Proper picture identification will be required.

Secretary/Office clerk will ask the parent/visitor to complete the "Request for Temporary Removal of a Student From Class" form. The campus administrator or his/her designee must sign the completed form before permission is granted for removal. Teachers will not release students without authorization from the campus office. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **Closed Campus**

Students attending the District schools shall not be allowed to leave campus without proper authorization during the lunch hour and/or any other part of the instructional day. The principal shall consider special circumstances on a case- by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.

### **Exemption:**

1. Students who qualify for exemption from semester exams have the option to take the exams with the understanding that the grade will be recorded and averaged according to policy.
2. Students must be present during semester exams regardless of the exemption status. Absences on semester exam days will count against the exemption and the student will receive a zero that Will be averaged into their final grade.
3. Students with two or fewer absences per semester and an average of 90% or better will be exempted from semester exams according to the approved TEA/District guidelines.
4. Students with one or fewer absences per semester and an average of 80% to 89% will be exempted from semester exams according to the approval TEA/District guidelines.
5. First semester: one core-area subject and one non-core area subject will be eligible for exemption each semester. (Core areas are English, Math, Science, and Social Studies).
6. Second semester: one core-area subject and one none-core area subject will be eligible for exemption. All courses exempted cannot be the same as the first semester.
7. The number of non-core subject exemptions can be increased if the student does not qualify in the core-are subjects, but will not exceed a total of two per semester. Exemptions for a non-core subject cannot be used for both semesters.
8. Exemptions are prohibited for and Honors or AP courses, and are applicable to only 'two semester long' courses (A & B semesters).

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

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

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

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

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

## **AWARDS AND HONORS**

### **Awards & Honor Roll Recognition**

Honor roll is determined by nine weeks marking period grades. A student must be a full-time student to be eligible for the honor roll. To qualify for the All A Honor Roll, a student must make A's in all courses taken for each nine weeks. To qualify for the A/B Honor Roll, a student must earn a minimum of three A'S with no grade less than a B in all courses taken for each nine weeks.. Honors/AP courses will receive an additional 10 points in qualifying for Honor Roll purposes only. The actual grade earned is reported on the report card and the official transcript.

### **Academic Awards Ceremony**

All students who qualified for the All A Honor Roll and/or the A/B Honor Roll for the first three marking periods will be eligible to attend the Academic Awards Ceremony. Graduates who rank in the top five percent of their graduating class will be especially honored and invited to attend the ceremony.

## **BULLYING**

Bullying is prohibited by the Los Fresnos Consolidated Independent School District (FFI Local) Bullying is defined in the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

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

The district is required to adopt policies and procedures regarding:

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

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

If a student believes that he or she has experienced bullying, or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

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

Counseling option will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

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

A copy of the District's policy is available in the principal's office, superintendent's office, and on the District's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the District's website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

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

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

All students choose an endorsement prior to starting their 9th grade year. Depending on the endorsements students choose, those courses are made available to them as electives along with their core academic classes. The graduation endorsements are part of an integrated program of career preparation and work-based learning designed to prepare students for the workforce. The purposes of the endorsements are: (1) to improve students' transition from high school to work by providing students with an opportunity to leave high school with an industry standard certification. (2) to provide businesses with better prepared, highly-motivated employees, and (3) to give students a way to support their post-secondary education by gaining meaningful employment with their certifications.

The District offers Endorsements, which contain many of the Career and Technical clusters, in the following areas: Arts & Humanities, Business and Industry, Public Services and STEM. Pathways that fall under these endorsements include for Business and Industry: Agriculture, Veterinary Science, Welding, Audio/Visual Technology and Communications, Arts and Design, Business Management and Finance, and Information Technology. STEM includes Science, Technology PLTW (Project Lead the Way), Engineering PLTW, and Math. Public Services includes Health Science, Education and Training, Law Enforcement, Public Safety, Corrections and Security and JROTC. The Arts & Humanities endorsement includes pathways in English, Fine Arts, Language other than English, and Social Studies.

The District also has focused academies for students who are interested in pursuing their studies in certain endorsement pathways. These academies allow students to earn industry standard certifications in a variety of fields and assists students in earning college credit while taking high school courses. Any student interested in any of the CTE courses or in receiving a detailed explanation of the graduation, endorsements should contact their appropriate school counselor or the Director of Career & Technology at (956) 254-5205.

Articulation of Career and Technical competencies between Los Fresnos High School and post-secondary institutions is accomplished to avoid duplication of effort. Approved Career and Technical courses are articulated so participating students receive college credit upon enrolling at the post-secondary institution as well as high school credit.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English Language skills will not be a barrier to admission and participation in all educational and vocational programs.. [Also see Nondiscrimination Statement for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.]

## **CELEBRATIONS**

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

[Also see Food Allergies.]

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

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

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

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

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

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

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

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

Reports of abuse or neglect may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#))

## **CLASS SCHEDULES**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule. (See Grading Guidelines.)

## **COLLEGE AND UNIVERSITY ADMISSIONS AND FINANCIAL AID**

For two school years following his or her graduation, a District student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses) or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshman. For students who are eligible to enroll in the University during the summer or fall 2020 terms or spring 2021 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Upon a student's registration for his or her first course that is required for high school graduation, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgement that they received this information.

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

## **COLLEGE CREDIT COURSES**

Students in grades 9 -12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB); or college preparatory.
- Enrollment in an AP or dual credit course through partner university/college or the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Texas State Technical College (TSTC), which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end – of course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **COMMUNICATIONS--AUTOMATED**

### **Emergency**

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

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

### **Nonemergency**

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

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual available on the district's website at [www.lfcisd.net](http://www.lfcisd.net). A copy of [the](#) complaint forms may be obtained in the principal's or Superintendent's office or on the District's website at [www.lfcisd.net](http://www.lfcisd.net).

Should a parent or student feel a need to file a formal complaint, the parent or student should file a District complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit a written complaint form to the campus principal. If unresolved, a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the board of trustees.

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy, even when others do not
- Behave in a responsible manner, always exercising self-discipline
- Attend all classes and be on time

- Prepare for each class and take appropriate materials and assignments
- Meet District and /or campus standards of dress and grooming

Obey all campus and classroom rules and standards of expected conduct

- Respect the right and privileges of other students, teachers, and District staff
- Respect the property of the others and the District, including facilities
- Cooperate with and /or assist the Staff in maintaining safety, order, and discipline
- Avoid violating the Student Code of Conduct
- Avoid demonstrating private and intimate mannerism and behavior in public towards another which is found to be inappropriate, uncomfortable, and distracting to others (Public Display of Affection: PDA).

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior – both on and off campus as well as on District vehicles – and consequences for violation of the standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents, should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, whether on or off school grounds, in conjunction with or independent of classes and school sponsored activities. The District has disciplinary authority over a student in accordance with Student Code of Conduct. Students who have committed offenses necessitating formal removal from their home campus may be removed to either the LFCISD Disciplinary Alternative Education Program (DAEP) within the District or the Cameron County Juvenile Justice Alternative Education Program (JJAEP) located in San Benito, Texas in accordance to the Student Code of Conduct. For information regarding policies and procedures, please contact the DAEP 956-254-5370 at any time or consult local policy for Disciplinary Removals at [www.lficsd.net](http://www.lficsd.net).

For further specificity, the District has disciplinary authority over a student including, but not limited to:

- During the regular school day and while a student is going to/from school on District Transportation
- During lunch periods in which a student is allowed to leave campus after following appropriate procedures
- During attendance at any school related activity, regardless of time or location
- During presence within 300 feet of school property
- During any school social events to which a student brings a guest
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location
- When a student commits a felony as described by TEC 37.006
- When a criminal mischief is committed either on or off campus or at a school related event

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty, cheating, or plagiarism is not acceptable. Cheating includes the copying of another students' work (homework, class work, or test answers) as one's own. Plagiarism is the use of another



person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties according to the Student Code of Conduct.

### **Assemblies**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

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

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

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct. Students are not allowed to return to campus after leaving school property at the end of the day. Only students who participate in after school extra-curricular activities, tutorials, or school functions will be permitted.

### **Alcohol, Drugs, Tobacco, and Weapons**

The District and its staff strictly enforce prohibitions against the use or possession of tobacco products by students and others on school property and at school-sponsored and school-related activities. A violation of this policy is an offense and appropriate disciplinary action will be taken. Violations are also punishable as Class C misdemeanors by fines as prescribed by law, Texas Penal Code 48.01 (1994). Any illegal paraphernalia may be confiscated by school administration and disposed of and/or turned over to appropriate law enforcement officials.

Under state and federal law, a student is not allowed to possess, sell, give away, or uses alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that may have been driven to school and parked on District property is also prohibited.

### **Campus Behavior Coordinator**

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

### **Deliveries**

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

## **Disruptions of School Operation**

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

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from and administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption, includes making loud noises; try to entice a student away from, or to prevent a student from attending a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in vehicles owned or operated by the District.

## **Social Events**

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

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

Any social event or party sponsored by the school, a student organization, or a class must have the prior approval of the principal. Noncommercial food items will not be sold to students. No food or drink brought from the outside will be allowed for personal consumption by students in the classrooms.

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

## **COUNSELING**

### **Academic Counseling**

#### **High School Grade Levels**

High school students and their parents are encouraged to talk with a school counselor, teacher, or campus administrator to learn more about course offerings, the graduation requirements of various programs, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance ~~exams~~ examinations and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

## **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional or mental health issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact their appropriate counselor and /or the Counseling Department. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance. [Also see Substance Abuse Prevention and Intervention and Suicide Awareness.]

## **COURSE CREDIT**

(See Grading Guidelines.)

### **CREDIT BY EXAM – If a Student Has Taken the Course/Subject**

A student who has previously taken a course or subject (but did not receive credit or final grade for it) may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an examination approved by the District's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. [For further information, see the school counselor and policy EHDB (LOCAL).]

Students may use Credit by Exam (CBE) to demonstrate mastery in any subject to earn credit in any academic course at the secondary level, grades 9-12, with the prior approval of the appropriate administrator and counselor. On recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. Credit by examination shall NOT be used to gain eligibility for participation in extracurricular activities. To receive credit, students shall score a grade of 70 or above on the examination. Tests shall be administered according to procedures approved by the Superintendent or designee.

Examination must be recognized by T.E.A. and also approved by the appropriate administrator and counselor.

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. i.e., for advancement, or to accelerate to the next grade level. The only exams offered by the district are exams approved by the district's board of trustees. The dates on which exams are scheduled during the 2018-2019 school year will be published in appropriate district

publications and on the district’s Web site. The only exceptions to the published dates will be allowed when an exam (approved by the LFCISD Board) is only offered on an alternate date, or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. During each testing window provided by the district a student may attempt a specific exam only once.

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

<b>Testing Session</b>	<b>Deadline for Application</b>
October 7 and 8, 2019 at 4:30 PM	September 6, 2019 (Noon)
Nov. 11 and 12, 2019 at 4:30 PM	October 11, 2019 (Noon)
February 10 and 11 ,2020 at 4:30 PM	Jan. 10, 2020 (Noon)
April 27 and 28, 2020 at 4:30 PM	March 27, 2020 (noon)

\*Check with your campus counselor for applications.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

No fee shall be charged for an examination for acceleration provided by the District; however, a refundable deposit of \$25.00 for each exam requested shall be required. The deposit shall be forfeited for any exam requested but not completed by the student. As per recent legislation, the passing score required to earn credit on an exam is 80 on approved tests. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s course sequence, the student must complete the course.

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

**Students in Grades 6-12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designate sore on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

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

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy the District's policy is available in the principal's office and in the superintendent's office or on the District's website [www.lfcisd.net](http://www.lfcisd.net). [See policy FFH.]

### **Dating Violence**

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

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

### **Discrimination**

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

### **Harassment**

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kind of aggressive conduct such a s theft or damage to property.

In addition to dating violence as described above, two types of prohibited harassment are described below.

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

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

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

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

However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

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

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

## **Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reduction. Unlawful retaliation does not include petty slights or annoyances.

## **Reporting Procedures**

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the District will refer to

policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be

considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

### **Investigation of Report**

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

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

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

If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The District may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

## **DISCIPLINE**

### **Detention**

A student may be assigned detention by a teacher beyond regular school hours (not more than 2 hours) on one or more days if the student violated the Student Code of Conduct and /or classroom rules. The detention will not begin until the student's parents have been notified of the reason for the detention and they can make arrangements for the student's transportation on the day(s) of the detention assignment.

### **Discipline Reminders**

We ask that you do the following:

- Review the Student Code of Conduct with your child. If you do not have a copy, please call or come by the principal's office for a copy.
- Review the school's dress code and ensure that your child dresses properly for school. If you do not have a copy of the dress code, please call or come by the principal's office for a copy.
- Support our efforts in providing a safe and sound educational environment for our students.

