2010-2011

High Schools

Academy for Science & Health Professions
3200 West Davis Street • Conroe, Texas 77304-2098
Headmaster: Dr. Michael K. Papadimitriou
936-709-5731 936-709-5842 (Fax)

Academy of Science & Technology
3701 College Park Drive • The Woodlands, Texas 77384
Headmaster: Dr. Susan Caffery
936-709-9290 936-709-9299 (Fax)

Caney Creek High School
13470 FM 1485 • Conroe, Texas 77306
Principal: Trish McClure
936-709-2000 936-709-2099 (Fax)

Conroe High School
3200 West Davis Street • Conroe, Texas 77304-2098
Principal: Dr. Curtis Null
936-709-5700 936-709-5655 (Fax)

Hauke Academic Alternative High School
Crockett Building
701 North Third Street • Conroe, Texas 77301
Principal: Dr. JoAnn Beken
936-709-3420 936-709-3499 (Fax)

Oak Ridge High School
27330 Oak Ridge School Road • Conroe, Texas 77385-9042
Principal: Tommy Johnson
832-592-5300 832-592-5544 (Fax)

Oak Ridge High School 9th Grade Campus
27310 Oak Ridge School Road • Conroe, Texas 77385-9042
Principal: Julie Miller
281-465-5900 281-465-5999 (Fax)

The Woodlands High School
6101 Research Forest Drive • The Woodlands, Texas 77381
Principal: Gregg Colschen
936-709-1200 936-709-1299 (Fax)

The Woodlands High School 9th Grade Campus
10010 Branch Crossing Drive • The Woodlands, Texas 77382
Principal: Dr. Chris Povich
832-592-8200 832-592-8202 (Fax)

The Woodlands College Park High School
3701 College Park Drive • The Woodlands, Texas 77384
Principal: Dr. Mark Murrell
936-709-3000 936-709-3019 (Fax)

Junior High Schools

Irons Junior High
16780 Needham Road • Conroe, Texas 77385
Principal: Jeff Fuller
936-709-8500 936-709-8599 (Fax)

Knox Junior High
12104 Sawmill Road • The Woodlands, Texas 77380-2198
Principal: Joe Daw
832-592-8400 832-592-8410 (Fax)

McCullough Junior High
3800 S. Panther Creek Drive • The Woodlands, Texas 77381-2799
Principal: Chris McCord
832-592-5100 832-592-5116 (Fax)

Moorhead Junior High
13475 FM 1485 • Conroe, Texas 77306
Principal: Allan Sapp
936-709-2400 936-709-2499 (Fax)

Peet Junior High
400 Sgt. Ed Holcomb Blvd, North • Conroe, Texas 77304
Principal: Dr. Mark Weatherly
936-709-3700 936-709-3828 (Fax)

Washington Junior High
507 Dr. Martin Luther King Place N. • Conroe, Texas 77301-3899
Principal: Hartwell Brown
936-709-7400 936-709-7492 (Fax)

York Junior High
3515 Waterbend Cove • Spring, Texas 77386
Principal: Amy Porter
832-592-8600 832-592-8684 (Fax)
ACADEMIC INFORMATION

Program of Study: A District-wide extensive course description guide which provides more detailed information on the topics contained in this section as well as a description of the course offerings at that particular campus is posted on the District’s website as well as each campus’ webpage.

Courses of Study: Conroe ISD encourages teachers, counselors, and principals to make equitable access a guiding principle for their advanced academic programs. Conroe ISD is committed to the principle that all students deserve an opportunity to participate in rigorous and academically challenging courses and programs. All students who are willing to accept the challenge of rigorous academic curriculum should be considered for admission into Pre-AP and AP courses. Conroe ISD encourages the elimination of barriers that restrict access to these programs for students from ethnic, racial, and socioeconomic groups that have been traditionally under represented in the advanced programs. Schools should put forth a concerted effort to ensure that AP and Pre-AP classes reflect the diversity of the campus population. The District’s high schools offer Level Courses, Pre-Advanced Placement/ Honors Courses, Dual Credit Courses, Advanced Placement Courses, Career and Technology Courses, and Resource Courses. A brief description of each follows:

Level Courses: Level courses are designed to provide students a high level of academic preparation that will enable the student to prepare for post-secondary educational opportunities and/or joining the community work force.

Pre-Advanced Placement /Honors Courses: Honors courses are accelerated courses with enriched content. Honors/Pre AP courses are offered in English, foreign languages, mathematics, social studies, science and computer science. Careful consideration should be given before deciding to take advanced courses as class sizes may limit a school’s ability to allow a student to change levels. These courses require more individual initiative, analytical reading, student interaction,
research, and outside class preparation than Level classes. Students are better prepared for Advanced Placement and Dual Credit classes upon successful completion of Honors/Pre-AP courses.

**Dual Credit:** Students in their junior and senior years may enroll in the partnership programs between the Conroe Independent School District and Lone Star College Montgomery. Students enrolled in dual credit courses earn college credit and high school credit simultaneously. Dual credit courses transfer to most public colleges and universities in Texas and many private or out-of-state universities. Specific course offerings vary from year to year and campus to campus. Check with the counselor at your child’s campus to determine what dual credit courses are available. Students are required to pass the THEA (Texas Higher Education Assessment) or its equivalent such as the COMPASS before enrolling in college courses. The COMPASS is offered at every District high school. Students are oftentimes required to purchase college text books for dual credit courses.

**Advanced Placement:** These courses provide students the opportunity to pursue college-level studies while still in high school and possibly receive college credit. Course credit or Advanced Placement credit is awarded by many colleges and universities to students who score a 3, 4, or 5 on the Advanced Placement examination that is given in the late spring of each year. Students are not required, but strongly encouraged to take these exams upon completion of the course. There is a fee, borne by the student, for each examination. AP courses are taught at the college level. As a result, students should anticipate extra hours of homework per day per course. Students are encouraged to progress from Pre-AP/Honors courses to Advanced Placement courses. Students are encouraged to check with the colleges and universities they are interested in attending to learn more about AP score requirements.

**Resource:** These courses are specially designed for students who have a modified curriculum in accordance with their individualized education plan (IEP).

**Career and Technical Education:** The District offers career and technical education programs in a variety of areas. Conroe High School serves all District high schools with a wide range of courses. The courses offered are listed in the Career and Technical Education section of each campus’ course description guide. These courses are designed to meet a variety of needs and interests in technical and practical areas. Students from all academic levels enroll in these courses that integrate academic and application skills. Lone Star College and the District have established the method by which students in identified articulated courses will receive credit toward certain programs and/or degrees when the student completes high school and is enrolled in the program at the college. The District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability. Please see each individual campus’ course description guide for more detailed information.

**Removing a Student from Human Sexuality Instruction:** As a part of the District’s 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.

Parents have a right to review the curriculum materials and to remove their child from any part of this instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the District or the student’s school.

**Questions Regarding Grades:** Grades are closed nine weeks after the end of any course. This allows parents and students ample time to request a grade review. (Due to summer schedules, questions may be submitted for grades earned during the final grading period until August 1 of the same calendar year.) Since grade changes affect GPA, and ultimately
Taking a course for no credit is not a permissible way of circumventing a grade point average issue. Taking a course for no credit is a privilege that may be withdrawn at any time. Reasons for removing a student from a no-credit arrangement include, but are not limited to, misbehavior, poor attendance, and failure to complete assignments. 

Plagiarism consists of representing another person’s ideas or writing as one’s own. Plagiarism will be considered cheating and the student shall be subject to disciplinary action.

**Grading Guidelines:** Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student’s relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy (EIA(LOCAL)). Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL). The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school.

State law requires a student’s score on an end-of-course (EOC) assessment to count 15% of the student’s final grade for the course.

**Grade Reporting:** Report cards are available electronically through Parent Access within 5 to 7 days following the end of each grading period. In addition, progress reports to parents are sent home via the student at the end of the third, sixth, twelfth, and fifteenth weeks of each semester to notify parents when a student is failing or near failing, or has had a significant drop in performance. Parents are encouraged to contact the teacher upon receiving such a notice for more specific information regarding their child’s progress.

**Final Exam Exemptions:** The decision to allow exam exemptions is a campus decision. Any questions regarding this should be directed to individual campuses.

**High School Courses Taken in Junior High:** High school courses taken during the 7th and/or 8th grade school year will be given the actual grade earned on the student’s high school transcript. The grade will not count in the calculation of the student’s GPA, but high school credit will be awarded if the student passes the course. Credits for high school courses are awarded in semesters units except for those courses with an EOC test. Junior high school students who do not successfully pass both semesters of a two-semester high school course (ex. Algebra I) will be required to repeat the entire course in high school. A student who successfully completes the fall semester of a two-semester high school course but does not pass the spring semester, or passes the spring semester after failing the fall semester but does not have a 70 or better average for the full year, must repeat the entire course in high school.

**Courses for Non-Credit:** A student may not earn credit for a course in which he/she has previously earned credit. In general, classroom space is reserved for students who need the course to meet the graduation requirements. In rare instances, a student may be allowed to register for a class and receive no credit for the class provided there is space available and both the administration and classroom teacher approve.

Taking a course for no credit is a privilege that may be withdrawn at any time. Reasons for removing a student from a no-credit course arrangement include, but are not limited to, misbehavior, poor attendance, and failure to complete assignments. Taking a course for no credit is not a permissible way of circumventing a grade point average issue. Students should be aware that their eligibility may be affected by taking a course for no credit.
Local Credit Courses: Courses receiving “local credit” do not qualify as state requirements for graduation. This means that local credit courses do not count toward the total number of required credits for graduation. The student’s counselor can best assist in determining whether or not the individual should take a “local credit” course. While local credit courses do not count toward graduation requirements, these courses do count for no pass/no play eligibility for extracurricular activities.

Distance Learning: The District permits high school students to take up to two credits via state approved correspondence or on-line 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. Typically students are permitted to only take required elective offerings. Students are not permitted to take core academic subjects by correspondence, and may be enrolled in only one correspondence course at a time. The campus principal must approve any exceptions. The District reserves the right to deny credit for any correspondence course taken without obtaining prior approval from campus administration. Courses must be taken from state-accredited institutions of higher education and require approval prior to enrollment. The Superintendent or designee may waive these limitations on an individual basis for extenuating circumstances.

Texas Virtual School Network: 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. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN. Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a Tx-VSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment and the requirements related to the incorporation of the EOC score into the student’s final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction. Enrollment in courses through the TxVSN is not subject to limitations the District imposes for other distance learning courses. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor. The deadline for graduating students to complete distance learning coursework and take required exams is January 31 of each school year. Distance learning course grades are entered on the student’s transcript and counted in the GPA calculation as level grade points unless the course is approved as an Advanced Placement course. Distance learning courses count toward academic UIL “No Pass/No Play” eligibility and evaluated in accordance with the District eligibility calendar that can be found on the District’s website.