### **Disciplinary Alternative Education Program (DAEP)**

A student will be removed from the regular home campus for offenses warranting removal in accordance to the Student Code of Conduct. A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The District may provide the opportunity to complete the course through an alternative method, including district approved module based instruction, correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

Any graduating student, who is placed at the DAEP within the final 30 school days of the second semester, will not be allowed to participate in graduation ceremonies and/or school sponsored activities or events. For questions regarding removal procedures and services offered at DAEP, please contact the Executive Director for Support Services at 956- 254-5413.

### **Gangs and other Prohibited Organizations**

Under Texas state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang (as defined by state law), which is composed in whole or in part of school students and not approved by the Superintendent of Schools. A fraternity, sorority, secret society, or gang is defined as: an organization composed wholly or in part of public school students below the rank of college or junior college age which seeks to perpetuate itself by taking in additional members from a decision made by its membership rather than upon the free choice of any student who shows himself to be qualified under the rules of the school to fill the special aims of the organization.

### **DISCRIMINATION**

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

### **DISTANCE LEARNING**

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

Dual Enrollment courses are offered to provide high school students with an opportunity to acquire college credit while still attending high school. It is also meant to better prepare students for post-secondary studies geared toward a four year degree and beyond. The financial savings to students and their families are substantial, and the benefits are immense.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN) as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the District may not recognize and apply the course or subject toward graduation requirements or subject mastery.

### **Texas Virtual School Network (TxVSN)**

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



to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See Extracurricular Activities, Clubs, and Organizations.] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have any questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made, by the school administration, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact school administration.

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

### **School Materials**

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

### **Nonschool Materials From Students**

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than [the number listed in FNAA (local) that defines distribution] copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, and non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal will designate the location for approved non-school materials to be placed for voluntary viewing by students. [See policy FNAA.]

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

### **From Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District affiliated school support organization will not be sold, circulated, distributed, or posted on any District premises by and District employee or by persons or groups not associated with the District, except as permitted by policies at GKDA. To be considered for distribution, and non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials

within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policies at DGBA, or GF.]

Prior review will not be required for:

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

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

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

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. At the principal's discretion, any article of clothing that is deemed inappropriate will not be permitted.

### **General Guidelines**

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Los Fresnos High School prohibits and hazard to students themselves and /or others. Los Fresnos High School prohibits and clothing or grooming that, in the principal's or principal designee's judgment may reasonably be expected to cause disruption of or interference with normal school operations. Random dress code checks will be organized and conducted throughout the year. All school employees will be accountable for assisting and enforcing the dress code on a daily basis.

### **Violations of Grooming Standards**

If the campus administration determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day, or until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repetitive offenses will result in more serious disciplinary action, such as In School Suspension, After School Detention, or Off Campus Suspension in accordance with the Student Code of Conduct.

## GENERAL DRESS CODE INFORMATION

TOPIC	GUIDELINES
Hair	<ul style="list-style-type: none"> <li>● Hair should be clean, well-groomed and not cover eyes or interfere with eyesight. Male’s hair is not to extend beyond the collar, or obstruct vision. Hair should meet standards on natural fall (without hair products). Hair should not extend beyond the middle of the ear.</li> <li>● No distracting hairstyles (ie. Fohawks/Mohawks, Bursts, Man Buns, Mullets), including designs/symbols/initials cut into hairstyle or eyebrows, will be permitted. Hair height cannot exceed 2 inches.</li> <li>● Males will not be allowed to dye/highlight their hair.</li> <li>● Females will not be permitted to utilize different color extensions or distracting color/chemical treatments. Unnatural hair colors will not be permitted.</li> <li>● Ponytails, man buns, braids, or the like, etc. for males will not be allowed.</li> <li>● No sideburns below the ear lobes will be allowed. They are to be square cut across the bottom and not flared.</li> <li>● No facial hair, beards or mustaches for males will be permitted. All males must be clean shaven.</li> <li>● No hair shall go below the bottom of a dress shirt type collar in the back when the head is held in an upright position for males.</li> <li>● No hair curlers, rollers, nets, hair picks, etc. will be allowed without special permission for school function.</li> </ul>
Headwear	<ul style="list-style-type: none"> <li>● No Distracting headbands or bandannas are permitted or to be shown.</li> <li>● No type of headgear including caps, visors, hats, stocking type nets, hoodies, etc.</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>● Shoes must be worn at all times.</li> <li>● Metal taps/tips, flip flops, sliders, house shoes, “heelies” (shoes with wheels) are <b>not permitted</b>.</li> </ul>
Tattoos	<ul style="list-style-type: none"> <li>● No visible tattoos. Tattoos must be covered with clothing/bandages.</li> </ul>

Clothing	<ul style="list-style-type: none"> <li>● Walking shorts dresses, skirts and /or skorts are to be no more than 4”above the knee. All pants, shorts, skirts, and other bottoms must be worn at waist level.</li> <li>● Extracurricular uniforms that do not meet dress code may not be worn during the instructional day.</li> <li>● Pictures, emblems, writings on clothing that are lewd, offensive, vulgar, depict violence, obscene or that advertise or depict Playboy, drugs, tobacco, alcohol, or other prohibited substance are prohibited.</li> <li>● Clothing linked to gang related, gothic related, cult, or secret society activity is prohibited.</li> <li>● Baggy, sagging, oversized, or tight fitting uniforms are not permitted. Any look that dramatizes the baggy pant style is prohibited. (No more than 6” of excess material at knee and ankle).</li> <li>● White T-shirts (undershirts), tank tops, halter tops, tube tops, are not to be worn as outer garments.</li> <li>● Appropriate undergarments are to be worn.</li> <li>● Tights, yoga pants, jeggings, leggings, or leotards worn as pants are prohibited except for classes deemed appropriate as approved by administration. (i.e. Dance/Theater classes)</li> <li>● Clothing that is torn, has holes, or that reveals underwear, cleavage, or torso is prohibited.</li> <li>● Frayed clothing or clothing that appears to be torn with patches is not allowed.</li> <li>● Shirts, tank tops, sleeveless shirts or vests that expose the underarm are not to be worn as outer garments for males.</li> <li>● Sleeveless shirts or any attire must reach the end of the shoulder for females.</li> <li>● Shirts shall be comfortably buttoned provided that chest is not exposed.</li> <li>● Sheer (see through) clothing is not permitted. See through clothing must be worn with dress code appropriate undershirt.</li> <li>● Full-length trench coats or blankets are prohibited.</li> </ul>
Earrings/Piercing	<ul style="list-style-type: none"> <li>● Girls are allowed to wear earrings, studs, on the ear lobes only. They are not to be worn on the nose, lips, tongue and eyebrows, bellybuttons, etc. Ear gauges, spacers, and spikes will not be allowed. (No more than 2 piercings on ear lobes will be allowed.)</li> <li>● Boys are prohibited from wearing earring studs, strings, straws, spacers, or any bandage covering piercing, etc. on the ears, nose, lips, tongue, eyebrows, etc.</li> <li>● Students are not permitted to have shaved portions of their natural eyebrow growth.</li> <li>● Body piercing or any bandage covering body piercing is prohibited for all students.</li> <li>● Dog collars, chains, spiked jewelry, “dental grills,” or wallet chains are prohibited.</li> <li>● Distracting makeup and nail polish is prohibited.</li> <li>● Sunglasses are not to be worn in the building unless a doctor’s certification is presented to campus administration.</li> <li>● Males are not permitted to wear facial or eye makeup, nail polish, dresses, skirts, Etc.</li> </ul>

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunication Devices, Including Mobile Telephones**

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

Examples of possible use include: taking notes, using the calendar to keep track of assignments, research: use the internet to investigate questions/find strategies; calculator; E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read students may use their e-reading devices; photos (taking photos for class projects and class notes on the board): videos (video projects, videotaping lectures for study or for a student who is absent): creating multimedia projects; access online instructional curriculum programs. (See BYOD Handbook in appendix.)

The use of mobile telecommunication devices used without proper authorization will be subject to the following procedures:

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

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

(See BYOD Handbook in appendix.)

### **Cell Phones, Other Electronic Devices, and Games**

Students are permitted to use items such as cell phones or other electronic devices ONLY as follows:

- Electronic devices will be allowed in the cafeteria before school (only up to the first bell), during specified lunch times (cafeteria and patio only), and after the final bell at 4:15 p.m. The use of electronic devices will not be permitted in the hallways or instructional settings unless incorporated into a lesson by the teacher.

- Video recording and/or taking photos with any electronic device is not permitted. LAPTOP OR CELL PHONES USED AS RECORDING DEVICES (PICTURES, VIDEO, AUDIO) WILL BE CONFISCATED FROM THE STUDENT – see procedure below.
- Headphones are not allowed to be worn in red zones.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law.

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

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

**Instructional Use of Personal Telecommunications and Other Electronic Devices** (See BYOD Handbook in appendix.)

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

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

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

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

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

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

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches and policy FNE.]

## **END-OF-COURSE (EOC) ASSESSMENTS**

[See Graduation and Standardized Testing.]

## **ENGLISH LEARNERS**

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

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

The LPAC will also determine whether certain accommodation is necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at Standardized Testing, may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of- course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

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

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

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

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

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) - a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization.

Students involved in UIL athletic activities and their parents can access the UIL Parents Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See UIL Texas for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the District. The equipment used in football is no exception. As a parent, you are entitled to review the District's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

In addition, the following provisions apply to all extracurricular activities:

- During the first grading period, a student is eligible if he/she was promoted at the end of the previous year or has accumulated the required number of units towards graduation
  - A student who receives at the end of a grading period a grade below 70 in any academic class - other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English
    - may not participate in extracurricular activities for a least three school weeks.
  - The suspension from extracurricular activities goes into effect seven days AFTER the last day of the grading period. A student remains eligible at the end of any three week period in which a passing grade (70 or above) is earned in ALL COURSES or SUBJECTS.
  - A student who receives special education services and who fails to meet the standards in the Individualized Education Program (IEP) may not participate for at least three school weeks.
  - An ineligible student may practice or rehearse but may not participate in any competitive activity.
  - In a school year, a student is allowed up to ten absences not related to post District competition; a maximum of five absences for post District competition prior to state; and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
  - A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
  - Violation of the Student Code of Conduct may result in denial of participation in an extracurricular activity.
  - A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will NOT be allowed to participate in school related activities on that day or evening. The principal or designee may determine whether a student may participate based on the individual/situational circumstances and /or at their discretion.
- [Also see Grading Guidelines.]



## **Standards of Behavior**

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

## **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Fees for non-returned organization materials issued by campus organizations, clubs, JROTC, etc

## **FUND-RAISING**

Student groups or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

## **GANG FREE ZONES**

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

## **GENDER BASED HARASSMENT**

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

## **GRADE LEVEL CLASSIFICATION**

High school credits earned prior to ninth grade will count towards a student's graduation program but will not be used to determine grade placement or promotion. Students bringing in credits for high school courses completed prior to the start of their ninth grade year will be classified using the same scale as those who do not.

This policy will not affect the student's ability to graduate early (3 year graduate), if they so choose. All students will be classified for grade placement once each school year in August. The only exception will be when a junior earns sufficient state credits to become a prospective May graduate. Grade placement may be assigned by principal in extenuating circumstances.

9 <sup>th</sup> Grade:	All students are classified as 9 <sup>th</sup> grade regardless of the amount of credits earned at the middle school
10 <sup>th</sup> grade:	2 <sup>nd</sup> year in high school.
11 <sup>th</sup> grade:	3 <sup>rd</sup> year in high school.
12 <sup>th</sup> grade:	4 <sup>th</sup> year in high school.

The above criteria are NOT to be used to determine eligibility for extra-curricular activities. See FM LEGAL and UIL eligibility criteria (5, 10, and 15).

**Important Note:**

- Freshmen with middle school credit(s) for high school courses may be scheduled into the next level course(s).
- Students who qualify for special education services may incorporate ARD substitutions/IEP's as appropriate.

[See Grading Guidelines.]

**GRADING GUIDELINES**

**High School Grading Guidelines**

Los Fresnos CISD is concerned with the effective educational development, performance, and achievement of all its students. In order to assess progress within these areas, an effective grading and reporting system is necessary. Such a system should provide both students and parents with appropriate information concerning educational performance and progress. Adequate explanations concerning the philosophy and purpose of the report cards should also be made. The school District, therefore, establishes a grading and reporting system made up the following elements:

- The basic consideration for grading is that of assessing the student's ability to function and achieve in relation to the mastery of the essential elements as prescribed by the state and local school District for the various grade levels and/or subject area.
- Student performance will be assessed through a variety of procedures such as written tests, daily work, oral recitation, assigned projects, classroom participation, and other forms of assessment.
- Since grading of student performance is of major important, school personnel should exert maximum effort to maintain effective communication between the campus and the parent/guardian.
- All grades must be recorded in the District approved official computerized grading program with a minimum once of a weekly inputted grade (update). The official grade book will be the District approved computerized grading program.