Credit by Exam: Students should consult the National Collegiate Athletics Association (NCAA) as to whether these examinations count for core Grade Point Average.

There are two types of Credit by Exams:
For Credit Recovery if the student has taken the course (with prior instruction): A student who has received prior instruction in a course or subject – but did not receive credit for it – may, in certain circumstances, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the 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. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam to regain eligibility to participate in extracurricular activities. Students may not take a credit by exam for the purpose of recovering credit while they are still enrolled in the course. For seniors, this means that students are not eligible to take an exam for recovering credit until the final exams begin. Students are responsible for the cost of this exam. The student will have the grade and grade point for the test recorded on his/her transcript.

For Acceleration if the student has not taken the course (without prior instruction): The District shall give a student in grades 6-12 credit for an academic subject in which the student has received no prior instruction if the student scores 90 percent or above on a criterion referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student’s transcript. These scores are not computed in the Grade Point Average (GPA).
Students may use credit by exam to fulfill their course requirements; however they are still required to take STAAR EOC assessments to fulfill their testing requirements for graduation. Credit by exam tests are typically scheduled in June and August of each school year. Consult your child’s counselor for specific dates and times.

If a student plans to take an exam, the student or parent must register with the counselor no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test on a date other than the published dates.

**Homework:** Homework is routinely required of students as assigned by the teacher. The purpose of homework is to provide reinforcement, extra practice and supplement classroom instruction. Homework also fosters the development of good study habits, a practice that is critically important for students who are planning to pursue advanced educational opportunities.

**Tutoring:** Tutoring is available either before or after school on most weekdays. Students should check with each teacher to determine his or her tutoring schedule.

**Grade Point System, Class Rank and Other Grade Related Issues:**
Final GPA calculations for seniors are determined after the conclusion of the 3rd nine weeks.

In an effort to recognize those students who have taken a more rigorous course of study, CISD has developed the following system for calculating GPAs:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter</th>
<th>AP/DC *</th>
<th>Core PreAP/H**</th>
<th>Level &amp; All Other Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>6.0</td>
<td>5.0</td>
<td>4.0</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>5.0</td>
<td>4.0</td>
<td>3.0</td>
</tr>
<tr>
<td>75-79</td>
<td>C</td>
<td>4.0</td>
<td>3.0</td>
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</tr>
<tr>
<td>70-74</td>
<td>D</td>
<td>3.0</td>
<td>2.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* Includes all AP courses, present and future plus dual credit required courses taught on the high school campus.

** Five point classes **
All PreAP and honors core academic courses Additional academic honors/preAP courses include:

- Anatomy and Physiology
- Organic Chemistry
- Independent Study in Engineering Math
- Introduction to Health Science Technology (Academy for Science and Health Professions)
- Health Science Technology (Academy for Science and Health Professions)
- Computer Science I, II
- Dual Credit College Algebra
- Medical Microbiology

**Awards:** CISD high schools will include all mid-year graduates in the third nine-week 12th grade class membership for the sole purpose of determining and maximizing the total number of end-of-year awards/honors.

**Summa Cum Laude:** Students who rank in the top 5% of their class according to GPA. In order for a transfer student (intradistrict or interdistrict) to be considered for Summa Cum Laude honors, he/she must have been in attendance in the awarding school since January of his or her junior year.

**Magna Cum Laude:** Students who rank between the top 5% and 10% of their class according to GPA

**Cum Laude:** Students who rank between the top 10% and 15% of their class according to GPA.

**Valedictorians:**
1. Students must be selected from the Summa Cum Laude graduates.
2. In the event that two or more students have the same grade point average, the awards will be determined by calculating numerical averages.
**Academic Lettering:** Academic awards including academic lettering are presented only to students currently enrolled in the District. Students meeting the following are eligible to receive an application for academic lettering:

- A sophomore student having a cumulative average of 90 for all subjects his freshman year is eligible to receive a jacket and/or letter with no bars.
- A junior student having a cumulative average of 90 for all subjects in either his freshman or sophomore year is eligible for a letter jacket with the appropriate number of bars or a letter.
- A senior student having a cumulative average of 90 for all subjects in his freshman, sophomore, or junior year is eligible for a letter jacket with the appropriate number of bars or a letter.
- Transfer students will become eligible to receive the appropriate award only after completing one full year at a District high school in which the grade requirements (as outlined above) are met.
- A student must complete the academic letter application and return it to the campus counseling center by the designated date. A student may receive only one jacket during his or her high school career.
- Students must be currently enrolled to receive a jacket or a letter.

**Grades from Other Countries:** Foreign transcripts will be evaluated in the following manner:

- Transcripts from American or International schools with grading systems equivalent to the District’s will be transcribed as any other domestic transcript.
- Transcripts that reflect grading systems dissimilar to the District’s will be evaluated and grades of “P” or “F” will be awarded. These grades will not be assigned grade points nor computed in the student’s GPA.
- For those records coming from countries who administer examinations rather than award course grades, course curriculum will be evaluated, examination grades noted, and “P’s” recorded for equivalent courses on the receiving campus.

**Grades from “Plato” or Campus Computer-Generated Courses:** Students taking courses on the “Plato” computer program to recover a semester (or more) credit for a course previously failed, will be awarded a numeric grade and level grade points for that “Plato” course. Students not finishing a “Plato” course by the designated deadline will receive a “WF” (“Withdrawn Failing”) and zero grade points for the course. In special circumstances a course may be taken as a first-time offering on “Plato” program. Courses taken as a first-time offering on “Plato” with receive a grade of “P” (pass) or “F” (fail).

**Dual Credit Courses – Grade Points:** Students taking dual credit courses will receive grade points according to the following:

- Courses taught off of the high school campus receive level grade points commensurate with the grade earned.
- Required academic courses taught on the high school campus receive the maximum grade points available for the grade earned.
- All other courses will be awarded level grade points with the exception of College Algebra which will receive “honors” grade points.

**High School Credit Awarded Through Average of Two-Semester Grades:** High school students failing the fall semester of a two semester course, but who pass the spring semester of that course, shall receive credit for both semesters when the average of the two semesters of the course is at least 70. Students who pass the fall semester but fail the spring semester must repeat the spring semester of the course. Students passing the fall semester of a math or foreign language course, but failing the spring semester, must repeat the spring semester in an approved summer school earning a passing grade, or repeat the entire course the following school year (taking the fall semester for no credit) earning a passing grade of 70 or better for the spring semester. Grades may only be averaged if the second semester immediately follows the first, as part of a one-credit offering. Subsequent grades in the second semester of the course will not be averaged. (Summer school grades will not be averaged with grades awarded during the regular school year.)

**Retroactive Awarding of Credit for Foreign Language:** Credit for sequenced foreign language courses may be given retroactively for first-time credit according to the following:

1. A student is recognized, through evaluation/assessment, as having prior knowledge and skills in a foreign language.
2. Based on the evaluation/assessment, the student is placed in the appropriate level of the foreign language course.
3. Credit for levels I and/or II will be awarded retroactively when a student earns a grade of 70 or above in the next successive level of the same language.
4. A grade of “P” (proficiency), for which graduation credit shall be awarded, shall be placed on the transcript for the
appropriate level or levels of the language.

5. Credit for the course(s) shall not be included in the calculation of the student’s Grade Point Average (GPA). However, if the student chooses to take Credit by Examination with Prior Instruction (see above), the numeric grade earned on the examination shall be placed on the student’s transcript and the grade shall be included in the calculation of the GPA using level grade points.

This provision is not meant to recover failing grades.

**Repeat Courses Effect on Grade Points:** Grades in repeated courses will not replace the original grades, nor will grade points be changed if credit has already been earned. The fall semester of a course in which the student needs the spring semester for credit is one example of this situation. Students must pass each grading period to maintain eligibility for extracurricular activities for any course in which he/she is enrolled. When a student fails a course, zero grade points will be calculated into the student’s GPA. Upon repeating the course and achieving a passing grade, the student will receive the grade credit and grade points toward the GPA; however, “F” and zero grade points remain on the transcript and are included in calculating the GPA for that student.

**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 any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades 9-12, promotion is based on the accumulation of course credits. 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.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English. If a student in grade 8 is enrolled in a course that earns high school credit for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student’s current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the grade 9 assessment. However, the student’s score on an EOC assessment will count for 15 percent of the final grade for the course in which the student is enrolled and will be used in determining whether the student meets the minimum cumulative score required for graduation. If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Parents of a student in grades 7–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. A student in grade 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. For additional information, see the counselor and policy EIF(LEGAL). For a student receiving special education services, the student’s IEP may serve as the
student’s PGP and would therefore be developed by the student’s ARD committee.

**Summer School:** Summer school courses are generally offered for remediation. However, some first-time credit opportunities are available. These courses are subject to student interest and availability. Grades in all summer courses will apply to grade point average and eligibility for extracurricular activities. High school courses taken by entering ninth graders who have successfully completed eighth grade will count towards the student’s GPA. Students should consult the National Collegiate Athletics Association (NCAA) as to whether these courses count for core Grade Point Average. Students are charged a fee for summer school courses.

**Grade Classification:** After ninth grade, students are classified according to the number of credits earned toward graduation. The following classification system is used for academic placement:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-5.5</td>
</tr>
<tr>
<td>Sophomore</td>
<td>6-11.5</td>
</tr>
<tr>
<td>Junior</td>
<td>12-17.5</td>
</tr>
<tr>
<td>Senior</td>
<td>18+</td>
</tr>
</tbody>
</table>

For eligibility purposes as determined by the UIL, the following classification guidelines apply: Freshman 0-4.5 Credits

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>5-9.5</td>
</tr>
<tr>
<td>Junior</td>
<td>10-14.5</td>
</tr>
<tr>
<td>Senior</td>
<td>15+</td>
</tr>
</tbody>
</table>

Classification occurs only at the end of each academic year with one exception. Students classified as 11th graders, but who are able to meet graduation requirements by May or August of the current school year will be reclassified as 12th graders at mid-term.

**STAAR (State of Texas Assessments of Academic Readiness):** Grades 7–8

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

- Mathematics, annually in grade 7 and 8
- Reading, annually in grades 7 and 8
- Writing, including spelling and grammar, in grade 7
- Science in grade 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grade 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level. STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee. STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC).

The 2011-2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grade 8 in spring 2012, parents will be informed of their child’s performance once the results of these assessments are received by the District, expected in January 2013.

**End-of-Course (EOC) Assessments for Students in Grades 9–12:** Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan
under which the student may graduate. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment. A student may choose to retake an EOC assessment in situations other than those listed above.