**Terminology**

A period of nine weeks, in an 18 week course, without the semester exam is referred to in this policy as the "marking period."

A period of nine weeks, in an 18 week course, with the semester exam is referred to in this policy as the "semester."

## **Report cards, Progress Reports, and Conferences**

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every nine weeks. A report card with semester grades must be provided at the end of each semester. The school uses computer printout grade reports. The return of the signed printout is not required. The school will issue grade reports to students in a timely fashion.

**Progress Reports:** At the end of the first three weeks of a grading period [or during the fourth week of a nine-week grading period], receive a written unsatisfactory progress report if their child's performance in any course at or below 75, or is below the expected level of performance. Students enrolled in a 45 minute class should receive their progress report after the third week of class if necessary. If the student receives a grade lower than 70 in any class or subject during a grading period, the teacher shall request parent conferences for failing students. All students shall sign that they have received their progress report from their respective teacher and course warranting the need.

**Conferences:** The administration will designate parent-teacher and Parental Academic conference (PAC) days, or Open House conference days on the District's calendar. Additional opportunities for parent-teacher conference are strongly encouraged as a means of discussing and reviewing pupil strengths and encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer directly with a teacher may call the office at 956-254-5300 (LFHS) or 956-254-5250 (LFU) for an appointment during the teacher's conference period or to request that the teacher call the parent during a conference period.

Teachers follow grading guidelines approved by the District that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy [See policy EIA]. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved; the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

## **Marking Period Grading Policy**

Please Note: This section does not apply to grades in AP and Honors classes. Grades for those classes are explained in the course syllabus for each class provided by the individual course teacher.

**Daily Work:** Fifty percent of the marking period (50%). This must include a minimum of 15 daily grades (quizzes, homework assignments, teacher observations, skill demonstrations, etc.). The teacher has the option of dropping the lowest grade if a student has more than 15 grades.

**Major Work:** Fifty percent of the marking period (50%). This must include a minimum of five major grades (unit, chapter or skills tests). Other major assignments may include projects, multiple-draft compositions, journals, notebooks, etc. Benchmarks tests/diagnostic assessments will be recorded as a grade only to replace the lowest major grade in the marking period when the benchmark /diagnostic grade is higher than the lowest major grade.

**Grading Policy Timeline:** At least 15 daily work grades and five major grades must be recorded each marking period (except in 36 week courses-see below).

All ninety minute courses must have at least five daily work grades and one major work grade recorded by the third week of the marking period, and 10 daily work grades and three major work grades recorded by the sixth week of the marking period.

All forty-five minute courses must have at least three daily work grades and one major work grade recorded by the third week of the marking period, and six daily work grades and two major work grades recorded by the sixth week, and nine daily work grades and three major grades recorded by the ninth week.

All students with a grade of 75 or below will receive a progress report in that appropriate course. Any teacher who uses a point system other than the percentage system or varies on the number of grades required per marking period must have prior administrative approval.

Type of class	Total Grades due by 3rd wk	Total Grades due by 6th wk	Total Grades due by end of marking per.
90 Min. Course	5 daily/1 major	10 daily/3 major	15 daily/5 major
45 Min. Course	3 daily/1 major	6 daily/2 major	9 daily/3 major

### Honors and AP Grading Policy

- Grades for these classes are explained in the course syllabus for each class provided by the teacher within the first week of entering a course.
- Penalties for late work and missed tests, projects, or oral presentations with a missing group member, etc. will be stated in the syllabus.
- All students enrolled in AP classes will have the opportunity to take the AP exam(s) in their respective areas(s) of study.
- The District has developed a Honors/AP contract which explains the expectations of the Honors/AP Program. This contract requires the parent and student signature. See handbook attachments.
- A student may appeal the process for dismissal from a Honors/AP course through a conference with student, parent/guardian, the teacher, counselor, and principal. Request must be made within five school days of being informed of dismissal. Student will remain in class during the appeal process.
- Honors/AP teachers will meet with parents during “Back to School Night” to give parents information about the course.
- Honors/AP classes are subject to the requirements detailed in the Honors/AP Contract and class syllabus.
- Each Honors/AP course syllabus can be found at the LFHS/LFU website under the Honors/AP teacher’s webpage.
- Any course syllabus, including Honors/AP syllabi, cannot supersede District policy.

### Semester Grading Policy

The final exam given at the end of the marking period will be a comprehensive examination covering the student expectations prescribed by the state and the District for the combined nine week marking periods and must consist of a written response worth a minimum of twenty- (20%). (When the exam is comprehensive, it will contain a majority of questions from the last respective semester of that course.)

- **Marking Period Grade Percentage:** The marking periods will be weighted at eighty percent (80%) of the total semester grade.

- **Semester Exam Grade Percentage:** The semester exam will be weighted at twenty percent (20%) of the total semester grade.
- **Yearly Average/Grade:** Both Semester grades will be averaged for a yearly grade.

### **Course Credit**

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

### **Earning Course Credit for Promotion**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Defining progress as movement toward mastery of the essential elements as required by the laws of Texas, the following grade scale applies:

90-100 = Excellent progress through a prescribed set of learning materials or skills

80-89 = Above Average progress through a prescribed set of learning materials

or skills  
75-79 = Average progress through a prescribed set of learning materials  
or skills

70-74 = Below average progress through a prescribed set of learning materials or skills,

0-69 = Failing through a prescribed set of learning materials and skills

Any grade containing a decimal of 0.5 or greater will be rounded up to the next whole number. Grade verification periods will be provided. Student behavior and/or attendance shall not be reflected in subject area grades. Points shall not be awarded or deducted for non-academic activities (i.e. parent attendance at open house/parent fairs, food drive contributions, positive or negative behavior).

DAEP: A student removed to the Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. Summer school may be an option to satisfy this requirement.

### **Incomplete Grades and UIL Eligibility**

A student with an "Incomplete (I)" grade is ineligible for UIL until the incomplete is replaced with a passing grade provided: (1) the incomplete was due to an excused absence, (2) the work was made up within a week of the student's return to class. The student who retains an incomplete after a week elapses, shall NOT regain eligibility until seven calendar days after the next grading period, or after the next three week grade evaluation period. All incomplete grades due to excused absences must be completed prior to the end of the next grading period or the missing work will be given zero credit and averaged with other work.

Two situations in which a student's originally recorded failing grade may be changed to passing and the student's UIL eligibility restores are the following: (1) mechanical error in averaging or recording of the original grade, or (2) teacher's grading procedures violated either local policy or state rule, and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or late work turned in after the grading or evaluation period is over, except for the reasons state in incomplete corrections, CANNOT be counted when determining a student's UIL eligibility for extracurricular activities. A student's UIL initial eligibility is based on the first six weeks grade; thereafter, based on nine weeks grade beginning with the 1st nine weeks grade.

**Waivers for advanced classes may be considered for a grade of 60 and above. Students can use the waiver one time per semester per course.**

### **Prolonged Illness & Incomplete**

For students with excused absences due to prolonged illness or injury, any incomplete grade recorded from the prior school year must be submitted by the Friday of the first grading period, or the missing work will be given zero credit and averaged with other work.

### **Assessment Methods**

Extensive data shall be collected on each student using instruments such as the following:

- |   |                                |
|---|--------------------------------|
| ● Traditional essay, objective tests or quizzes | Essay examinations             |
| ● Short-answer, objective tests or quizzes      | Problem-situational tests      |
| ● Projects or independent study                 | Oral presentation              |
| ● Compositions appropriate to the subject       | Analysis of creative products  |
| ● Skill demonstrations or performances          | Daily recitations or papers    |
| ● Independent practice and homework             | Teacher observations           |
| ● Cooperative group projects and labs           | Computer-assisted instructions |

Benchmarks/diagnostic tests will be recorded as a grade only to replace the lowest major grade in the marking period when the benchmark/diagnostic grade is higher than the lowest major grade. In testing, the following are not acceptable: (1) an all objective test or an all Scantron test, excluding State Assessment formatted exams; (2) a one question test; (3) a test grade covering different material substituted for a missed retest and/or previous test; and (4) test or major work graded by students.

An accumulation of points gathered from various assignments for one grade may be derived from teacher observations when appropriate (i.e. homework, independent practice, class participation). Teacher observation is useful when determining participation grades. The teacher may keep an anecdotal record of the student's level of participation. A periodic checklist serves as a quick reference to record levels or participation for group discussions. The teacher determines, based on the knowledge of the student's ability and potential, the grade to assign. The following is one example of this type of checklist for recording participation grades.

The checklist can be abbreviated as:

$\sqrt{+} = 90$ to $100 = A$	$\sqrt{ } = 80$ to $89 = B$
$\sqrt{-} = 70$ to $79 = C$	$\sqrt{--} = 60$ to $69 = F$

I = 59 and below and can be recorded in the teacher's grade book to reduce the amount of paperwork and recording.

Grading criteria for all assignments must be issued in advance or at the time of assignment and/or test.

Assessment for special education students will be done in accordance with the students' IEPs.

All teachers are required to provide a standardized syllabus for each respective course to their students and parents the first week of school. The syllabus must contain the following components:

- |                           |                  |                     |
|---------------------------|------------------|---------------------|
| ● Course Description      | Retesting Policy | Make-up Work Policy |
| ● Materials needed        | Timelines        | Classroom Rules     |
| ● Attendance/Tardy Policy | Grading Policy   | Homework Policy     |

### **Reteaching & Retesting**

Reteaching/retesting **shall** occur in any area where a student has not demonstrated mastery. Reteaching and retesting shall be required only for students not mastering concepts specific to identified TEKS which are policy. Daily work, quizzes, homework, skill demonstrations, etc. do not require reteaching if a student did not earn a passing grade. Final semester exams do not require reteaching or retesting.

Reteaching may be documented in lesson plans and shall occur before retesting is administered. Teachers shall plan for reteaching at the same time they are planning initial instruction. When this is done, alternative instructional strategies are immediately available, if needed. However, the teacher shall be able to explain that reteaching occurs regularly and how he/she is doing this rather than by showing extensive documentation. Students need to be retested only one time for each test failed.

Retesting shall be documented by entering the grade for retests in grade book. The highest grade given for a retest shall be 70. A student must request, within five days, the opportunity to retest and must meet the following requirements before retesting: (1) shall attend class prior to retesting; (2) shall participate actively in class discussion and activities; (3) shall complete remedial homework assignment on time; (4) shall attend tutorials with a subject area teacher; and (5) shall complete any assigned remediation. (Semester exams and finals do not qualify for retesting.)

A student who meets the criteria detailed in the grading guidelines shall have five school days to redo an assignment or retake a test for which the student received a failing grade [See EIA (LOCAL)].

### Prerequisite Criteria Guidance

A Los Fresnos CISD student may enroll in a course that has a required prerequisite, if the following criteria has been met to demonstrate equivalent knowledge:

- The student has taken the prerequisite course in a previous semester
- The student received a final grade of at least 50 or higher in the course or
- The student earned a .5 credit in the required prerequisite course

*Note: Students who meet this criteria may challenge the next course in the sequence while re-taking the required prerequisite course*

### **Homework**

Homework assignments are defined as extended instructional activities beyond the normal school day, which are essential for maximum learning. Parents are encouraged to see that their student completes their homework assignments. In an effort to strengthen the instructional program, all teachers are required to have a homework policy addressed in their syllabus as it pertains to their course and class individual needs.

## **Late Work**

Late work is defined as an assignment turned in after the due time. The teacher must notify the student of the date when each assignment is due. Acceptance of late work will be based on the following criteria:

- One day limit will be allowed for late assignments.
- Fifteen percent penalty for the first day an assignment is late.
- Acceptance of any assignment that is more than one day late will be based on the teacher's discretion. The teacher may extend the due time for a class and/or an individual.
- Honors/AP classes are subject to the requirements detailed in the Honors/AP Contract and class syllabus.

## **Make-Up Work (due to absence)**

Make-up work or tests will be permitted for all excused absences including school-sponsored activities as per Board Policy EIAB:

- The teacher shall not impose a grade penalty for make-up work after an unexcused absence [EIAB Local]. Students have one day to "make-up" work for each day that they were absent. (Example: one day absent = one day for make-up, three days absent = three days for make-up.)
- The student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. In following the above timeline, teachers may accept work past the deadline and assign a late penalty for any project in accordance with time lines approved by the principal and previously communicated to students.
- A student who does not make-up assigned work will receive a grade of zero for the assignment.

Students who are absent from school for school-related events, performances, activities, etc. which are known beforehand, must make arrangements with their teachers for their assignments and tests prior to the absence. Class assignments must be made up the following day, and tests are made up when the teacher schedules the test make up. However, a student should not expect makeup work and tests to be identical to that done in class. If the student is only absent on the previously announced test day, the student will be expected to take that test on the day he/she returns. If a student has been absent the day before the test only, and if nothing new has been covered, the student will also be expected to take the test at the regularly scheduled time. When the student has been absent two or more days, arrangements must be made with the teacher for a retesting date. The student is responsible to make these arrangements with the teacher.

Work assigned prior to an absence is due when the student returns. Any long-term assignment which may have been assigned at least one week in advance are due on the stated date; otherwise, they are subject to the following: (1) ten point penalty for each day late, (2) teacher's discretion for an extension of due date based upon individual circumstances. It is the teacher's responsibility to set a time for making up tests, and the student's responsibility to take the test at that time. If the student fails to do so, the teacher is not obligated to set another time for the make-up.

For any class missed, as in off-campus suspension time, the teacher shall assign the student make-up work based on the instructional objectives for the subject or course, the needs of the individual student in mastering the essential knowledge and skills, or in meeting subject or course requirements. The District shall not impose a grade penalty for make-up work after an absence because of suspension [IEIAB Local]. When a student has been assigned In-School Suspension (ISS), the student is to receive credit for assigned work completed while there. If a student does not complete the assigned work, he/she will receive a zero. Home-based instruction



will be made on an individual basis with arrangements and deadlines previously arranged. Home-based students are required to take major tests.

9th Grade:	All students are classified as 9th grade regardless of the amount of credits earned at the middle school
10th grade:	2nd year in high school.
11th grade:	3rd year in high school.
12th grade:	4th year in high school

The above criteria is NOT to be used to determine eligibility for extra-curricular activities. See FM LEGAL and UIL eligibility criteria (5, 10, and 15).

**Important Note:**

- Freshmen with middle school credit(s) for high school courses may be scheduled into the next level course(s).
- Students who qualify for special education services may incorporate ARD substitutions/IEPs as appropriate.

**GRADUATION**

**Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the students before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.[See Standardized Testing for more information.]

**Requirements for a Diploma**

**A student must meet the following requirements to receive a high school diploma from the district:**

- Complete the required number of credits established by the state and any additional credits required by the district.
- Complete any locally required courses in addition to the courses mandated by the state;

- Achieve passing scores on certain end-of-course (EOC) assessments, unless specifically waived as permitted by state law and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE) [Also see Standardized Testing for more information.]

### **Minimum Graduation Program**

Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in a parental relation, and the school counselor or appropriate administrator.

### **Recommended Graduation Program**

A student must obtain 26 credits in the appropriate courses and pass all appropriate state assessments.

### **Advanced/Distinguished Achievement Program**

In addition to the recommended requirements plus a third year of Spanish, a student must also achieve a combination of four of the following advanced measures:

1. An original Research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
  - a. a score of three or above on an advanced placement (AP) exam;
  - b. a score of four or above on an International Baccalaureate (IB) exam; or
  - c. a score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the college Board and National Merit scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

DAP information packets are available in your counselor’s office. Make an appointment with your counselor to discuss the advanced measures in this program.

DAP College Credit: Students in grades 9-12 may earn college credit from the following:

- The Advanced Placement courses, which are offered by Los Fresnos High School and Los Fresnos United;
- Dual-credit courses, which are offered by Texas State Technical College; and
- Joint high school and college programs.

## Foundation Graduation Program

**Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under “foundation graduation program.”** Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript.

The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB exam, on certain national college preparatory and readiness or college entrance exams, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments. Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student’s transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. A student may satisfy one of the two required credits by successfully completing a dual language immersion program in elementary. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

### Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue:

- Science technology, engineering, and mathematics(STEM),
- Business and industry,
- Public services,
- Multidisciplinary studies.

## **Personal Graduation Plans**

A personal graduation plan will be developed for each high school student. The District encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement.

Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review [TEA's Graduation Toolkit](#).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation. The school will send written notice of any such amendment made by the student to the student's parent.

## **Early Graduates**

An Early Graduate is defined as fulfilling all graduation requirements prior to the completion of a four year plan.

- An Early Graduate must declare in writing his/her intention to graduate early to his/her counselor no later than September 25; the declaration must be accepted and approved by campus administration.
- Declaration must indicate a score of "Satisfactory" on all EOCs required for graduation. Appeals regarding state assessment scores are to be directed to the Executive director of Academics.
- All prerequisites must be passed before the next course in the sequence can be taken unless extenuating circumstances warrant the principal's approval.
- Students, who meet the aforementioned criteria, may be considered for ranking in the top ten percent (10%) but may not be eligible for the top five percent (5%). Students must have also been enrolled at Los Fresnos High School for the last two years, including the year of graduation. If they have not met the criteria, they will be ranked below the honor graduates according to the averages.
- They must have successfully mastered the EOC state assessment in all required areas for graduation.
- An Early Graduate may not earn more than 5 credits through module based instruction/credit recovery program (ex: CCTA, Tier, Edgenuity)
- An Early Graduate MUST understand that if EOC results for ALL EOC exams are not released by TEA by the date of LFHS Graduation, Early Graduates will not be allowed to participate in LFHS Graduation ceremonies (until results are received and verified by Los Fresnos High School).

## **STAAR End of Course (EOC) Assessment**

Beginning with students who entered grade 9 in the 2011-2012 school year, satisfactory performance is required on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History

Alternate state assessments for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessment will be required for graduation.

## **STAAR EOC: Grading Guidelines**

- Students who do not have a passing final grade in a class for which there is an EOC, but who pass the EOC, may be administered a credit by exam to gain course credit.
- Students who do not have a passing final grade and who fail the EOC must retake the course.

## **Available Course Options for all Graduation Programs**

Information regarding specific courses required or offered in each curriculum area will be distributed to student each spring in order to enroll in courses for the upcoming school year. NOTE: The District may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

## **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state mandated tests required for graduation.

## **Graduation Requirement for Students Receiving Special Education**

Adhering to state parameters set forth, a student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements. [EIA (LOCAL)]

## **Students with Disabilities**

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH (LEGAL).]

Upon enrolling in their first course that is eligible for high school credit, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid.

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

## **Graduation Activities**

To be eligible to participate in commencement activities and ceremonies at the end of the spring semester, a student shall meet all state and local graduation requirements, including all applicable state testing. A student who has satisfactorily completed all coursework requirements for graduation but has failed to meet applicable state testing requirements shall not be allowed to participate in commencement activities and ceremonies.

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See Fees.]

## **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students

## **Honor Roll and Awards Recognitions**

Honor roll is determined by marking period grades. A student must be a full-time student to be eligible for the honor roll. To qualify for the All-A Honor Roll, a student must make As in all courses taken for each marking period. To qualify for the A/B Honor Roll, a student must earn a minimum of three As with no grade less than a B in all courses taken for each marking period. Honors/AP courses and dual enrollment courses will receive an additional 10 points in qualifying for Honor Roll purposes only. The actual grade earned is reported on the report card and the official transcript.

All students who qualified for the All-A Honor Roll and/or the A/B Honor Roll for the first three marking periods will be eligible to attend the Academic Awards Ceremony. Graduates who rank in the top five percent of the graduating class will be honored and invited to attend the ceremony.

## **Academic Class Rank/Top Five & Ten Percent/Highest-Ranking Student**

### **Academic Class Ranking Procedures**

The following shall be used for guidelines for the ranking of all members of each graduating class:

Students who rank in the Top 25% must graduate under the Recommended or Distinguished Achievement program or a comparable plan as established by House Bill 5. A course for which a student has already received credit as defined by the state eight-digit course code may not be repeated and counted again for ranking purposes.

- Only the grade averages for courses identified in the following levels of the Graduation Plan shall be used for ranking purposes.
- Final rank and grade point average (GPA) for the official Academic Achievement Record (transcript) shall be made at the end of the school year.

- Assigned weights (points) shall be used for calculating averages to be used for ranking purposes only. Actual grades earned shall be recorded on the transcripts, reports cards, grade sheets, etc. Final grade averages on the Academic Achievement Record shall be actual grades earned. Daily and individual test grades may exceed 100. Under no circumstances shall there be grades higher than 100 recorded on marking periods or semester grades.
- If a student chooses to graduate early, he/she will no longer follow their cohort graduating guidelines for ranking purposes. The student will follow the Senior Class Graduating Guidelines for ranking purposes for the year in which they intend to graduate.
- Ranking GPA's are calculated to the ten thousandth place (4th decimal)
- Dual Enrollment classes taken during the summer are not included in ranking calculations

**Graduating Class of 2020 and 2021, 2022 and 2023**

<b>The following weights will be added for courses at each level.</b>		<b>Courses identified for each level are the following:</b>
<b>Level I</b>	Actual Grade Earned Plus 20 points Additionally: 5 points for a score of 5 on AP exam 4 points for a score of 4 on AP exam 3 points for a score of 3 on AP exam  * Scores reported after graduation date will not be calculated into the grade point average.	Advanced Placement (AP) core (English, Math, Science, Social Studies) courses offered at LFHS/LFU.  · Current year enrollment in AP core course required to receive additional points. · Only initial test scores are eligible for additional points. Scores for re-tests will not be considered for additional points.
	Actual grade earned plus 20 points	All Dual Credit core courses offered at LFHS/LFU.
<b>Level II</b>	Actual Grade Earned Plus 15 points	All Honors Placement (Honors) Core (English, Math, Science, Social Studies) offered at LFHS/LFU.
<b>Level III</b>	Actual Grade Earned Plus 5 points	All State-Approved Core Area Courses for the Class of 2020 , 2021, 2022, 2023
<b>Level IV</b>	Actual Grade Earned	Level III Resource Core Courses, District-Approved Modules, Credit-By-Exam (CBE), and All Courses in Level I, II, or III that are taken in summer school for high school credit.

\*Transfer credits and courses taken outside the traditional school day/school calendar will be subject to committee review for awarding of credit and ranking points. Pre-approval is required by administration.

- Any course not identified above and which does not fit into any of the four levels, must be approved for ranking and credit by decision of a committee. Pre-approval is required by administration.

Beginning with the class of 2018 cohort and thereafter, AP Calculus AB will transition to AP Calculus AB and AP Calculus BC and both classes will be eligible for Level I ranking points. Beginning with the class of 2018 cohort and thereafter, AP Calculus AB Dual, English V Dual, AP Physics II Dual, AP Chemistry Dual, and Dual Scientific Research & Design will be eligible for Level I ranking points.

AP Human Geography will only be used for Level 1 ranking purposes for Class of 2022 and beyond.

Beginning with the 2018-19 School year, AP/Dual Chemistry and AP/dual Physics will be offered as Dual Scientific Research and Design (Physics) and Dual Scientific Research and Design (Chemistry). AP Calculus AB Dual will be offered as Dual Calculus Independent Study in Mathematics. These Dual sections (as with all LFHS/LFU Dual options) are dependent upon and limited by instructor/adjunct availability. Consequently, all Dual Enrollment course offerings can vary on a yearly and semester basis. The AP sections of these courses are also offered as an option.

\*Transfer credits and courses taken outside the traditional school day/school calendar will be subject to committee review for awarding of credit and ranking points. Honors approval by administration is required.

- Any course not identified above and which does not fit into any of the four levels, must be approved for ranking and credit by decision of a committee. Pre-approval by administration is required.

Beginning with the class of 2018 cohort and thereafter, AP Calculus AB will transition to AP Calculus AB and AP Calculus BC and both classes will be eligible for Level I ranking points. Beginning with the class of 2018 cohort and thereafter, AP Calculus AB Dual, English V Dual, AP Physics II Dual, AP Chemistry Dual, and Dual Scientific Research & Design will be eligible for Level I ranking points. Beginning with the 2018-19 School year, AP/Dual Chemistry and AP/dual Physics will be offered as Dual Scientific Research and Design (Physics) and Dual Scientific Research and Design (Chemistry). AP Calculus AB Dual will be offered as Dual Calculus Independent Study in Mathematics. These Dual sections (as with all LFHS/LFU Dual options) are dependent upon and limited by instructor/adjunct availability. Consequently, all Dual Enrollment course offerings can vary on a yearly and semester basis. The AP sections of these courses are also offered as an option.