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

**TAKS** (Texas Assessment of Knowledge and Skills): TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student. For a student in grade 11 during the 2012–2013 school year, the student will be assessed in what is termed the “exit-level”, TAKS in the subject areas of mathematics, English/language arts, social studies, and science, for which satisfactory performance is required for graduation. Any student in grade 12 who has not met the passing standard on the exit-level TAKS will have an opportunity to retake the exam in accordance with timelines established by TEA.

**Graduation Programs:** The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to enroll in the Minimum Graduation Program will be granted only in certain situations and only if an agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. (See Legal Board Policy EIF.) In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age, have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation, or have failed grade 9 one or more times. The counselor can help students decide which program is best for them. Local Board Policy EIF and its Exhibit contain more information on the specifics of each graduation plan.

Effective with ninth graders in the 2011–2012 school year and thereafter, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

**Graduation Expenses:** Because students and parents will incur expenses in order to participate in the traditions of graduation—such as 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 the first semester of the senior year.
Graduation Requirements for a Diploma: To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grade 11 during the 2012–2013 school year must pass the exit-level test to graduate. A student in grade 12 during the 2012-2013 school year who has not passed the exit-level test will have opportunities to retake it. Beginning with students who entered grade 9 in the 2011–2012 school year, EOC assessments are administered for the following courses and will replace the exit-level test: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. 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.

Students who wish to graduate in three years should declare their intention to do so with their designated academic counselor by the end of their sophomore year. The only recognitions and awards that may be worn at graduation are those issued by the school.

Accommodations for Children of Military Families: Children of military families will be provided flexibility regarding certain District requirements, including:

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the District. Additional information may be found at [http://www.tea.state.tx.us/index2.aspx?id=7995](http://www.tea.state.tx.us/index2.aspx?id=7995) or contact Ms. Lynda Matthews, the District’s Parent Education Program Specialist at 936-709-7831.

Certificates of Attendance for Special Needs Students: Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his or her IEP. 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 to receive the 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.

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.

Students with Disabilities: Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability may be permitted to graduate under the provisions of his or her IEP. 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.
Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules. If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student’s ARD committee will determine whether the general EOC assessment is an accurate measure of the student’s achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. If a student takes the STAAR Modified or STAAR Alternate assessment, the student’s ARD committee will determine whether or not the score on the EOC assessment will be used as 15 percent of the final course grade and is not required to be used toward the student’s cumulative score for graduation.

**Class Rank:** In addition to determining class rank at the end of 10th grade, high school rank for students seeking admission to a college or university or applying for scholarships on the basis of their class rank is determined and reported as follows:

1. Class rank shall be based on the end of the eleventh grade, middle of the twelfth grade, and final rank will be determined at the end of the third nine weeks of the senior year in order for graduation honors to be determined by the date of graduation.
2. The top ten percent of a high school class shall not contain more than ten percent of the total class size.
3. The student’s rank shall be reported by the applicant’s high school or school district as a specific number out of a specific number total class size.
4. Class rank shall be determined by the Texas school or school district from which the student graduated or is expected to graduate. Transfer students will become eligible to be included in the class rankings as soon as transfer grades are received entered, and grade-point averages calculated.

**Academic Requirements for Participation in Student Activities:** Eligibility for participation in student activities is determined by both conduct and academic progress. Eligibility for many of these activities is governed by state law and UIL rules. If a student is involved in an academic, athletic, or musical activity governed by UIL, the student and parent are expected to know and follow the rules of the UIL organization (see [http://www.uilteais.org](http://www.uilteais.org) for additional information).

Academic eligibility rules apply to all athletic teams, all UIL and vocational competitions, band, drill team, cheerleading, and all school-sponsored clubs and organizations. Students not meeting the established grade and/or conduct requirements may not participate in any of these activities even though that activity would not require the student to miss any class time.

In accordance with UIL rules, during the first six-week grading period, students must have been promoted to the next grade level or have accumulated the required number of units toward graduation to participate. During all subsequent grading periods, students who receive a grade below 70 for that grading period in any English, language arts, mathematics, science, social studies, economics, or a foreign language course or subject other than a class identified as honors, dual credit, or advanced by either the State Board of Education or by the District’s Board of Trustees, or students working under an individualized education plan (IEP) who fail to meet the standards established by the IEP, may not participate in extracurricular activities during the following three-week period. The ineligibility from extracurricular activities becomes effective seven days after the last day of the grading period during which the grade lower than 70 was earned. Students will be allowed to participate seven days after the end of any three week grading/progress reporting period in which the student earns a grade of 70 or above in all courses or subjects. Students may continue to practice during the period of ineligibility, but may not compete or perform during this time. In certain situations, a student may apply for a waiver to be eligible if the student meets all of the following criteria:

- The course(s) that are being waived are on the preestablished District list (AP and Dual Credit);
- The student has earned at least a grade of 60 in the course;
- The student is requesting waivers in no more than two courses; and
- The student has demonstrated a level of sufficient effort to master the curriculum as determined by the principal and/or teacher.

A student will remain ineligible until a decision on the waiver has been determined. The decision of the campus principal regarding whether or not the waiver will be granted is final. No waivers will be granted to junior high school students, unless the waiver is for a high school level course in which the student is currently enrolled and meets the above criteria.

For the purpose of determining whether a student may participate in an extracurricular activity on the evening of a school day, the student must be in attendance at school for at least half of the day. The principal or designee may make exceptions to this rule. There may be additional and/or more stringent campus requirements for participation. Please see the section of this
handbook pertaining to your particular campus.

**College Admissions and Counseling**

Colleges and universities vary greatly in their requirements in regard to grades, class rank, courses taken and entrance examination requirements. It is important for students and their parents to send for college catalogs or visit college websites for specific entrance requirements. Students or parents are responsible for mailing all college applications. Official transcripts, which are required by most colleges and universities as a part of the application process, must be requested through the appropriate campus personnel on the form and in the time frame required. [See “Transcripts” for more information.] All official transcripts must be mailed by school personnel. Official transcripts will not be provided to students, their parents or representatives. Information contained on transcripts includes courses taken, semester grades, class rank, grade point average, and results of state tests taken. Families may, however, request an unofficial transcript.

**College Admissions and Requirements:** For two years following his/her graduation, District students who graduate in the top ten percent and in some cases, the top 25 percent, of his/her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or.
- Satisfies the ACT College Readiness Benchmarks or earns at least 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 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 freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2013 term, the University will be admitting the top eight percent of the high school’s graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process. Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provision above will also apply to a student ranked in the top 25 percent of his or her class. Students and parents should contact their school counselor for further information about automatic admissions, the application process, and deadlines for application.

**THEA (Texas Higher Education Assessment):** Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA] or its equivalent (such as the COMPASS). The purpose of the THEA 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 test may be required before a student enrolls in a dual-credit course offered through the district as well. Students may be exempted from taking this test based on achieving certain ACT, SAT or state assessment scores. Student should check with each college or university to determine their individual requirements. Students may take the COMPASS at any District high school.

**Scholarships and Grants:** Students who have a financial need according to federal criteria and who completed the Recommended High School Program or Distinguished Achievement 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. For further information, please see the campus counselor.

**Scholarship Applications:** There is no fee for processing scholarship applications, other than transcript fees.

**Letters of Recommendation:** Each high school campus has its own procedures for processing transcripts, college applications and scholarship applications. Many of these documents require letters of recommendation from teachers and/or counselors. It is important that students give the person(s) writing these letters as much time as possible in order for them to prepare a quality letter. For planning purposes, a minimum of three (3) weeks after the request is made should be allowed before letters of recommendation are due. Letters are sent directly to the college or university.

**College Applications:** Campuses will process, at no charge to the student, up to five college applications. Any additional applications may require a fee paid in advance at the time the request is submitted. This fee is waived for students qualifying for the free and reduced lunch program.

**Transcripts Unofficial Transcripts:** Requests for unofficial transcripts must be made in writing to the appropriate campus office. Transcripts list all grades. Typically requests will be filled within 24 hours; however, processing may take up
to 5 school days at certain times of the school year. Students can receive one unofficial transcript at no charge in the fall and spring semester of their junior year and one in the fall of their senior year. For each additional transcript a $1 fee will be assessed. Students may obtain copies of their unofficial transcript at no charge through their View-It account.

**Official Transcripts:** Colleges or universities may request official transcripts at anytime during the school year. Students requesting official transcripts be sent to colleges or universities must complete the proper transcript request form. These requests should be submitted to the campus registrar. The District will provide, on behalf of each student, 3 official transcripts at no charge to the student. For each additional transcript a $3 fee will be assessed. The fee must be paid when the transcript is ordered. This fee can be waived for students qualifying for the free and reduced lunch program. Official transcripts must be mailed by District personnel. Official transcripts are not provided to students or their parents/guardians.

**Academic Counseling:** Students and their parents are encouraged to talk with their child’s counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring students are provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and career and technology opportunities.

To plan for the future, students should work closely with their counselor in order to take the high school courses that best prepare them for the pursuit or attendance at a college, university, training school, or some other type of advanced educational institution. The counselor can also provide information about entrance exams and deadlines for applications, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

**Personal Counseling:** The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional 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 make an appointment with his or her counselor.

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

**Physical Activities Which May Substitute for Physical Education:** Students participating in the following activities may receive physical education credit for their participation:

- Athletics – 4 credits
- Drill Team – 1 credit maximum
- Cheerleading – 1 credit maximum
- Approved Off-Campus Programs, such as ice skating, which receive CISD approval (See below)

Students participating in the following courses have the physical education requirements waived each semester, up to a maximum of four semesters the student is in the course:

- Junior ROTC
- Marching Band - 1 credit maximum

**Private Physical Education Program Guidelines:** Students may obtain physical education credits through participation in private programs. The District does not endorse any private program or the quality of its instruction or instructors. Inclusion of any program on the District’s private P.E. list merely means that the facility has completed necessary paperwork required and made representations to the District that they will provide the required instruction. Students wanting to participate in a private program to obtain physical education credit must meet the following criteria:

**Individual Activities**
1. Must be an Olympic-type activity
2. Student and facility must be registered with the District Athletic Director’s office prior to the student’s participation in the program and within the established time frames.
3. In order to receive .5 credit, the student must complete entire 18-week (one semester) program. If a student quits a private PE program in which he/she was being released early from school (Category I), he/she must be scheduled into the campus PE program.
4. Two different programs cannot be combined to satisfy time requirements.
5. May not change programs without campus approval.
6. Students may not participate in programs for outside PE credit if there is an extracurricular option available in the school.
Team Sports
1. No Physical Education credit will be given for participation in a team sport for which Conroe ISD fields a UIL team. Physical Education credit will be given for participation in non-UIL activities on campuses which sanction a club in that activity. Examples are lacrosse, ice hockey, field hockey, and roller hockey. In order for a club to be sanctioned:
   a. It must be approved by the campus principal.
   b. It must have an adult sponsor/coach from the campus faculty.
   c. Students must comply with participation requirements as set forth by the “No Pass, No Play” rule and the UIL.
2. Students attending a campus that does not have a club sport in an activity must be given an opportunity to participate at a campus that does have that club. A student can only receive credit on a team sanctioned by CISD.

The private physical education program is coordinated and monitored through the District Athletic Director’s office.

Progress Reports & Eligibility Dates for UIL Participation: Please see the District’s website for this information. http://www.conroeisd.net/calendars/

Requirements for Participation in Student Activities: Participation in extracurricular and/or co-curricular student activities is a privilege. Students participating in these activities which include athletics, band, drill team, class offices, etc., are required to comply with any standards or additional codes of conduct for the group or groups in which they participate that may establish rules of conduct and consequences for behavior that are stricter than those for students in general. If a violation committed by a student is both a violation of the District’s Student Code of Conduct and any additional standards required for participation in activity, the consequences specified by the school shall apply in addition to any consequences specified by the student organization.

Extracurricular trips by bands, choirs, drill teams, cheerleaders or other approved student groups are, for the most part, not funded by the District. Participation by a student in these activities is voluntary and could require the student and/or his family to participate in fundraising activities or make payment toward funding of a trip or activity. Failure or refusal to participate in fundraising activities or to provide required funds can result in denial of the student’s right to attend the trip or participate in the activity.

Student Records

Change of Address and/or Phone Number: If your home address, telephone number or emergency contact information changes during the school year, please notify the campus registrar immediately.

Transcripts: Grades for all courses taken are placed on the transcript and may not be removed. This includes courses taken at the junior high campuses for high school credit; however, high school courses taken in junior high are not calculated in the high school rank. The transcript is the official student academic record. Transcripts include grades and credits for all courses attempted, grade point averages, and class rank.

Transcripts for currently enrolled students can be requested through the appropriate campus office. Unofficial transcripts may be requested by the student and/or parent or guardian and given directly to the person requesting it. Students may make copies of their unofficial transcripts. Official transcripts are transmitted directly from the campus to an authorized requesting institution. Official transcripts must be mailed by the registrar of the campus and may not be delivered by hand.

Parent Access: Parent Access Center (PAC) Access is a free program available to all CISD parent/guardians that allows viewing of helpful information regarding student attendance, report cards, progress reports, standardized test results, and discipline. Parents wishing to access this service must have a valid e-mail address. To sign up, visit the District’s Website at www.conroeisd.net and choose “Parent Access” under the “Parent/Student” tab.

Access to Student Information The Family Educational Rights and Privacy Act: Both federal and state law safeguards 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. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Directory Information: The law permits the District to designate certain personal information about students as “directory information.” This “directory information” will be released to those groups set out below that follow the
procedures for requesting it. The release of a student’s directory information may be prevented by the parent or eligible student. This objection can be made by completing and submitting the form found on the District’s website at: http://www.conroeisd.net/about/forms.asp or in the school’s main office. The form should be returned to the campus within ten school days of the child’s first day of this school year. Once a request has been made to make all student directory information private, the student’s records will remain private until a written request from the parent or eligible student to remove the privacy flag has been received by the District.

The Conroe Independent School District will only release public information regarding its students to:

- Organizations required by the No Child Left Behind Act of 2001, Section 9528 Armed Forces Recruiter Access to Students and Students Recruiting Information,
- Accredited colleges or institutions of higher learning,
- Groups that are affiliated with the District and need such information to provide education services to students or District (school photographers, PTO/PTA, booster clubs, District consultants and advisors, and the like).

Directory information includes:

- A parent(s) names and email, student’s name, address, telephone numbers, and photograph
- The school the student is attending, the student’s current grade level, degrees, honors and awards received, participation in officially recognized activities/sports and weight and height—if a member of an athletic team.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered to be confidential educational records. Release is restricted only to the following:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.
- Federal law requires that as soon as the student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health or safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. School officials would include trustees and employees, such as the superintendent, administrators, and principals, teachers, counselors, diagnosticians, District police officers, and support staff; a person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, Communities in Schools staff, 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.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls, including a post-secondary education institution.
- Individuals granted access in response to a subpoena or court order.

Release to any other person or agency, such as a prospective employer or a scholarship application, will occur only with parental or student permission as appropriate. The District’s General Counsel is the custodian of all records for currently enrolled students and for students who have withdrawn or graduated. Copies of student records are available at a cost of ten cents per page. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. In most circumstances, records will be made available for inspection or a copy will be provided within 45 days of the day the request is received. The address of the General Counsel’s office is 3205 W. Davis, Conroe, TX 77304.

A parent or eligible student may inspect the student’s records and request a correction 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 campus principal. 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 refuses to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to a place a statement commenting on the information in the student’s records.

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 parents or students.

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

Parents or eligible students who believe the District is not in compliance with the law regarding records have the right to file a complaint with the following federal agency: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Forms to further restrict the release of student information can be obtained in the main office of each campus or on-line at http://www.conroeisd.net/about/forms.asp

Display of Student’s Photos and Other Original Work Products: Students’ photographs and work may be displayed in classrooms or other areas of the District, including on the District, campus or classroom Web site, in printed material, video or any other method of mass communication. Parents may choose, by notifying the campus principal in writing, that they have decided not to allow their child’s photograph or other original work to be displayed. An objection to any form of communication is an objection to all forms of communication.

Enrollment and Withdrawal

Enrollment Requirements: The parent or guardian of a student wishing to enroll in a CISD school must provide proof of legal responsibility for the student in the form of a birth certificate, divorce decree or some other legal document. The parent or legal guardian of a student under the age of 18 must present with the student at enrollment to complete necessary paperwork including the registration form, and release of records form. Parents should be prepared at the time of enrollment to provide school officials with copies of any court orders that affect the child and must provide emergency notification information. Parents must also bring with them proof of residency (utility bill), birth certificate or other document suitable as proof of the child’s identity and proof that the child has received the age appropriate immunizations as required by the Texas Health Department. (See below).

Immunizations: Students must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS) Immunization Branch, can be honored by the District. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, TX 78714-4347; or online at https://webds.dshs.state.tx.us/immco/affidavit.shtm. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. Please refer to http://health.conroeisd.net for a list of the required immunizations. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. Serologic confirmation of immunity for measles, mumps, rubella, hepatitis B, hepatitis A or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by state law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of a vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine,
the student is not in compliance and the school must exclude the student from school attendance until the required dose is administered.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor’s opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. For further information please see Board Policy FFAB and the TDSHS Web site: www.dshs.state.tx.us/immunize/school/default.shtm. Each school will maintain a list of students exempted from immunizations. In the event of an outbreak of a vaccine preventable disease the TDSHS may order unimmunized students to be excluded from attending school.

Entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

Residency Requirements: Students must enroll in the school in the attendance zone in which they reside. Students may apply for an intradistrict transfer in accordance with Local Board Policy FDB. (See below.)

Intradistrict Transfers: Attendance areas are determined by the Board of Trustees. The District does allow intradistrict transfers in certain situations. The deadline to apply for an intradistrict transfer is May 1. Please see Local Board Policy FDB for further information.

Students whose legal residence changes from one attendance zone during the school year to another may remain at the school in which they are currently enrolled until the end of the semester in which the change of residence occurred. Parents should complete the appropriate intradistrict transfer paperwork.

The District does not provide transportation to students attending a campus outside of their attendance zone.

Parents of Students with Disabilities with Other School-Aged Children in the Home: If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus.

Interdistrict Transfers: In general, no nonresident students shall be eligible to attend Conroe Independent School District schools. However, the Board of Trustees has approved the following exceptions:

- Children of full-time nonresident District employees
- Resident students who become nonresidents during the course of a semester are permitted to continue in attendance for the remainder of the current grading period.
- A nonresident senior student who was a resident of the District and attended that same District high school during the preceding three years shall be allowed to continue to attend that high school until the student graduates, provided academic, disciplinary, and attendance records are satisfactory.
- A student residing outside the District may enroll in the District if the student’s parent or guardian has a signed contract for the lease or purchase of a home within the boundaries of the District that will be occupied within 90 days from the date of enrollment. (See FDA Local for further requirements.)

A transfer student whose placement in the District becomes a detriment to his/her learning or the learning of other students because of disciplinary or attendance problems may have his/her transfer revoked. March 15 is the deadline to apply for an interdistrict transfer.

Foreign Exchange Students: Students who have graduated from any other school are not eligible for admission. The purpose of a foreign exchange program is cultural and social, not for graduation purposes. The District limits the number of foreign exchange students at each of its high schools to no more than six per school year. The exchange student must reside within the school’s attendance zone to be enrolled. Foreign exchange students are classified as 11th grade students and are not placed on a graduation plan. These students may waive taking exit level tests.

Foreign exchange students are encouraged to take courses such as American History and Government, as well as elective courses which enhance the cultural and social experience of school. Courses will be assigned upon registration. Foreign exchange students must meet the same guidelines for class placement and level changes as all other District students. All
students who have English as a second language must be tested for English proficiency. Foreign exchange students who wish to apply for graduation must request an official transcript from the last school the student attended. Transcripts should be received prior to the student enrolling in the District. The transcript will be evaluated to determine eligibility for graduation. Foreign exchange students who apply for graduation must meet the same course and testing requirements as all other District students.

The District cannot complete I-20 forms. These forms require that the District acknowledge the acceptance of tuition from students who attend District schools, but are not residents of the United States. Texas law does not allow school districts to charge foreign students tuition for attending District schools. Therefore, the District cannot complete I-20 forms.

**Withdrawning from School:** A student under the age of 18 may be withdrawn from school only by a parent or the legal guardian. The campus registrar will initiate the withdrawal paperwork. The campus must receive notice of intent to withdraw at least 3 days in advance of the withdrawal. On the student’s last day of attendance, the official withdrawal form must be presented to each teacher for entry of current grade averages and book clearance, to the librarian to verify no books are currently checked out to the student, to the clinic to obtain health records and to the counselor. A copy of the withdrawal form will be provided to the student and a copy will be placed in the student’s permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. A person who voluntarily enrolls in school or voluntarily attends school after the person’s eighteenth birthday shall attend school each school day for the entire period the program of instruction is offered. The District may revoke for the remainder of the school year the enrollment of a person 18 or older who has more than five unexcused absences in a semester. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds for the purposes of Education Code 37.107 regarding trespassing.

The District may initiate withdrawal of a student under the age of 18 for nonattendance if the student has been absent ten consecutive school days and repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

**ATTENDANCE AND ABSENCES**

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. 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 compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed below.

**Compulsory Attendance:** State law requires that a student between the ages of 6 and 18 attend school as well as any applicable accelerated instruction programs, extended year programs and District-required tutorial sessions unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth 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 is thereafter unauthorized and may be considered trespassing.