### **Class of 2020, 2021, 2022, 2023**

#### **Courses receiving additional points**

	<b>Level III= 5 points</b>	<b>Level II – 15 points</b>	<b>Level I – 20 points</b>
<b>ELA</b>	English I	Honors English I	AP English Language and Composition (AP English III)
	English II	Honors English II	AP English Literature and Composition (AP English IV), Forms of Lit
	English III		English III Dual
	English IV		English IV Dual
			English V Dual
<b>Math</b>	Algebra I	Honors Algebra I	AP Calculus AB
	Geometry	Honors Geometry	AP Calculus BC
	Math Models W/ Applications	Honors Algebra II	



	Algebra II	Honors Pre-Calculus	College Algebra Dual
	Pre-Calculus		Pre-Calculus Dual
	Advanced Quantitative Reasoning		AP Statistics
			Dual Calculus Independent Study in Mathematics

<b>Science</b>	Biology	Honors Biology	AP Biology
	Integrated Chemistry and Physics	Honors Chemistry	AP Chemistry
	Chemistry	Honors Physics	
	Physics		AP Physics I
	Anatomy and Physiology		AP Physics II
	Medical Microbiology		Dual Anatomy and Physiology
	Advanced Animal Science		**Dual Anatomy and Physiology Dual II
	Food Science		**Dual Biology for Non-science Majors
	Environmental Systems		AP Environmental Science
	Astronomy		Dual Scientific Research and Design
	Forensic Science		
<b>Social Sciences</b>	World Geography	Honors World Geography	AP World History
	World History	Honors World History	AP U. S. History
	U.S. History	Honors U.S. History	AP U.S. Government
	U.S. Government		AP Macro Economics *AP Micro Economics
	Economics		AP European History
			* AP Human Geography

**\*AP Human Geography and AP Micro Economics- Only for Class of 2022 and beyond for Level 1 ranking purposes**

**\*\* Dual Anatomy and Phys II and Dual Biology for Non-Science Majors- only for class of 2021 and beyond for Level 1 ranking purposes**

#### **Classification of Valedictorian and Salutatorian**

- The student with the highest academic average will be named Valedictorian, and the student with the second highest academic average will be named Salutatorian. Selection of the graduating class Valedictorian and Salutatorian for ceremonial purposes will be made at the end of the third marking period.
- The Valedictorian and the Salutatorian must have completed the Recommended High School Program or the Distinguished Achievement Program over a four year period of high school. Any student graduating in less than four years is not eligible for Valedictorian or Salutatorian.
- Students must have also been enrolled at Los Fresnos High School for the last two years (junior and senior year), including the year of graduation. A student must be a full-time, continuously enrolled

student at LFHS by the last Friday of September of his/her junior year and the entire senior year. All grades earned from another school District from the first day of school junior year to the last Friday of September junior year will not be calculated into the GPA.

- In case of a tie, ranking will be determined by calculating ONLY, the GPA of all AP core and dual core courses taken by the students and awarding the higher rank to the student with the highest GPA of AP core and dual core courses. The GPA calculation of AP courses will incorporate scores attained on AP exams (same methodology as used for ranking purposes). If the tie is still not resolved, then the tie will be broken by ranking students in order of the highest number (quantity) of AP and dual core and non-core taken and passed at 70 or above. If a tie is not resolved after applying these methods, the district shall recognize all students involved in the tie as sharing the honor and title.
- The student meeting the LFHS criteria for Valedictorian (using final end of year GPA calculation) will be considered the “highest ranking graduate” for purposes of receiving the honor graduate certificate from the State of Texas.

### **Graduation with Honors**

The Top 5% of the class will graduate with honors as determined by ranking procedures.

- The student must have been enrolled in the Recommended High School Program or the Distinguished Achievement Program or a comparable plan as established by House Bill 5.
- Students must have also been enrolled at Los Fresnos High School for the last two years (junior and senior year), including the year of graduation. A student must be a full-time, continuously enrolled student at LFHS by the last Friday of September of his/her junior year and the entire senior year. All grades earned from another school District from the first day of school junior year to the last Friday of September junior year will not be calculated into the GPA.
- A three year graduating student will not be able to obtain a slot in the top 5% of the class but will qualify for the top 10% of the class. (6% - 10%)
- Selection for the purpose of graduation with honors will take place at the end of the third marking period for ceremonial purposes only.
- A senior’s final semester grades and grade point average (GPA), which is recorded on the Academic Achievement Record, are based on all semester grades in the student’s ranked classes.
- Parents of the Top 5% will also be recognized at the graduation exercise (2 years enrollment requirement applies).
- The Top 6%-10% of the class shall be recognized at graduation exercises (2 years enrollment requirement does not apply).
- The minimum number of courses in the core academic area of English, science, mathematics, and social studies required for graduation must be taken at Los Fresnos High School with the exception of students who transferred before the junior year. All core academic courses earned for high school credit at a middle school shall count towards graduation.

### **Honors & Advanced Placement Program**

Los Fresnos High School has Pre-Advanced/Advanced Placement/Dual Enrollment Program for those students who have been identified as Gifted and Talented and for other highly motivated students. The Honors program prepares students for the challenges offered by the AP Program. This program is a concentrated effort to fulfill the College Board’s mission to champion education excellence for all students. It provides a curriculum that includes a wider range and greater depth of subject matter than that of regular

courses. Advanced placement courses prepare students for college level work and AP examinations. Students who participate in the program can expect to spend more time studying and preparing for classes. Students should contact their counselor for the current classes offered in the program. Annual courses can be found in the Language Arts, math, science, social studies, and fine art area.

### **Dual Enrollment Courses**

Dual Enrollment courses are offered to provide Los Fresnos High School students with an opportunity to acquire college credit while still attending high school. It is also meant to better prepare students for postsecondary studies geared toward a four-year degree and beyond. When enrolled in a college or university dual enrollment class at LFHS, it is important that students and parents are fully aware that they are developing a permanent official college record that will influence future financial aid and college/university application submission. All Dual Enrollment course offerings at LFHS/LFU are always dependent upon instructor/adjunct availability. Los Fresnos CISD will always strive to offer as many Dual Enrollment opportunities as possible, but course offerings are limited and contingent upon instructor/adjunct availability. Consequently, Dual Enrollment course offerings can vary on a yearly and semester basis.

### **Dual Enrollment Registration**

Students are required to pre-register for the following year's dual enrollment courses during regular high school pre- registration. Availability of any dual enrollment course is dictated by the available personnel and the local college/university.

### **Parent/Student Information Meeting**

A dual enrollment meeting will be held for parents and students each spring semester. It is extremely important that both the parent and the student attend this meeting. Policies and procedures will be reviewed, and college application packets will be distributed.

### **Application Packets**

The complete college application packet, including college entrance exam scores, must be submitted to the counselor by the announced deadline for the following school year. Students submitting packets after the deadline will not be processed for courses which are already full. Students are responsible for verifying college/university enrollment with their counselors two weeks prior to the start of the school year.

### **Grading/Testing Policy**

The grading/testing policy is according to the type of Dual Enrollment course selected. Dual Enrollment courses that are NOT for AP credit are under the grading/testing policy of the college or university and must be followed by the District. Grading/testing policies are provided to the student at the beginning of each course in a detailed course syllabus.

### **Beginning with the 2018-19 School Year:**

All grades received in a Dual Enrollment classes are governed by the grading policy that is detailed (for each class) within the individual class syllabus of the higher education partner (college or university). For all Dual Enrollment classes, students will receive two grades. One grade is linked to the college credit earned and will appear on the student's college transcript. The second grade is for the high school credit and will appear on the high school transcript. Since all grades are based upon the class grading policy, detailed in the

college/university class syllabus, the final high school (numerical) and final college grade (numerical) will be the same numerical grade. LFHS/LFU Dual teachers are able to offer additional enrichment activities and assignments, but any official grade recorded must adhere to the college/university grading policy detailed in the individual class syllabus.

### **College Entrance Exam Testing Fees**

Fees for college entrance exams will be the responsibility of the student/parent.

### **Textbooks/Workbooks/Equipment**

The school District provides all textbooks for dual enrollment classes. Textbooks remain the property of the school District. Students may be required to purchase a workbook if the dual enrollment course selected requires it. If a student is issued a book(s) and/or equipment, they are not to be used for any other activity, except for classroom related assignments. The student is responsible for the proper care of applicable books and equipment as well as their return.

Students will be charged any lost property.

### **Tuition**

Dual Enrollment Tuition is covered by the district. In some cases, the university may require a nominal fee for registration. Students are required to pay for any registration fees charged or may request financial assistance from the high school.

### **Dropping a Course**

Students should be aware that failing a dual enrollment course is essentially failing a college course. Drop dates and procedures for dropping a course are provided by the college or university. If a student is in danger of failing a course(s) and wishes to drop a course, they must do so prior to deadlines provided by the college or university.

### **Failing a Course**

A student who fails one or more dual enrollment courses in one semester will not be allowed to enroll in another dual enrollment course(s) the subsequent semester. The student must sit out of the dual enrollment program for one complete semester.

### **Class Schedules**

Los Fresnos High School/Los Fresnos United currently offers students a modified Accelerated Block Schedule. The academic schedule affords each student the opportunity to acquire a maximum of nine (9) credits each year. Students or parents with questions concerning class schedules should contact the appropriate counselor.

### **Transfers & Enrollment**

A student who transfers to the District from another District may be enrolled in a course which he/she was not taking previously. If such a student is enrolled during the first fifteen days of the marking period he/she will be required to make up the missed work. Arrangements for receiving credit will be made based upon recommendation from the student's counselor and teacher. Final credit approved may rest with the Principal if there are any questions. Migrant students shall follow the Migrant Policy. If a student transfers into the school from another accredited school, the grades-in-progress from the sending school will be used to calculate the student's semester grade as appropriate.

## **Tutorials**

A student must attend tutorial sessions as required by the District unless he or she is exempt under the Compulsory Attendance Laws. Tutorials are developed both individually by classroom teachers and through the campus as a whole. Recommendations and participation are based on the academic and individual needs of the students in order to proceed towards course mastery and grade level promotion/advancement. Students and parents should contact any teacher to inquire about a teacher's tutorial schedule if a student is performing below the standard expectation of acceptable performance and/or if the student is not mastering course expectations.

## **College Credit Courses**

Students in grades 9-12 have opportunities to earn college credit through the following methods:

- Certain courses taught at LFU/LFHS, which may include courses termed dual enrollment or Advanced Placement (AP),
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Texas State Technical College (TSTC), Texas Southmost College (TSC) and any other institution (approved by the district), which may be offered on or off campus

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

A dual enrollment course can be counted among the classes necessary for a student to be considered as full-time for participation in extracurricular activities. Students may provide their own transportation or may ride the District bus that takes vocational students to the TSTC campus. Dual enrollment classes in the core areas will be used for class ranking, and students taking dual enrollment classes can graduate in the Top 5%.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual enrollment or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Articulated classes are those identified in the Tech prep articulation agreements and are reviewed and updated annually due to anticipated additional state recommendation and changes in articulation agreements. Interested students should see their respective counselor.

## **Advanced Placement Exams**

A student in any grade may use advanced placement examinations to gain college credit for a subject. Course credit earned through advanced placement examination all be obtained following advanced placement examination guidelines. These grades will be used for ranking and honors recognition purposes in accordance with the guidelines. Questions about advanced placement examinations may be discussed with the student's appropriate counselor.

Students taking an Advanced Placement course will have the opportunity to take the respective Advanced Placement (AP) examination in that year of course enrollment in order to receive advanced placement credit.

### **AP Spanish Language:**

- Spanish I credit will be earned either by course completion with a passing grade or credit by exam. Any student showing proficiency in Spanish can take a credit by exam to fulfill Spanish I requirements. A credit by exam based on prior instructions may be used if the student can demonstrate a proficient Spanish language background.
- Students who pass the AP Spanish Language course and AP exam with a 3, 4, or 5 will be awarded credits for Spanish II, III, and Spanish IV – AP Spanish Language.
- Students who pass the AP Spanish Language course and AP exam with a 3, 4, or 5 are eligible to begin another language or enroll in Spanish V AP. This course should correspond to a third-year college introductory course in Hispanic literature.
- Students who do not pass the AP Spanish language exam (scores of 1 or 2) but passed the class with a grade of 70 or better will receive high school credit for the Spanish course taken.

### **Distance Learning and Concurrent Enrollment Courses**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video conferencing, and instructional television. The distance learning opportunity that the District makes available to District students is the Texas Virtual School Network (TxVSN) and correspondence courses.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation. Depending on the TxVSN course in which a student enroll, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a TxVSN course for which an end of course assessment is required, the student must still take the corresponding EOC assessment. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor.

Prior to enrollment in correspondence courses, students shall make written requests to the principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit towards graduation. Seniors and juniors shall be eligible to take correspondence courses and earn credits toward graduation. Students may earn a maximum of two (2) state required credits through correspondence courses and may be enrolled in only one correspondence course at a time. The Superintendent or designee may exercise discretion in waiving limitations on an individual basis.

Qualified juniors and seniors may enroll in concurrent enrollment courses that have been approved for high school and college credit at a local institution of higher education. Students must obtain approval from their high school principal and parent/guardian. Students are responsible for their own transportation, tuition, and fees. Concurrent course credit will not count for ranking purposes or honors recognition.