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

A school aged student deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent and/or student may be filed in the appropriate court if the student: (1) is absent from school on ten or more days or parts of days within a six-month period in the same school year, or (2) is absent on three or more days or parts of days within a four-week period. If a student age 12 through age 17 violates the compulsory attendance law, both the parent and the student could be charged with a criminal offense. School officials will notify parents or guardians of these absences and request a conference with the parent or guardian to discuss the absences.

**Attendance for Credit:** To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he/she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge
privileges. Up assignments are provided for absences approved in advance. Preapproved absences count against final record, academic standing, and compliance with campus procedures. A maximum of not more than five preapproved absences per school year are allowed. Preapproved absences are included in the calculation to determine if a student has attended class 90% of the days the class is offered in order to receive credit for the class. Make-up assignments are provided for absences approved in advance. Preapproved absences count against final exam exemption privileges.

Exemptions to Compulsory Attendance: State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all the work. These include the following activities and events:
- Documented health care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health care provider must be submitted to the campus upon the student’s return.
- Authorized school-sponsored activities
- Religious holy day observance
- Required Court appearances
- Activity relating to obtaining United States citizenship
- Service as an election clerk

In addition a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal or designee, follows campus procedures to verify such a visit, and makes up any work missed.

When a student must be absent from school, the student – upon return 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. Should a student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health care provider verifying the illness or condition that caused the student’s absence from school.

Activity Absence: Participation in school-sponsored extracurricular activities is not considered an absence from school. However, students may not miss any class to participate in any one or a combination of such activities more than 10 times during a school year. Students participating in activities approved by the Board of Trustees as extracurricular activities must follow these same guidelines. Approved competitions above the district level are not considered in determining a student’s total days of absence from school due to extracurricular activities. For the purpose of determining whether a student may participate in an extracurricular activity on the evening of a school day, the student must be in attendance at school for at least half of the day. The principal or designee may make exceptions to this rule.

Absences Approved in Advance: Written parental requests for preapproved absences must be made in advance to the appropriate assistant principal. Forms to request preapproved absences are available at the campus. Approval will be based on the student’s attendance record, academic standing, and compliance with campus procedures. A maximum of not more than five preapproved absences per school year are allowed. Preapproved absences are included in the calculation to determine if a student has attended class 90% of the days the class is offered in order to receive credit for the class. Make-up assignments are provided for absences approved in advance. Preapproved absences count against final exam exemption privileges.
Make-Up Work: Students will be given the opportunity to make up work missed due to any absence with the exception of truancy, i.e. skipping school. Truancy is the absence of a student from school without the permission of the student’s parent or guardian. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student’s absence, the student will be permitted one day for each day of absence to complete that work. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignment prior to the absence. Long-term assignments are due even if the student is absent on that day. Students should make arrangements to have long-term assignments turned in on the date due if the student is unable to do so because of an absence.

Leaving Campus During the Day: All students who leave campus during the school day must sign out in the appropriate office and receive a permit for leaving campus. To receive a permit to leave campus, the student must provide a written note, signed by his or her parent or guardian, containing the student’s first and last name, the date, time and reason for leaving campus along with contact information for the parent or guardian or a telephone call from the student’s parent or guardian. The permit must be obtained prior to the start of the school day on which the student is requesting to leave campus. To be released from class, the student must present the permit to the classroom teacher to receive permission to leave at the designated time. If the student returns to school that day, he or she must report to the attendance office or designated area and provide written verification from the health care professional (if applicable) along with a written note from the parent or guardian stating the reason for the absence. The student must also sign in, in order to be readmitted to class.

Students, who fail to sign in or out before leaving campus or furnish false information, including a forged parent or guardian signature, will be considered truant. Students are not allowed to leave campus during meal periods for the purpose of eating lunch off campus.

Authorized Person Picking Up Students: Under normal circumstances, either parent of the student will be allowed to pick up a student at school. In the event the parents are separated or divorced, and the school is furnished with a copy of a court order wherein one of the parents is granted custody of the child, the child will be released only to the parent who has possession under the order at that time. Anyone picking up a child other than their own should have a note signed by the child’s parent or guardian giving them permission to do so. In addition, a picture ID may be requested when picking up a student.

Official Attendance-Taking Time: The District must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day during second period.

Tardies: It is very important to the educational process that students arrive to school and to each of their classes on time each school day. See the individual campus insert for specific information regarding how tardies will be handled at your child’s campus.

Driver License Attendance Verification: To obtain a driver’s license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus. Requests are typically processed within 24 hours. Students should remember that buildings are closed during spring and winter break as well as holidays and should plan accordingly.

RIGHTS AND RESPONSIBILITIES

Experience and research say that a child’s education is enhanced when there is a strong relationship between home and school. The school, the parent, and student each have important rights and responsibilities in establishing and maintaining that relationship.

Conroe ISD students have the right to:
- Feel safe in their school environment.
- Take full advantage of the academic opportunities and a quality educational program.
- A school environment free of disruptions within the classroom.
- Express their opinions.
• Appeal program decisions that impact them.
• A healthy environment that is smoke, alcohol, and drug free.
• Access to school resources and facilities under appropriate supervision.
• Expect courtesy, fairness, and respect from fellow students, staff, and other school personnel.
• Be informed of classroom and building expectations.
• Have the opportunity to participate in extra-curricular and co-curricular activities.

**Conroe ISD students are expected to:**
• Be on time and be prepared for each class with appropriate materials and assignments.
• Dress appropriately.
• Attend all classes daily and do his or her best to master his or her academic program.
• Respect the rights and property of others.
• Act responsibly and treat others with respect and courtesy.
• Assure that individual expressions do not interfere with the normal operations of the school.
• Pay required fees and fines.
• Comply with the District’s Code of Conduct and comply with school rules, regulations and policies.
• Seek changes to school rules and District policies in an orderly and responsible manner through appropriate channels.
• Visit another school only when it is appropriate to be there.
• Cooperate with District staff in investigations of disciplinary cases.
• Be responsible, caring and honest.
• Abide by state law and school board policies concerning substance abuse.

**Conroe ISD parents have the right to:**
• Be treated with courtesy by all members of the District, including students, staff and administrators.
• Feel their children are in a safe school environment.
• Be informed, including knowing the requirements and expectations for all school programs.
• Participate in discussions and decisions involving their student’s school progress and welfare.
• Be informed of decisions and procedures that involve their student.
• Inspect their student’s educational records and remove or correct the contents of those records in compliance with state and federal law and Board policy.
• Be informed of all services and programs available to assist in improving educational opportunities and progress for their students
• Expect that every effort will be made by school personnel to ensure parents receive important news and messages in a timely manner.
• Participate in organizations and activities designed for parents.

**Conroe ISD parents are expected to:**
• Be sure their child attends school daily and if he or she is absent, promptly report and explain absences and tardies to the school.
• Foster a positive attitude toward school.
• Monitor their child’s academic progress and contact teachers as needed.
• Encourage proper study habits at home.
• Participate in parent-teacher conferences.
• Stay informed of school rules and encourage and expect their child to comply with these rules.
• Be aware of the school and District’s ongoing bullying and harassment prevention efforts.
• Participate in school-related organizations.
• Be sure that their child is appropriately dressed for school and school-related activities.
• Be sure that their child has all his or her supplies and materials for class.
• Discuss report cards, progress reports, and assignments with your child.
• Take an active role in communication between school and home including bringing to the attention of school officials any problem or condition that may relate to their child’s education.
• Maintain up-to-date school records for their child including, home, work and emergency telephone numbers and other important information.

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Cooperate with school administrators and teachers in the education of their child.
Return in a timely manner all necessary forms, acknowledgments and permission slips for their child.
Treat all members of the school community, students, and staff and administrators in a courteous and respectful manner.

Conroe ISD staff members have the right to:
- Personal and professional safety in their school environment.
- Support from parents, co-workers and administration in providing a safe and orderly atmosphere conducive to learning.
- Expect students will put forth their best efforts in mastering the material presented to them.
- Be treated with respect.

Conroe ISD staff members are expected to:
- Serve as appropriate role models for students.
- Support and prepare students to be responsible and independent learners as well as self-responsible citizens.
- Teach and encourage good work habits for students.
- Teach and encourage students to be self-disciplined.
- Establish rapport and an effective working relationship with parents, students and fellow staff members.
- Maintain a classroom atmosphere that is conducive to learning.
- Comply with District policies, rules and regulations.
- Perform teaching duties with appropriate preparation, assignments and resource materials.
- Respond appropriately to disciplinary situations.

Drug and Alcohol Statement District Goal 5.0: To provide a safe school environment:
The Conroe Independent School District is a learning community united in its commitment to ensuring all students graduate with confidence and competence. We are a learning community committed to promoting the importance of healthy minds and healthy bodies. We love and value our most precious resource, the children of our community, and we want our students to live long, happy, healthy, and productive lives. We know that drugs, alcohol, and tobacco pose real threats to the health, safety, and well-being of our children. The Conroe Independent School District is committed to educating students, parents, and staff members regarding these dangers, and we are committed to maintaining drug, alcohol, and tobacco-free schools and District facilities.

Our Commitment:
CISD is committed to:
- Educating students, parents, and staff members regarding these dangers.
- Supporting parents’ efforts to teach their children about these dangers.
- Encouraging and helping to build strong healthy families.
- Working with community members, agencies, and coalitions in their efforts to keep drugs out of our communities.
- Creating an environment and culture where drugs, alcohol, and tobacco are not accepted.
- Keeping drugs, alcohol, and tobacco out of our schools.
- Providing meaningful consequences to offenders.
- Helping students overcome addiction issues.
- Helping students develop good decision-making skills.

Requesting Limited or No Contact with a Student Through Electronic Media:
Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual’s professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and 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. If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have a question related to the use of electronic media by District employees, please contact the campus principal.
SAFETY AND SECURITY

Applicability of School Rules: The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District’s jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct regardless of time or location. The District’s jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members. In addition, in some instances involving criminal conduct, the District’s jurisdiction extends 300 feet beyond the property line of the campus.

Student Insurance: Student insurance is available to all students. The District acts as a service agent only, and is not responsible for claims resulting from student injuries. Parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses in the event of injury to their child. The school nurse, trainer, or designated staff member will have insurance applications and will accept the return of these applications. These applications include pricing information and coverage details. Student insurance may be purchased at any time. If you have questions about student insurance you may contact the District’s athletic director at 936-709-7888.

Child Sexual Abuse and Other Maltreatment of Children: 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 sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. 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, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see: http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp

The following Web sites might help you become more aware of child sexual abuse:
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Child Abuse Reporting: Any person who has cause to suspect that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law to Children’s Protective Services at 1-800-252-5400 or at http://www.txabusehotline.org.