### **Grade Classification for U.I.L. Purposes**

After the ninth grade, students are classified according to the number of credits earned toward graduation. This classification is done annually, and once this has been determined, it will not be changed until the following school year with the exception of graduating juniors who have earned a minimum of 20 credits by

January of their graduating year and have submitted in writing their intentions to graduate early. Students will be promoted only one grade level based on the number of credits earned at the end of each school year with the exception of retainees and three year graduates. [See FM Legal and UIL eligibility criteria (5, 10, and 15).]

### **U.I.L. Eligibility for Participation**

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) –a statewide association overseeing inter-District completion. The following requirements apply to all extracurricular activities:

- During the first marking period, a student is eligible if he/she was promoted at the end of the previous year or has accumulated the required number of credits towards graduation.
- A student who receives at the end of a marking period a grade below 70 in any class, other than an advanced placement (AP)/Honors or dual credit course may not participate in extracurricular activities for at least three school weeks.
- The suspension from extracurricular activities goes into effect seven days AFTER the last day of the marking period. A student remains eligible at the end of any three week period in which a passing grade (70 or above) is earned in ALL COURSES or SUBJECTS.
- A student with disabilities who fails to meet the standards in the Individualized Education Program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- In a school year, a student is allowed up to ten absences not related to post-District competition; a maximum of five absences for post-District competition prior to state; and, a maximum of two absences for state competition.
- All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- Violation of the Student Code of Conduct may result in denial of participation in an extracurricular activity.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will NOT be allowed to participate in school-related activities on that day or evening. The principal or designee may determine whether a student may participate based on the individual/situational circumstances and/or at their discretion.
- A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved music course that participates in UIL Concert and Sightreading Evaluation, may perform with the ensemble during the UIL evaluation performance (Commissioner's Rule 76.1001 of 19 TAC Chapter 76)

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior (including consequences for misbehavior) that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

### **Courses Limited in Affecting U.I.L. Eligibility**

The State Board of Education identifies certain advanced courses eligible for consideration for eligibility waivers. Los Fresnos School identifies the courses cited below:

- Any College Board Advanced Placement (AP) Course, Honors course and dual enrollment course
- Waivers for advanced classes can be considered for a grade of 60 and above. Students can use the waiver one time per semester per course. [as per board policy]

### **Dropping a Class with a Failing Grade & Eligibility**

A student may not drop a class in which he/she has a grade below 70 after the end of the first four weeks of the class without it being considered a FAILING GRADE FOR ELIGIBILITY PURPOSES. Dropping a class with a grade lower than 70 after four weeks causes the student to lose eligibility for the next three school week evaluation period.

Dropping an advanced class which is limited for No pass/No Play does not cause loss of eligibility at any time unless full-time status is affected or the school has adopted a more stringent policy.

### **Nontraditional Academic Programs**

#### **Tier/Trailer Courses**

Tier and trailer courses are defined as credit retrieval courses taken outside of the regular 18 week typically administered by modules. These courses are not used for extra points in ranking purposes. (Core only)

Grades earned in Tier or Trailer courses do not replace the initial failing course grade on the transcript nor in the GPA class rank.

### **Modules**

Access to this program will be available through the discretion of the principal. Modules are only for credit retrieval. Students must be approved for module based instruction by administration. Attendance and other factors will be considered before placement. Students in this TIER I Recovery program will be allowed to complete up to five (5) credits per year. Additionally credits require principal's approval.

Any credit earned via module based instruction (through Tier, CCTA, Edgenuity, etc.) MUST be completed on site under the direct supervision of a Los Fresnos CISD instructor. Students are **not** allowed to complete any module based credit at home.

### **Entry Criteria considered for TIER 1 Modules:**

1. Is not expected on track to graduate within four years of starting ninth grade
2. Must participate voluntarily
3. Did not maintain an average equivalent of 70 in two or more courses in the current semester
4. Failed at least one section of the most recent State Assessments
5. Is pregnant and/or a parent
6. Final placement decision is made by administration

### **Dismissal Criteria:**

1. Absences and/or tardiness beyond the allowable number as mandated by policy.
2. Failure to abide by classroom rules as established by the teacher and/or review committee



3. Failure to comply with the contract for admittance to program, and/or
4. Lack of commitment to program.

### **TSI (Texas Success Initiative) Assessment**

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

### **Summer School**

Each summer, Los Fresnos High School/Los Fresnos United offers certain courses during the summer. Parents or students with questions or who want to know more about summer course offerings should contact the appropriate grade counselor.

- The grade received by a student retaking a class during summer school due to failure of the course during the regular school year shall be recorded on the permanent record card.
- Summer school earned at a school other than Los Fresnos High School/Los Fresnos United may be averaged with grades earned during the regular term to determine yearly averages.
- Summer school courses are not to be used for purposes of ranking points or honors recognition at Los Fresnos High School/Los Fresnos United

### **HARASSMENT**

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

### **HAZING**

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

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substance that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation, and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

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

[See Bullying and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **Student Illness**

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

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

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

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

### **Bacterial Meningitis**

State law requires the District to provide the following information:

#### **What is meningitis?**

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

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

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red- purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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

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

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

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with

meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

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

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It is a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

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

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

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

### **Viral Meningitis**

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

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

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

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

Transmission: The different viruses that can cause viral meningitis can be spread to other people in many ways. The most common viruses are spread through direct or indirect contact with saliva or mucus from the nose or lungs.

Viruses can also spread when a person comes in contact with feces or an infected person such as when changing a diaper or using the toilet.

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

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

#### Contagious Diseases / Conditions

To protect other students from contagious illnesses, students ill with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

#### **Food Allergies**

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

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

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

[See Policy FFAF and Celebrations.]

## **Head Lice**

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

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to inform parent of the presence of the lice and to discuss a plan for treatment and FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. The student will be sent home for the presence of live lice until one medicated treatment has been applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website [Managing Head Lice](#).  
(See policy FFAA.)

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

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

## **School Health Advisory Council (SHAC)**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the school year is available from the Principal, The District Health Service Coordinator at 956-254-5118 or the Director of Child Nutrition Services at 965-254-5060.

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

[See policies at BDF and EHAA. See Human Sexuality Instruction for additional information.]

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

Los Fresnos CISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact the District's curriculum department (956-254-5000) with questions about the content or implementation of the District's wellness policy and plan.

## **Other Health-Related Matters**

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency treatment is necessary, the parents will be contacted. If parents are not available, every effort will be made to contact individuals identified on the emergency card. If an emergency arises, the student will be transported by ambulance to the emergency room at a hospital. As a reminder, an emergency telephone number where parents can be reached and the name/telephone number of the student's family doctor should be on file with the school nurse and/or front office. Phone numbers should be updated as necessary.

### **Physical Fitness Assessment**

Annually, the District will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the principal's office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machine**

The District has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines see the Director of Child Nutrition at (956)254-5055. [See policies at CO and FFA.]

### **Tobacco and E-Cigarettes Prohibited (Alcohol, Drugs, Weapons)**

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

The District and its staff strictly enforce prohibitions against the use or possession of tobacco products, e-cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

A violation of this policy is an offense and appropriate disciplinary action will be taken. Violations are also punishable as Class C misdemeanors by fines as prescribed by law, Texas Penal Code 48.01 (1994). Any illegal paraphernalia may be confiscated by school administration and disposed of an/or turned over to appropriate law enforcement officials.

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that may have been driven to school and parked on District property is also prohibited.

### **Asbestos Management Plan**

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings.

A copy of the District's Asbestos Management Plan is available at the Maintenance Department. If you have any questions or would like to examine the District's plan in more detail, please contact the Director of Maintenance at 956-254-5065.

### **Pest Management Plan**

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

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

### **HOMELESS STUDENTS**

You are encouraged to inform the District if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. For more information on services for homeless students, contact the District's homeless education liaison: Director of Guidance & Counseling, 956-254-5095.

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

### **HOMEWORK**

[See Grading Guidelines.]

### **ILLNESS**

[See Student Illness under Health-Related Matters.]

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. This statement must be renewed yearly. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services (TDSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 14347, Austin, Texas 78714- 9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarizations. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

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

As noted at Bacterial Meningitis, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB (LEGAL) and the TDSHS website: [Texas School & Child Care Facility Immunization Requirements.](#)]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services(CPS), Texas Department of Family and Protective Services (DFPS, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action,



notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate District personnel in regards to a student who is required to register as a sex offender. [For further information, see policies FL (LEGAL) and GRAA (LEGAL).

### **LFCISD POLICE DEPARTMENT**

The Los Fresnos CISD Police Officers work to establish a sense of security and trust for both students and staff by enforcing state, local, and school District policies (students Code of Conduct). Any questions regarding the actions of the officers or security officers may be directed to the Chief of Police, at 254-5320.

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

Los Fresnos CISD Police Officers are vested with all rights, privileges, objections, and duties of Peace Officers in state of Texas. This means that the Los Fresnos CISD Police Officers have the authority to:

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

### **LEAVING CAMPUS**

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

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

- For students in high school a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. IF the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the students' return. Documentation regarding the reason for the absence will also be required.
- If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If the student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If the student becomes ill during the school day and the school nurse or other District personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

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

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

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

#### **LOST AND FOUND**

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

#### **MAKE-UP WORK**

[See Grading Guidelines.]

#### **Make-Up Work Because of Absence**

[See Grading Guidelines and Attendance for Credit or Final Grade.]

#### **DAEP Make-Up Work Grades 9-12**

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The District may provide the opportunity to

complete the course through an alternative method, including a district approved module based course, correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA (LEGAL).]

[See Grading Guidelines.]

### **In-school Suspension (ISS) Make-Up Work**

A student removed from the regular classroom to in-school suspension or another setting other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FO (LEGAL).]

[See Grading Guidelines.]

## **MEDICINE AT SCHOOL**

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

It shall be standard procedure of the Los Fresnos CISD nursing department that medications brought from home may be administered by the school nurse or designated person during school hours under the rules and guidelines of the school District. The District will not purchase medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements. All campus school nurses will observe the following rules:

- Medications are to be administered at school only if it cannot be administered at home.
- Medication must be from the U.S. No medication from Mexico or foreign countries will be administered by school nurses or school personnel.
- Medications must be in the recent, original container with the student's name, date, doctor's name, name of medication, and dosage to be administered. If it is over-the-counter medication such as 'Tylenol,' it must come in the original box or container when brought to the nursing office. Please remember medication dosage needs to be age appropriate.  
[Note: Insect repellent is considered a nonprescription medication.](#)
- A signed note must come from the parent or guardian with instructions as to when medication is to be administered. Any doctor prescribed medication must be accompanied by doctor's orders. Contact your school nurse for the appropriate form.
- Medication must be brought and picked up by an adult. It is against school rules for students to have medication in their possession unless campus approval is noted.
- Medication is to be kept in a secure place in the health office during school hours. Medication should not be kept in the classroom or in the student's possession during school hours for the purpose of self-medication.
- Each case where a physician states a student can carry his own medication (Asthma inhalers, etc.), while in school or in school-related activities and events, shall be reviewed. Students must demonstrate to their physician and to the school nurse, which will then be documented in their health record, if they are able to self-administer administration as prescribed. Consideration will be given to the safety of all students.

- The District does not provide medication of any kind to students. The parent/guardian will be contacted if a student is in need of medication during school hours. The parent may leave the medication with the school nurse
- For off campus travel medications: Any medication that is taken outside the regular school day will require a doctor's order. The parent will be required to bring a doctor's order for any new medication to be administered during the off campus travel time. A medication administration form will also need to be signed by parent for that medication. Please contact your school nurse with any questions.
- Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering any anabolic steroid. Anabolic steroids are physician prescribe only.
- In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse.
- Herbal or dietary supplements provided by the parent will be dispensed by the school nurse only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with school nurse.

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

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

If a student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. In accordance with the student's individual health plan for management of diabetes, and the doctor's orders, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse or principal for information. [See policy FFAF (LEGAL).]

### **Psychotropic Drugs**

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

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a

physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

## **NONTRADITIONAL ACADEMIC PROGRAMS**

### **Tier/Trailer Courses**

[See Grading Guidelines.]

### **Modules**

[See Grading Guidelines.]

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

### **Athletics' Participation**

A student who wishes to participate in, or continue participation in, the District's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program in the athletic program.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the District to require a physical examination.

### **Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

### **Other Examinations and Screenings**

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

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

[Also see policy FFAA.]

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

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See Reciting the pledge to the U.S. and Texas Flags.]

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

## **PRAYER**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and other necessary academic information as determined by the District.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

[See Grading Guidelines.]

## **RELEASE OF STUDENTS FROM SCHOOL**

[See Leaving Campus.]

## **REPORT CARDS/PROGRESS REPORTS AND CONFERENCES**

[See Grading Guidelines.]

## **RETALIATION**

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

## **SAFETY**

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

- Avoid conduct that is likely to put the student or other students at risk.]
- Follow the behavioral standards in this handbook and the Student Code of Conduct as well as any additional rules for behavior and safety set by the principal, teacher, or bus drivers.
- Remain alert to and promptly report to the teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.]
- Parents can assist by keeping emergency care information up to date and by teaching their children rules. Please contact the school nurse to update any information. Having current information will be critical should an accident or injury occur that requires medical attention.

### **Accident Insurance**

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

### **Health Insurance**

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

Please call the Texas Health and Human Services Commission at 1-800-647-6558 for information about CHIP.

### **Preparedness Drills: Evacuation, Severe Weather, and other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers, marshals, or others in charge quickly, quietly, and in an orderly manner. Maps and instructions are posted in each classroom.

Become familiar with the procedures in the event there is an actual drill. If exiting the building is necessary, quietly and quickly exit by the route shown on the map.

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

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about [any](#) allergies to medication, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher need to know.

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

Rarely is it necessary for the Superintendent to close school because of inclement weather conditions.

However, should weather conditions be such that parents suspect that school might be closed, they should listen to local radio and television stations for official announcement by the District. Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an

emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

In case of local flooding due to torrential rains, lightning, or high winds, students will NOT be dismissed from school until the District determines it is safe for the students to go home. Students may leave school if a parent/guardian personally arrives at the campus to pick them up and follows appropriate check-out procedures.

In case of an emergency, the superintendent, or designee, will use the School Messenger System to deliver important messages to all parents whose telephone numbers are available to the schools. Please ensure that your school has your current telephone number. Additional information may be located online at: [www.lfcisd.net](http://www.lfcisd.net).

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

[See Grading Guidelines and Standardized Testing.]

## **SCHEDULE CHANGES**

[See Class Schedules and Grading Guidelines.]

## **SCHOOL FACILITIES**

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

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

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

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

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

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

### **Cafeteria Services**

The District participates in the Provision II Universal Feeding Program and offers students nutritionally balanced meals daily. Provision II enables us to serve free meals to all enrolled students regardless of income eligibility. Information on this program can be obtained by calling the Director of Child Nutrition at



956-254-5055. All students must know their school ID number for accountability. At all times, students are expected to clean up after themselves; otherwise, disciplinary action will be taken.

- **Menu Modifications:** The District will provide substitutions in foods and modifications in texture for children when a diet order is received from a recognized medical authority such as a physician, physician assistant, nurse practitioner or registered nurse. The signed statement must support the need. The statement must include the reason for the restriction(s) and the food(s) to be omitted or substituted.
- **Menu Modification Documentation:** Updated medical statements are required every school year and must be submitted to the campus nurse. Parents must contact the campus nurse, Child Nutrition Dietitian or Child Nutrition Director at 254-5055 at their earliest convenience to initiate a special diet menu request. A special diet menu will not be provided unless the parent is in the process of obtaining the Diet Order. A verbal request must be followed by a written request within five days. An original request submitted to the nurse will then be forwarded to the Director of Child Nutrition and Dietitian. Once the Diet Order is submitted for approval, parents or guardian must make themselves available to meet, communicate or answer any questions regarding the special diet menu request if needed.
- **No Charging or Negative Balances are Allowed:** Students are encouraged to deposit money into their personal account for purchase of additional meal items. Checks are payable to the 'CAMPUS' Food Service should they like to purchase second meals or buy items a la carte.

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

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

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the school hours, and students must secure a teacher pass if they wish to use it during the school instructional period.

### **Meetings of Non-curriculum-Related Groups**

Students-oriented, student-led, non-curriculum-related groups are permitted to meeting during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB. A list of these groups is available in the principal's office.

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

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

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

For off campus travel medications: Any medication that is taken outside the regular school day will require a doctor's order. The parent will be required to bring a doctor's order for any new medication to be administered

during the off campus travel time. A medication administration form will also need to be signed by parent for that medication. Please contact your school nurse with any questions.

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

## **SEARCHES**

### **District Property**

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

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

### **Searches in General**

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

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

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

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

### **Metal Detectors**

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

### **Trained Dogs**

The District shall use trained, non-aggressive, dogs to screen for concealed, prohibited items, illicit substances defined in FNCF (LEGAL), including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened. This program is implemented in response to drug and safety related goals in District schools, with the objective of maintaining a safe school environment conducive to education.

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above and shall specifically notify students that:

- Lockers and student belongings may be sniffed by trained dogs at any time.
- Vehicles parked on school property may be sniffed by trained dogs at any time.
- Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
- If contraband of any kind is found, the possession student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and will be subject to criminal prosecution when applicable.

Sniffing by trained dogs of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car is allowed only if the dog is reasonably reliable in indicating that contraband is currently present. However, a trained dog sniffing of students does constitute a search and requires reasonable suspicion by the handler of the dog or his designee. (*Horton v. Goose Creek ISD*. 609f.2d 470, 5th Cir. 1982). Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

### **Telecommunications and Other Electronic Devices**

Use of District-owned equipment and its network systems is not private and will be monitored by the District [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF (LEGAL)]and **Electronic Devices and Technology Resources**)

### **Drug-Testing**

[For further information, see policy FND (LOCAL). See also Steroids.]

### **SEXUAL HARASSMENT**

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

### **SPECIAL PROGRAMS**

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

### **Migrant Program & Policy**

The District assures that high-quality and comprehensive educational programs for migratory children exist in order to help reduce the educational disruptions and other problems that may result from migratory moves. The District and campus staff will ensure that migratory children are provided appropriate instructional and support services that address their special needs in a coordinated and efficient manner so that they successfully meet the same challenging

State academic content and student academic achievement standards that all children are expected to meet. Under no circumstances should a migrant student, due to migration, be denied the opportunity to complete courses for

semester grades and/or credit.

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

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

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

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

**Grades:** Issuance of grades will be reserved for the teacher of record. If a migrant student has not completed all major assignments or has not shown mastery (70%) of the TEKS by the end of the semester in which the student enters late or withdraws early, an incomplete grade should be issued until such time as the student completes assignments and/or demonstrates mastery. The incomplete grade may be carried until the end of the next semester of enrollment. If a migrant student enters school after the first semester he/she will be eligible to take a placement test for the work missed the first semester. Tutorial sessions are recommended to prepare for the test.

For campus programs, services, and assistance available for migrant students, contact the campus dean of instruction/instructional officer or counselor.

For supplemental services available for migrant students, contact the director of federal programs at 956-254-5024.

### **Los Fresnos DAEP Center**

The Disciplinary Alternative Educational Program Center (DAEP) is for students who have been removed from the regular campus due to mandatory and discretionary disciplinary infractions. Students are will enrolled in the LFCISD, but they continue with their educational services and daily instruction at more restrictive DAEP Center. The duration of a student's placement shall be determined on a case-by-case basis by the campus behavior coordinator. At the conclusion of each grading period, a formal review is scheduled regarding the student's academic, behavioral, and social progress. Students are provided certified instructors and courses that are necessary for advancement toward graduation. In some instances, District-approved

academic modules will be utilized to fulfill needed requirements.

Transportation, meals, and textbooks are also provided to students during their placement.

## **STANDARDIZED TESTING**

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

Many colleges require either the American College (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their sophomore and junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year.

The Preliminary SAT (PSAT) and ACT Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT. More information can be obtained on these assessments from the school counselor.

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

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

[See Graduation and Grading Guidelines for additional information.]

## **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## **STUDENTS IN FOSTER CARE**

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

Please contact the Director of Counseling and Guidance who has been designated as the District's foster care liaison, at (956) 254-5000 with any questions.

## **STUDENT SPEAKERS**

The District provides students the opportunity to introduce school events. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA (LOCAL).

[See policy FNA (LOCAL) regarding other speaking opportunities and Graduation for information related to student speakers at graduation ceremonies.]

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

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

## **SUICIDE AWARENESS**

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

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

## **SUMMER SCHOOL**

[See Grading Guidelines.]

## **TARDIES**

A student is tardy if not in class when the tardy bell rings. Students will serve lunch detention for the first three tardies. Students who fail to attend the lunch detention will be assigned one day of In-School Suspension (ISS). Additional consequences will be assigned by campus administration for students with chronic tardies. If a student misses more than 15 minutes of a 90 minute class or more than 15 minutes of a 50 minute class, the student shall be counted absent. Class activities such as tests and written assignments cannot be made up until the absence or tardy is cleared through the attendance office.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and District-approved instructional materials are provided free of charge for each subject or class. Books should be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students depending on the course and course objectives. Parents are encouraged to come by and formally check out a 'home set' of textbooks for their child each term. A 'class set' of textbooks is provided for daily use in each teacher's classroom. A student who is issued a damaged book should report the damage to the teacher. Parents will be responsible for the return of the 'home set' textbooks or payment for lost textbooks before new textbooks are issued to their child. However, a student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFERS**

The principal is authorized to transfer student from one classroom to another.

[See Safety Transfers/Assignments on page 21, Bullying on page 41, and Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services on page 25, for other transfer options.]

[See Safety Transfers/Assignments, Bullying, and Students Who Have Learning Difficulties or Who Need Special Education Services for transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the District's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicle only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Transportation Department at 956-254-5086 or the Transportation Coordinator at 956-254-5084.

Students are expected to assist District staff in ensuring that buses and other District vehicles remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of conduct. Parents and students must recognize that bus transportation is a District privilege. Any student who violates the bus rules may be denied transportation services

and be disciplined as deemed appropriate by the campus principal. Students must follow the bus rules posted on the bus and set as below:

- Cooperate and follow the driver's directions at all times. Behave as in the classroom by following all classroom rules.
- Enter and leave the vehicle in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Do not deface the bus, van, or its equipment.
- Do not use profane language.
- Do not eat or drink while on the bus.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Do not run towards or around the bus.
- Be seated while the vehicle is moving.

- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Students may be assigned seats and will be expected to ride in their assigned seats every day until the principal changes the seating arrangement.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a District vehicle, including a school bus, may be suspended or revoked.

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

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

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

### **Student Parking Permits & Parking Lot**

All students driving and parking vehicles on the campus must have a valid parking sticker. It is to be permanently affixed to the lower right corner of the windshield. To obtain a permit, the student must have a valid driver's license and proof of liability insurance for the vehicle being registered. There is a \$5.00 fee for the parking sticker. Repeated violations may result in the student's vehicle being towed; all subsequent fines and fees shall be the responsibility of the student. Serious disciplinary actions involving student vehicles may also result in the denied privilege of student being allowed to have a vehicle parked on campus or being allowed to access their vehicle during school hours. The following are Student Parking Lot Regulations:

- Upon entering the Los Fresnos High School student parking lot, car stereos volume should not be at a level as to disturb school activities.
- Upon arriving to campus, the vehicle is to be parked, locked; all occupants must leave the car immediately. Students will not be allowed to transfer between campuses (including higher education campuses) on their own vehicles.
- Parking is strictly reserved for students in the Student Parking Lot; no other areas of the campus are to be used or will be subject to towing.
- Parking lot is off limits during the school day, including the lunch breaks.
- Speed limit in the school parking lots is 15 mph unless otherwise posted.
- Student who registered the vehicle is the only allowable driver of the vehicle while in a school parking lot.
- Safety is of utmost concern; thus, no fast starts, digging out, etc. are allowed.
- Los Fresnos CISD is not responsible for vandalism, theft, or damage to the vehicle.
- Vehicles in violation of parking rules and regulations are subject to being towed, wheel-locked, and police citations issued to the drivers or the registered student as identified and kept in District records.



## **VANDALISM**

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

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the audio/video recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of this or her child may request access in accordance with policy FL. Videotaping by parents is permitted only at awards ceremonies and speech events.

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first register with campus security and then report to the campus' main office. Visitors must comply with all applicable District policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. The District will use the computerized central database maintained by the Texas Department of Public Safety or any other database accessible to the District to determine whether campus visitors are registered sex offenders. No person who has pled guilty, has pled nolo contendere, has been found guilty of a reportable conviction or adjudication, or is required to register with the sex offender registry may enter or be present on any District campus or property. See Board Policy GKC (LOCAL) for details.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Classroom visitation must be scheduled with the campus principal 24 hours in advance. Visits are limited to 30 minutes unless the principal has made special arrangements. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Students will only be released to the parents/guardians or other listed on the student's information or emergency card.

- Visitors must first sign in with security personnel, who will issue the Visitor's Pass.

- A Visitor's Pass will be given and worn by the visitor.
- Authorized persons wishing to speak with a student must sign in and may do so only in a specified location that can be properly and visually supervised by office personnel.