Kid Chat: The District’s police department provides a 24 hour phone line to receive and react to information relating to drugs, weapons, fighting, bullying, and other crimes or fears of possible crimes occurring on our campuses. The 1-888-Kid Chat (543-2428) phone line provides students, parents and personnel an avenue for becoming a “Silent Hero.” The process ensures confidentiality and anonymity of the caller’s identity. The Safe School Crime Stoppers is affiliated with the Montgomery County Crime Stoppers Program.

Fire Drills and Evacuations: Fire and emergency drills are held for the protection of our students. They should be taken very seriously. Detailed instructions for the drill will be posted in each classroom.
Outdoor Safety: The District monitors the heat index to determine if it is safe for students to participate in outdoor activities. Students are encouraged to drink plenty of fluids at home and at school during the hotter months of the school year. Staff members are trained to recognize the symptoms of heat stress. Those symptoms are: extreme sweating or lack of sweating; paleness; muscle cramps; fatigue and weakness; dizziness; headache; nausea and vomiting; rapid pulse rate; shallow, fast breathing; and fainting. Students exhibiting these symptoms will be taken to the school nurse. Students are kept indoors if there is a threat of thunderstorms and lightning.

Visitors to the School: Parents and others are welcome to visit District schools. Visitors, other than a student’s parent or legal guardian, must have the written permission of the parent or legal guardian before they will be allowed to visit a child at school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the campus’ main office. All visitors must present a valid driver’s license or state identification card and must follow campus regulations for checking in and out of the campus. Student visitors from other campuses are not permitted.

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. Typically, approved visits to the classroom can be no more than one hour.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Volunteers: The District appreciates the efforts of its volunteers. Each campus has a volunteer program and campus contact. We encourage your involvement in your child’s education as a school volunteer. For the safety of our students, all volunteers must complete an application that includes a criminal history background check prior to volunteering or working with students. The background check is confidential and will be processed through the CISD Department of Human Resources. The following link will provide you more information about volunteering in CISD: https://pac.conroeisd.net/volunteer/GetStarted.aspx

Deliveries to School: The delivery of food, flowers, balloons, etc. to students at school is not permitted. However, if a student forgets a lunch, an assignment or project, or money to pay dues or fines, deliveries may be made to the front office for the student to pick up during the school day. Class instruction will not be interrupted to deliver items or messages to students, unless an emergency, as deemed by the school administrator, exists.

All deliveries are subject to search at the discretion of the campus administrator.

Notification of Law Violations: The District is required by state law to notify:
- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution or adjudication, or has been adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate District personnel in regards to a student who is required to register as a sex offender.

Students Taken into Custody: State law requires the District to permit a student to be taken into legal custody under the following circumstances:
- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a 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 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, Texas Department of Family and Protective Services, 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.

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 or his designee 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.

**Questioning of Students:** Administrators, teachers, and other professional personnel may question a student with or without the student’s parent or guardian present regarding the student’s own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Parents may or may not be notified when their child is questioned at school. The nature of the questioning will dictate whether or not parents are notified. When law enforcement officers or other lawful authorities wish to question or interview a student at school, 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. If the principal determines that a necessity exists for the law enforcement officer or other lawful authority to interview the student at school during the school day, the principal will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection. Ordinarily, the principal or other administrator will be present for the interview unless the interviewer raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

**Searches:** 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. Such searches are conducted without a warrant and as permitted by law.

**Students and their Personal Belongings:** School officials may conduct the search of a student’s person or personal items if they have a reasonable cause to believe that the student is in possession of evidence of a crime or an item or substance prohibited by law and/or District policy. Parents may or may not be contacted if their child or his or her belongings are searched.

**Students’ Desks and Lockers:** Students’ desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that their locker is locked and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not the student is present. The parent will be notified if any prohibited items are found in the student’s desk or locker.

**Electronic Devices:** Use of District-owned equipment and its network systems is not private and will be monitored by the District. Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

**Vehicles on Campus:** Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

**Metal Detectors:** In order to maintain a safe school environment conducive to the educational process, the District shall use magnetometers ("metal detectors") to discover and deter violations of the District's policy prohibiting weapons [see FNCG (LEGAL) and (LOCAL)].

In order to prevent students from bringing weapons to school, students shall be subject to random, suspicionless, administrative searches for weapons. Such random searches shall be for weapons and nothing else.

Refusal of a student to cooperate in a random search shall be considered and treated as insubordination and conduct that substantially disrupts the school environment [see FOB (LEGAL)] and shall subject the student to suspension.

Students assigned to the District’s Disciplinary Alternative Education Program (DAEP) shall be searched on a daily basis upon entering the facility. Refusal of a student who has been placed in a disciplinary alternative education program to cooperate in this search shall subject the student to possible expulsion pursuant to the provisions of policies FOD (LEGAL) and (LOCAL).

**Trained Dogs:** The District shall use specially trained, non-aggressive dogs to sniff out and alert officials to the current
presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education. Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials.

**Video Cameras:** For safety purposes, video and audio recording equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

**GENERAL CAMPUS REGULATIONS**

**Distribution of Materials:** Publications prepared by and for the District may be posted or distributed with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. School newspapers and yearbooks are available to students. All student school publications are under the supervision of a teacher, sponsor or principal.

**Student Non-school Materials:** Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. Each campus will designate a location for approved nonschool materials to be placed for voluntary viewing by students. (See policies at FNAA.)

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

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

**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 nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

**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 the 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 involved in an activity under the supervision of a teacher, 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 rehearsals, club meetings, athletic practices, and 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 established by the sponsor for extracurricular participants.

**Possession and Use of Electronic Devices:** The District is not responsible for any item brought to school by a student. A student bringing an item to school, including an electronic device does so at his or her own risk.

The District permits students to possess telecommunications devices including mobile telephones, except at the District’s Disciplinary Alternative Education Program (DAEP), however, these devices must remain turned off during the instructional day, including during all testing. The use of telecommunication devices in locker rooms or restroom areas at any time while at school or at a school-related or school sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. Confiscated telecommunications devices that are not retrieved by the student or student’s parents will be disposed of after the notice required by law. Any disciplinary action will be in accordance with the Student Code of Conduct. The District is not responsible for damaged, lost, or stolen telecommunication devices.

If a student brings other electronic devices (radios, CD players, iPods, MP3 players, video/audio recorders, DVD players, electronic readers, cameras, etc.), he or she does so at his or her own risk. If a student does have an electronic device, it should be put away in a secured locker and turned off during the school day. Permission to use the device at school should come from the principal. Without such permission, teachers will collect the items and turn them in to the principal’s office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. Any disciplinary action will be in accordance with the Student Code of Conduct. The District will not be responsible for any damaged, lost, or stolen electronic devices.

Students are prohibited from sending or posting 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 if it results in a substantial disruption to the educational environment. In limited circumstances and in accordance with law, a student’s personal electronic device may be searched by authorized personnel. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Please refer to the campus insert for more detailed information regarding the possession and use of cellular telephones on your child’s campus.

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

**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 according to the Student Code of Conduct may, be required to complete an educational program related to the dangers of this type of behavior and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child http://beforeyoutext.com, as state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

**Fundraising:** Student clubs or classes and/or parent groups, including booster clubs, may be permitted to conduct fund-raising activities for approved school purposes. Requests for permission must be made to the campus principal at least 10
30 days before the event. Funds collected by school organizations must be processed through the campus activity account. Funds must be deposited with the campus financial clerk on the day they are collected. Disbursement of collected funds must be by the financial clerk with written approval of the campus principal or his or her designee.

Booster clubs must conduct their fund-raising efforts without the use of students. If students are involved in the fund-raising activity, the money earned from the fundraiser must be deposited in the campus student activity account.

A campus may establish a fund-raising calendar so that the number of fund-raising activities will be spread out over the entire school year. Fundraisers may not last longer than a two-week period. All student and parent groups are limited to two major fundraisers per school year.

Except as approved by the Assistant Superintendent, fundraising by outside, non-school related groups is not permitted on school property.

Automobiles and Parking Permits: Student parking at campuses is a privilege not a right. Students may be required to complete a safe school driving course as a condition for obtaining a parking permit. Parking privileges are for registered students at the campus at which he or she is registered. Each campus may charge a parking fee. If a student’s parking privilege is suspended temporarily or permanently, no part of the parking fee will be refunded. Any student having his or her vehicle booted during the school year may be fined and/or have his or her parking privilege suspended. For further information regarding parking guidelines see the campus handbook for regulations specific to your campus.

Extracurricular Codes of Conduct: Sponsors of student clubs, performing groups such as band, choir, and drill team, and athletic teams may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general. If a violation of the extracurricular code of conduct is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequence specified by the organization.

Student Elected Positions: Elections are held each year to elect certain student leaders and to select students for student honor positions. Students must meet the criteria for the particular organization. Students should contact the faculty sponsor to find out what the criteria are.

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

- 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
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student 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
- Fees for lost, damaged or overdue library books
- Fees for driver training courses, if offered
- Fees for optional courses offered for credit that require use of facilities not available on District premises
- Summer school for courses that are offered tuition-free during the regular school year
- Student identification cards
- In some cases a course taken through the Texas Virtual School Network (TxVSN)

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

Dress and Grooming: Each campus’ dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the guidelines established by the child’s campus. If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the
day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Public Displays of Affection: Public displays of affection are not allowed.

Parent Conferences: Parents are encouraged to call the counselors’ office to arrange for a parent-teacher conference. Unscheduled visits may not result in a conference with the teacher due to the teacher having other duties or commitments. The parent or guardian can leave his or her name and contact information and the teacher will respond. Teachers are only able to meet during their conference period and before or after school unless special arrangements have been made. Appointments to meet with staff should be made at least 24 hours in advance. This allows the teacher to be adequately prepared for the conference. Parents must report to the front office and sign in before proceeding to the conference.

Textbook, Electronic Textbooks, Technological Equipment, and Other Instructional Materials: Textbooks and other District-approved instructional materials are provided free of charge for each subject or class, with the exception of some college credit courses taught at some high school campuses. Any books must be covered by the student as directed by the teacher and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided the necessary instructional resources and equipment for use at school during the school day. Students will be assessed a fee in accordance with District guidelines for damage occurring to any instructional materials assigned to them.

DISTRICT INFORMATION

Protecting Student and Parent Rights: Students 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, antsocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the students 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.

Parents are able to inspect the survey or other instrument and any instruction material used in connection with such a survey, analysis, or evaluation. [For further information see Board Policy EF.]

Parents also have a right to receive notice of and deny permission for their child to participate 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 a child for the purpose of marketing, selling, or otherwise disclosing that information
- 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: hearing, vision, or scoliosis screenings, or any physical exam or screen permitted or required under the law [See Board policies EF and FFAA.]