Classroom teacher releases student ONLY upon receipt of signed form and/or intercom call to office verifying approval to release student.

- Principal will keep all forms on file for previous and current school year.
- The principal may change visitation guidelines as deemed necessary to provide for the safety of the students, staffs, and visitors.

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL). Also see Student Code of Conduct.

### **Visitors Participating in Special Programs for Students**

On High School College Day, Career Day, and other special events, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### **VOLUNTEERS**

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

### **VOTER REGISTRATION**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

### **WITHDRAWING FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

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

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

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance.

Withdrawals forms are available from the principal's office. Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

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

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

## GLOSSARY

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

ACT, or the American College Test, is one of the most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

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

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

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

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

**CPS** stands for Child Protective Services.

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

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

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

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

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

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

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a

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

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

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

**PGP** stand for Personal Graduation Plan, which is required for all high school students beginning with ninth graders in the 2014-2015 school year, and for any student in middle school who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

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

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

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

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

**STAAR** Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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

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

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

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

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

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

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

## **STUDENT WELFARE: FREEDOM FROM BULLYING**

Policy FFI (LOCAL) adopted on July 16, 2012

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

### **DEFINITION**

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

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

### **RETALIATION**

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

### **FALSE CLAIM**

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

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

### **REPORTING PROCEDURES**

#### **Student Report**

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

#### **Employee Report**

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

#### **Report Format**

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

a written report from the oral information.

### **INVESTIGATION OF REPORT**

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred

to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

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

### **CONCLUDING THE INVESTIGATION**

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

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

### **NOTICE TO PARENTS**

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

### **DISTRICT ACTION BULLYING**

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

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

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

### **TRANSFERS**

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



**COUNSELING**

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

**IMPROPER CONDUCT**

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

**CONFIDENTIALITY**

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

**APPEAL**

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

**RECORDS RETENTION**

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

**ACCESS TO POLICY AND PROCEDURES**

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

## **APPENDICES**

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

## **FORMS TO BE SIGNED AND RETURNED**

- VI. Student Parent Handbooks Receipt Form
- VII. Parent and Student Signature Page for Participation in the LFCISD B.Y.O.D. Initiative
- VIII. Release of “Directory Information”
- IX. Photo / Video Release Form
- X. Student Agreement for Acceptable use of the Electronic Communication Systems
- XI. Honors and Advanced Placement (AP) Program Course Agreement
- XII. Request for Food Allergy Information
- XIII. Parent’s Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

# BYOD - Bring Your Own Device

## MISSION STATEMENT

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

## DEFINITION

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

## GOAL

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

## BYOD ADVISORY COMMITTEE

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

## CLASSROOM GUIDELINES

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

Examples of possible use include:

*Taking notes*

*Using the calendar to keep track of assignments*

*Research: Use the internet to investigate questions/find strategies Calculator*

*E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read, (i.e., library books, class novels) students may use their e-reading devices.*

*Photos: (i.e., taking photos for class projects and class notes on the board)*

*Videos: (i.e., video projects, videotaping lectures for study or for a student who is absent) Creating multimedia projects*

*Access online instructional curriculum programs*

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

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

Any other classroom use of electronic devices must be approved by the classroom teacher.

**DISTRICT-WIDE CLASSROOM PROCEDURES**

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

**REQUIRED ACCEPTABLE USE**

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

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

**VIOLATION CONSEQUENCES**

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

**STAFF DEVELOPMENT**

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

**ADVISORY COMMITTEE**

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

## **BYOD Frequently Asked Questions**

### **Students**

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

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

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

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

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

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

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

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

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

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

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

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

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

*Theft or vandalism of any kind should be reported immediately to a school principal or administrator. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device’s serial number, model, and type will be helpful as well. The Los Fresnos School*

*District is not responsible for any damage done to the device while at school, nor theft of a device.*

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

*Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all student network access to be filtered while using the school's network, regardless of the device you use to access it. When your device is connected to the school's network it will be filtered.*

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

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

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

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

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

**May I text in school?**

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

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

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

**Staff**

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

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

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

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

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

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

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

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

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

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

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

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

## **Parents**

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

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

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

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

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

**using her computer for productivity, but not the Internet. Is this allowable?**

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

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

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

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

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

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

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

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

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

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

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





## Letter for Parents of System Users

Dear Parents/Guardians:

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

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

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

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

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

Sincerely,

LFCISD Administration



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

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

### **RULES FOR APPROPRIATE USE**

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

### **INAPPROPRIATE USES**

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

### **CONSEQUENCES FOR INAPPROPRIATE USE**

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



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

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

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

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parents how to obtain a copy of the Notice of Procedural Safeguards – Rights of parents of Students with Disabilities.

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

Contact Person: Home Campus Principal: Dr. William Roach ,LFU / Mr. Justin Stumbaugh, LFHS  
Phone Number: Home Campus Main Phone Line: LFU – 956-254-5252/ LFHS – 956-254-5300

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

# Student/Parent Handbook Receipt Forms

Sign and Return

## TO BE RETURNED TO CAMPUS IMMEDIATELY

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

I have chosen to:

  

Receive a paper copy of the Student Handbook and the Student Code of Conduct.

Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for the behavior and consequences outlined in both the Campus Student Handbook and the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any-school related misconduct, regardless of time or location. understand that any student who violates the Campus Student Handbook and/or the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal prosecution for violations of the law.”

Los Fresnos Consolidated Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of educational services activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act o 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and Title II of the American with Disabilities Act. [See policy FB (Local) for the names of these compliance officers.

**Students and parents/guardians must acknowledge receipt** of the Campus Student Handbook and the LFCISD Student Code of Conduct and the consequences to students who violate policy by signing and returning this form. Throughout the content of this handbook, any stated references to the word “parent” are also in reference to “legal guardian.”

.....  
My child and I have received a copy of the following:

1. A copy of the Student Handbook,
2. A copy of the LFCISD Student Code of Conduct,
3. A copy of the Student/Parent Receipt Form for returning purposes,
4. A copy of the Student Agreement for Acceptable Use of Electronic Communication System
5. A copy of the Release Form for the Display of Personal Information,
6. A copy of the Honors/AP Course Agreement Form,
7. A copy of the Flow Chart for Monitoring Compulsory Attendance Compliance,
8. A copy of the Attendance Standards,
9. A copy of the Options & Requirements Form for Special Education Assistance, and
10. School-Parent-Student Compact.
11. Printed name of Student/Grade Level:

Signature of Student: \_\_\_\_\_ Student’s Printed Name: \_\_\_\_\_

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



Sign and Return

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

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

1. The student is responsible for keeping his or her device in their possession or properly secured at all times.
2. The Los Fresnos School District is not responsible for any damage done to the device while at school, nor theft of a device.
3. The student is responsible for the proper care of personal electronic devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
4. The District reserves the right to confiscate and/or inspect personal electronic devices if there is reason to believe that it was used to violate policies, administrative procedures or school rules in accordance with law. (Source: 2018-19 Student Handbook)
5. The student must comply with the teachers' request to refrain from using a device, verify/display the authentication login screen or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video and audio files recorded at school may not be transmitted or posted at any time without the expressed permission of a campus principal.
7. The student may only use personal electronic devices with consent and under the direct supervision of a District faculty member.
8. All users are required to utilize the District's secured wireless network to access the Internet.

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

=====

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

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

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

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



Sign and Return

Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information

RELEASE OF “DIRECTORY INFORMATION”

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

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

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

For all district publications and announcements, the district has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of member of athletic teams. For all other purposes, directory information shall include student name and grade level. If you do not object to the use of your child’s information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

I have marked the box below to inform the District as to my decision concerning this manner.

Print Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade: \_\_\_\_\_

- ( ) No, I DO NOT want my child’s PERSONAL directory information released.
( ) Yes, I agree to the release of my child’s PERSONAL directory information.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Sign and Return

**PHOTO/VIDEO RELEASE FORM**

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

(        ) **Yes**, I grant permission to use photo(s) / video recording of my child.

(        ) **No**, I do not want my child's picture on any school publication or video.

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

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



Sign and Return

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

The student agreement must be renewed each academic year.

**Student:**

Name: \_\_\_\_\_

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

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

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

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

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

**Parent/Guardian:**

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

(Please select one choice below).

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

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

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

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

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

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





**HONORS and ADVANCED PLACEMENT (AP) PROGRAM EXPECTATIONS AND COURSE AGREEMENT**

Course Title: \_\_\_\_\_

Student's Name: \_\_\_\_\_

College Board AP Courses challenge and enrich motivated, college-bound students to expand their education beyond the typical secondary program. Courses are taught using college level curricula materials and strategies that will prepare students to take College Board Advanced Placement Examinations. Success requires student commitment to the expectations of the Honors/AP program. Other characteristics include content immersion, a fast pace, and performance assessed at the analysis and synthesis levels. Students will be expected to learn, analyze, synthesize, think critically; budget time effectively (daily homework); develop successful study skills; commit to a daily academic action plan; engage in electronically-assisted research and/or communications; develop advanced content area vocabulary; utilize community resources; develop multi-media and oral presentation skills; and commit to an agreement supporting the Honors/AP Program and expectations. Typically, successful Honors/AP students are task-oriented, proficient readers who are able to prioritize their time and who have parental, teacher, and administrative support.

Honors/AP students and parents are expected to attend the " Back to School Night" to receive information about the AP/Honors course, student responsibilities and teacher expectations. Students must attend the minimum required AP testing tutorials for each AP exam for which they have signed-up to take.

**Waivers for advanced classes may be considered for a grade of 60 and above. Students can use the waiver one time per semester per course.** Parents and students are to read the attached course overview/syllabus and core reading list (if provided) for the present school year before signing this course agreement. This Honors/AP course will be taught at a preparatory college level/college level and pace appropriate to the grade level as respectively outlined by the College Board. Please contact the counseling office if you wish to discuss a Honors/AP course.

**STUDENT:** I agree to organize my time and effort to complete successfully the above-named Honors/AP course. I have read the course overview and program agreement, understand the workload, and agree to the requirements of the class.

**PARENT:** I agree to the above Honors/AP course requirements and to help my son/daughter organize study time in support of class assignments. I will notify the teacher immediately of any concern(s) that I have relating to the Honors/AP class or to my child's progress. I have read the course description and agree to the requirements of the class.

**TEST PARTICIPATION:** All students enrolled in Honors/AP classes will take the semester/final exams. Furthermore, all students enrolled in AP classes will have the opportunity to qualify to take the AP exam(s) in their respective area(s) of study.

**ADMISSION POLICY:** A student attending Los Fresnos CISD will be expected to enroll in this course within the first two days of the term. If a student transfers to Los Fresnos CISD from another District and has been involved in a commensurate program, the student will be enrolled in the appropriate Honors/AP course. If not, the student will be enrolled in a regular course and will be able to transfer into the Honors/AP program the following term.

**WITHDRAWAL:** Students and parents will be advised within the first three weeks of the initial semester if the student's work is not adequate or passing. Student progress after the first three weeks will be reported with the regular report card cycle. A student may be withdrawn from a Honors/AP class any time after the first three weeks of the initial semester.

**Note:** At the end of any 3 week or 9 week grading period, if the student is not performing at an acceptable level (ex: failing class), student progress will be reviewed by a committee consisting of the teacher, counselor, and campus administrator. The committee may then make recommendations for the student to be removed from the Honors or AP class.

**HONOR CODE:** Occasionally, students will be given projects or exams that must be completed outside of class. All students will be expected to complete their own work. This class will be conducted under an honor code, and academic dishonesty will not be tolerated. If a student breaks this code, he/she may be removed from the course and/or lose Honors/AP credit.

**PLACEMENT REVIEW:** If a student fails to comply with the terms of this agreement, the student's participation may be reviewed by a campus Honors/AP committee to determine continued participation or appropriate placement. A student may appeal the process for placement through a conference with the student's parent/guardian, the teacher, the appropriate counselor, and the principal or principal's designee.

Signed: \_\_\_\_\_ (student) Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent) Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



## REQUEST FOR FOOD ALLERGY INFORMATION

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

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

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

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

Food:	Nature of allergic reaction to the food:

The District will maintain the confidentiality of the information provided above and may dis-close the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and District policy. [See FFAF Local]

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

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

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

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

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

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





**PARENT’S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of secondary school students enrolled in the district, unless a student’s parent or eligible student directs the district not to release information to these types of requesters without prior written consent. [See **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education** for more information.]

**Parent:** Please complete and return to school the following only if you do not want your child’s information released to a military recruiter or an institution of higher education without your prior written consent.

I, parent of \_\_\_\_\_ (*student’s name*), request that the district not release my child’s name, address, and telephone number to a military recruiter or an institution of higher education without my prior written consent.

Parent’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that if this form is not returned with the other materials identifying what the district considers directory information, the district will assume that permission has been granted for the release of this information.