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Parents also have the right to:
• Request information regarding the professional qualifications of his or her child’s teachers, including whether the 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 and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.
• Request information about the qualifications of any paraprofessional who may provide services to their child.
• Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to their child.
• Inspect a survey created by a third party before the survey is administered or distributed to their child. Review their child’s student records when needed. These records 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 behavior patterns; and state assessment instruments that have been administered to their child.
• Grant or deny any written request from the District to make a videotape or voice recording of their child. State law does permit schools to make videotapes or voice recordings without parent permission if the recording is to be used for school purposes, if it relates to classroom instruction or a co-curricular or extracurricular activity, or if it relates to media coverage of the school.
• Remove his or her child temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with his or her religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the District and by the Texas Education Agency.
• Request that their child be excused from daily participation in the recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow a child to be excused from participating in the required moment of silence or silent activity that follows.
• Request that their 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) the parent or guardian provides a written statement requesting that their child be excused, (2) the District determines that the child has a conscientious objection to the recitation, or (3) the parent or guardian is a representative of a foreign government to whom the United States government extends diplomatic immunity [See Board policy EHBK.]
• Request in writing, if the parent is the non-custodial parent that he or she is provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See Board policies FL and FO and the Student Code of Conduct.]
• Request a transfer to another classroom or campus if their child has been determined by the District to have been a victim of bullying as the term is defined by Texas Education Code §25.0341. Transportation is not provided for a transfer to another campus. Contact the District’s Legal Office for more information.
• Request a transfer of their child to attend a safe public school in the District if their child attends a campus identified by TEA as persistently dangerous of if their child has been a victim of a violent criminal offense while at school or on school grounds. [See Board policy FDD (Local)]
• Request the transfer of their child to another campus if their child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See Board policy FDD (LOCAL)]
• Request 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 that the 14th day after the enrollment of your children. [See FDB (LEGAL)]

School Safety Transfers: As a parent you may request to transfer your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as that term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. Parents of students who the District’s administration has determined to have engaged in bullying should be aware that the District can transfer their child to another campus. In such a circumstance transportation would not be provided. See the campus principal for more information. Parents can request a transfer to attend a safe public school in the District if their child attends school at a campus identified by TEA as persistently dangerous or if their child has been a victim of a violent criminal offense while at school or on school grounds. Parents can request a transfer to another campus if their child has been the victim of a sexual assault by another student assigned to the same campus, whether the
assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

**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, gender, national origin, disability, or any other basis prohibited by law. [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. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance.

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

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

**Harassment:** Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the district’s policy is available in the principal’s office and in the superintendent’s office, or at www.conroeisd.net.

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

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

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

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

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

Retaliation: or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student’s poor academic performance in the classroom.

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

Investigation of Report: To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District.

In the event 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.

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.

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

Nondiscrimination Statement: In its efforts to promote nondiscrimination, the District makes the following statement: The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in its admissions policies, or by excluding from participation in, denying access to, or denying the benefits of District services, academic and/or vocational and technology programs, or activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; the First Amendment of the United States Constitution, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

The following District staff members have been designated to coordinate compliance with these requirements:
For concerns regarding discrimination on the basis of gender contact the Title IX Coordinator, Carrie Galatas at 3205 W. Davis, Conroe, Texas 77304; Telephone number 936-709-7752. For concerns regarding discrimination on the basis of disability contact the Section 504 Coordinator, Sally Maxwell at 3205 W. Davis, Conroe, Texas 77304; Telephone number 936-709-7752. For all other concerns, please see your campus principal.

Bullying: Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior: results in harm to the student or the student’s property; places a student in reasonable fear of physical harm or of damage to the student’s property; or, is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment. The conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

The Board has established policies and procedures to prohibit bullying and to respond to reports of bullying. Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreadimg, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.” If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee 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 of the student who was found to have engaged in the bullying. Available counseling options will be provide 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. [See FFI (LOCAL).]

The principal, may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the District. The parent of student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus with the District. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(Local).

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

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.

**Physical Fitness Assessment:** Annually, the District will conduct a physical fitness assessment of students in grades 3-12 enrolled in a PE or PE alternative class. This assessment is called a FITNESSGRAM. The results of your child’s FITNESSGRAM can be viewed through Parent Access at the end of the school year.

**Pledges of Allegiance and Minute of Silence:** Each school day students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuses their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere or distract others.

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

**McKinney-Vento/Homeless Education Assistance Act:** This federal law provides assistance for families who are homeless. The purpose of the Act is to maintain the continuity of education for a child and/or family who is homeless or become homeless. Rod Chaves is the District’s liaison for homeless education. Mr. Chaves can be reached at 936-709-7769.

**Complaints and Concerns:** Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL). This policy requires that the formal complaint process be initiated within 15 days of the time the person knew or should have known of the event giving rise to the complaint. A copy of this policy as well as the District complaint form can be obtained in the general counsel’s office or on the District’s Web site at www.conroeisd.net.

**Posters and Signs:** The posting of any signs, posters or other commercial advertisements relating to activities not connected with the Conroe Independent School District is not permitted. This applies to buses as well as buildings, parking lots or any other area on the school campus. The principal or assistant principal must approve any poster before it can be displayed. For additional information please see Local Board policies FNAA and GKDA which are available online through the District’s Web Site at www.conroeisd.net.

**Pesticides:** As part of our commitment to provide your child with a safe, pest-free learning environment the Conroe
Independent School District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on nonchemical forms of pest control. Pesticide applications on Conroe School District property are made only by trained and licensed technicians. Should you have questions about the District’s pest management program or wish to be notified in advance of pesticide applications you may contact our IPM Coordinator at 936-765-3183.

**Aerosols:** Students should not bring aerosol spray containers to school.

**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 in the District’s Planning and Construction Department. If you have any questions or would like to examine the District’s plan in more detail, please contact the designated Asbestos Coordinator in the District’s Planning and Construction Department at 936-709-7751.

**Weather-Related Closing and Openings:** Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio, TV stations and the District’s web site. Please listen to these stations or check the District’s web site rather than calling the school district office or school for information. Weather related decisions are usually not made until shortly before 6:00 a.m. since conditions that make roads hazardous may moderate overnight. If weather conditions worsen after buses have begun their scheduled runs, schools will operate on a regular schedule unless utility or weather conditions make the building unsafe.

**Returned Checks:** In the event that a check written to any Conroe ISD campus, cafeteria, or District office is returned unpaid by your bank, Conroe ISD or its agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of $30.00 plus applicable sales tax. The use of a check for payment is your Acknowledgement and Acceptance of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

**District-Level Staff and Contact Numbers (See Appendix)**

**School Health Advisory Council (SHAC):** During the preceding school year, the District’s School Health Advisory Council (SHAC) held four (4) meetings. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, a safe and healthy school environment, recess recommendations, and employee wellness.

**Steroids:** State law prohibits the possession, dispensing, delivery, or administering of 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 participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at: [http://www.uil.utexas.edu/athletics/health/steroid_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

**DISTRICT SERVICES**

**Food Services:** The school cafeteria (Power Station) offers nutritious, appetizing meals daily. Students may select from a variety of menu and a la carte choices. All campuses are equipped with computerized point-of-sale stations where students enter their student ID number, for access to their accounts. Photo IDs are used at the pint of sale to identify the student. Meals and a la carte purchases are recorded in the computer. Prices for breakfast are $1.15 for students and $2.00 for adults or visitors. Prices for lunches are $2.40 for students and $3.25 for adults and visitors.

Parents are encouraged to prepay for their child’s meals or a la carte purchases.

- **Cash** needs to be sent or taken to the school in a sealed envelope with your child’s name and student ID number on it.
- **Check** prepayments must be made payable to the CISD Child Nutrition Department. Include your child’s name, student ID number, and grade on check and envelope to ensure crediting to the proper account. Checks returned for any reason will be charged a $30 processing fee. **After a check has been returned due to non-payment, the cafeteria will no longer accept checks for payment.**
● Temporary checks and counter checks will not be accepted.
● **Credit or debit card** payments can be made by going to Schoolpaymentsolutions.com. Access to this site may also be found on the Child Nutrition webpage: [http://childnutrition.conroeisd.net](http://childnutrition.conroeisd.net)

Students who do not have money for a meal will be provided with a sandwich and milk paid for by the Child Nutrition Department.

**Applications for Free and Reduced** price meals may be filled out at any time during the year. Approval is based on federal guidelines. Applications may be obtained from any school cafeteria, the registrar’s office, online or from the CISD Child Nutrition Office. For more information you may call (936)709-8197.

Delivery of food to students from outside vendors is not permitted. Parents cannot provide food for other students. Students may not leave campus during lunch. All students, during their lunch period, must be in the cafeteria or other designated area by the time the tardy bell rings at the beginning of each lunch period. Food services are offered on a first-come-first-serve basis. Students may not save places in line for other students. Students are expected to help keep the eating areas as clean as possible. Students who misbehave in the cafeteria may receive disciplinary consequences.

No students are permitted at their lockers or in the parking lots during lunch periods without a pass from an administrator. All food must be consumed in the cafeteria or areas designated for eating and drinking. No food may be consumed in other areas of the campus.

The District follows the federal and state guidelines regarding foods of minimal nutritional value (FMNV) being served or sold on school premises during the school day. Those guidelines can be found at [www.squaremeals.org](http://www.squaremeals.org).

To locate your campus meal station’s daily menus and other information about The Power Station, please visit our website at [http://childnutrition.conroeisd.net](http://childnutrition.conroeisd.net).

**Special Dietary Needs:** Child Nutrition does not make food substitutions, at their discretion, for individual children who do not have a disability. Students with a life threatening disability that requires substitution or modification must provide the following:
- the child’s disability
- an explanation of why the disability restricts the child’s diet
- the major life activity affected by the disability
- the food or foods to be omitted from the child’s diet and the food or choice of foods that must be substituted

The physician must review a copy of the Child Nutrition menu with the appropriate changes made for Child Nutrition staff to follow. Food allergies are not considered a disability unless life threatening.

**Health Services:** Each school campus has a health clinic with trained personnel to care for students. The Health Service staff consists of a Registered Nurse who may be assigned to the campus on a full or part time basis. There may also be a clinic assistant assigned on a full or part time basis trained in CPR and first aid.

Any information regarding a student’s health condition or any health concerns should be communicated to the campus nurse. A “Student Health Information Form” will be sent home with your child at the beginning of the school year. It is very important to complete and return this form. This form will give you the opportunity to list any medical conditions, allergies, medications or concerns you may have. It also includes emergency information for the clinic staff. This form also contains information for contacting the parent or designee.

**Screenings:** The Texas Department of Health requires a screening program for vision and hearing for all new students and grades Pre-K, K, 1st, 3rd, 5th, and 7th. Scoliosis screening is required in grades 6 and 9. If you would prefer to have this done by your physician, please send the results to the school nurse. Other areas which may be screened are growth and development (height and weight), dental, blood pressures and pediculosis (head lice).

A child who demonstrates the following symptoms while at school will be sent home by means other than District provided transportation:
- Fever of 100 degrees or more
- Suspected contagious condition or disease
- Vomiting or diarrhea
Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with
malignant tumors 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).

**How can bacterial meningitis be prevented?**
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

**What should you do if you think you or a friend might have bacterial meningitis?**
Seek prompt medical attention.

For more information your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may be found at the web sites for: Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov) or the Texas Department of State Health Services at [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

**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.

**Food Allergies:** The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse and inform them of any 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 to assist the student in safely accessing the school environment. The District’s food allergy management plan can be accessed in the nurse’s office at each campus.

**Emergency Medical Treatment:** If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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, etc.). Please contact the school nurse to update any information that the nurse or teacher needs to know.
Limited English Proficient Students: A student with limited English proficiency (LEP) is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both District personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for a LEP student.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L may be administered to a LEP student. In limited circumstances, a student’s LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services. If a student is considered LEP and receives special education services because of a qualifying disability, the student’s ARD committee will make these decisions in conjunction with the LPAC.

Special Programs: The District provides special programs for gifted and talented students, homeless students, bilingual students, and migrant students, students with limited English proficiency, dyslexic students, 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 can learn more about the programs through the District’s Web site at www.conroeisd.net or by calling 936-709-7751 or 832-482-6240.

Child Find: The District shall ensure that all children residing within the District who have disabilities, regardless of the severity of their disabilities, including those attending private schools, and who are in need of special education and related services are identified, located, and evaluated. The District shall have a practical method for determining which children are currently receiving needed special education and related services and which children are not currently receiving needed special education and related services. This requirement applies to highly mobile children (including migrant and homeless children) and children who are suspected of being in need of special education but who are advancing from grade to grade. 20 U.S.C. 1412(a)(3), 1413(a); 34 CFR 300.125

Options & Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services: If a child is experiencing learning difficulties, the parent may contact District or Campus personal 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 academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the District determines that the evaluation is not needed, the District will provide the parent with prior 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. The District is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission Review, and Dismissal Process. The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families: Texas Project First, at http://www.texasprojectfirst.org/ and Partners Resource Network, at http://www.partnerstx.org/howPRNhelps.html. Each campus has a designated person to contact regarding options for a child experiencing learning difficulties or a referral
for evaluation for special education. Contact your child’s campus for more information.

**Request for the Use of a Service Animal:** A parent of a student who sues a service animal because of the student’s disability must submit a written request to the campus principal at least 10 district business days before bringing the service animal on campus.

**Transportation:** Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

The District makes school bus transportation available to all students who reside one or more miles from campus. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the District’s web site at www.conroeisd.net. A parent may also designate a childcare facility or grandparent’s residence as the regular pickup and drop-off location for his/her child. The designated facility or residence must be on an approved stop on an approved route. For further information contact the appropriate transportation center:

**The Conroe Center**  
*(also serving the Caney Creek area)* .......... 936-709-7916 or 832-482-6254

**The Woodlands Center** ..........................832-592-8800

**Oak Ridge Transportation Center** ..........832-592-8850

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:
- Follow the driver’s directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Be seated while the vehicle is moving.
- Wait for the driver’s signal upon leaving the bus and before crossing in front of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct on District transportation will be punished in accordance with the Student Code of Conduct which includes the suspension of bus-riding privileges.

Students who wish to ride a bus other than the one to which they are assigned must provide the campus administration with (1) a signed note from the student’s parent giving permission for the change, and (2) a signed note from the parent of the student with whom the child is going home. The campus administration will verify the request and notify the Transportation Department if the change is approved.

**Technology:** To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students will be permitted to use District computers and to appropriately access the Internet only if the student and/or the parent sign the Computer Acceptable Use Policy. (See Appendix) Violation of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail to and from District computers is not private and may be monitored by District staff.

**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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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.
**AIP** refers to an Accelerated Instruction Plan that is required for students who have not met the passing standard on a grade advancement test. Students in grades 5 or 8 who are identified as being at risk for failure on a TAKS SSI test receive the accelerated instruction throughout the school year.

**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 and his or her parents are members of the committee.

**Attendance Review Committee** is sometimes responsible for reviewing a student’s absences when the student’s attendance drops below 90 percent, or in some cases 75 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.

**CBE** is credit by examination. Students may earn credit by passing a specific final test for that course. Credit by examination is offered for both acceleration (for students who have not received instruction in a course) and credit recovery.

**CTE** stands for Career and Technical Education, which offers programs of study through sixteen career clusters. The purpose is to prepare students for college and career success as well as provide students with a quality education that prepares them to be competitive within a global economy.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC** assessments are end of course tests which are state mandated, and are a part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011-2012 school year. These exams 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.

**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 for directory information, unless a student’s parent or a student 18 or older directs the school not to release directory information.

**GPA** stands for Grade Point Average. Each semester grade which earns state credit is assigned a grade point. The GPA is the total of all grade points received divided by the number of grades received (which receive state credit).

**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 to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**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 DAEP, ISS removes the student from the regular classroom.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**PGP** stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher 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.
SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district’s health education instruction.

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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

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

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student’s ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessment, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and 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 DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student’s violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state’s standardized achievement test currently given to students in certain subjects in grade 11 and is required for graduation for these students. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment.

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.

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 nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.
The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.
The Student Code of Conduct is the Conroe Independent School District’s response to the requirements of Chapter 37 of the Texas Education Code.
The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems. The law requires the District to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school. This Student Code of Conduct has been adopted by the District’s Board of Trustees and developed with the advice of the District-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.
In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the District’s Web site. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.
Because the Student Code of Conduct is adopted by the District’s Board of Trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.
Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction
School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:
1. During the regular school day and while the student is going to and from school on District transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school’s real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another District in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District. The District has the right to search a student’s locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the District. The District has the right to revoke the transfer of a nonresident student for violating the District’s Code of Conduct. School administrators shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus. The District has the right to revoke the transfer of a nonresident student for violating the District’s Code of Conduct. The District has the right to limit a student’s participation in graduation activities for violating the District’s Code. In order to be considered as an eligible student speaker at graduation ceremonies, a student shall not have engaged in any misconduct in violation of the District’s Code, resulting in an out-of-school suspension, removal to DAEP, or expulsion during his or her last two semesters.

Standards for Student Conduct

Each student is expected to:
- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other District staff and volunteers.
- Respect the property of others, including District property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting as detailed in that section.

Disregard for Authority

Students shall not:
- Fail to comply with directives given by school personnel (insubordination).
• Leave school grounds or school-sponsored events without permission.
• Disobey rules for conduct on school buses.
• Refuse to accept discipline management techniques assigned by a teacher or principal.

**Mistreatment of Others**
Students shall not:
• Use profanity or vulgar language or make obscene gestures.
• Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
• Threaten a District student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
• Engage in bullying, harassment, or making hit lists. (See glossary for all three terms.)
• Engage in conduct that constitutes sexual or gender based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a District student, employee, or volunteer.
• Engage in conduct that constitutes dating violence. (See glossary.)
• Engage in inappropriate or indecent exposure of private body parts.
• Participate in hazing. (See glossary.)
• Cause an individual to act through the use of or threat of force (coercion).
• Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
• Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a District student, employee, or volunteer.
• Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

**Property Offenses**
Students shall not:
• Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
• Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
• Steal from students, staff, or the school.
• Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion.)

**Possession of Prohibited Items**
Students shall not possess or use:
• Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
• A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
• A “look-alike” weapon;
• An air gun or BB gun;
• Ammunition;
• A stun gun;
• Any knife;
• Mace or pepper spray;
• Pornographic material;
• Tobacco products;
• Matches or a lighter;
• A laser pointer for other than an approved use; or
• Any articles not generally considered to be weapons, including school supplies, when the principal or
designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

**Possession of Telecommunications or Other Electronic Devices**
Students shall not use a telecommunications device, including a cellular telephone, or other electronic device in violation of the District and campus rules.

**Illegal, Prescription, and Over-the-Counter Drugs**
Students shall not:
• Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and
inhalants see DAEP Placement and Expulsion.)
• Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
• Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
• Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be
under the influence of another person’s prescription drug on school property or at a school-related event.
(See glossary for “abuse.”)
• Abuse over-the-counter drugs. (See glossary for “abuse.”) Be under the influence of prescription or over-
the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the
influence.”)
• Have or take prescription drugs or over-the-counter drugs at school other than as provided by District
policy.

**Misuse of Technology Resources and the Internet**
Students shall not:
• Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of
technology resources.
• Attempt to access or circumvent passwords or other security-related information of the District, students, or
employees or upload or create computer viruses, including off school property if the conduct causes a
substantial disruption to the educational environment.
• Attempt to alter, destroy, or disable District technology resources including but not limited to computers and
related equipment, District data, the data of others, or other networks connected to the District’s system,
including off school property if the conduct causes a substantial disruption to the educational environment.
• Use the Internet or other electronic communications to threaten District students, employees, or volunteers,
including off school property if the conduct causes a substantial disruption to the educational environment.
• Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening,
harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or
off school property, if the conduct causes a substantial disruption to the educational environment.
• Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off
school property if the conduct causes a substantial disruption to the educational environment.

**Safety Transgressions**
Students shall not:
• Possess published or electronic material that is designed to promote or encourage illegal behavior or that
could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

**Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Violate extracurricular standards of behavior.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The District may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

**Discipline Management Techniques**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

**Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law shall prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct. In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the District shall take into consideration a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct.

**Techniques**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
• Behavioral contracts.
• Counseling by teachers, counselors, or administrative personnel.
• Parent-teacher conferences.
• Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
• Detention, including outside regular school hours.
• Sending the student to the office or other assigned area, or to in-school suspension.
• Assignment of school duties such as cleaning or picking up litter.
• Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
• Penalties identified in individual student organizations’ extracurricular standards of behavior.
• Withdrawal or restriction of bus privileges.
• School-assessed and school-administered probation.
• Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
• Placement in a DAEP, as specified in the DAEP section of this Code.
• Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
• Expulsion, as specified in the Expulsion section of this Code.
• Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
• Other strategies and consequences as determined by school officials.
• Loss of participation in senior privileges including prom and graduation ceremonies.

Notification
The principal or appropriate administrator shall notify a student’s parent by phone or in writing of any violation that may result in a detention outside of regular school hours, out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals
Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals of the assignment of disciplinary consequences must be made to the campus principal whose decision is final. Consequences are not deferred pending the outcome of an appeal or during the complaint process.

Removal from the Regular Educational Setting
In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal. A routine referral occurs when a teacher sends a student to the principal’s office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal
A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher may also initiate a formal removal from class if:
1. The student’s behavior has been documented by the teacher as repeatedly interfering with the teacher’s ability to teach his or her class or with the student’s classmates’ ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.
A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator shall schedule a conference with the student’s parent; the student; the teacher, in the case of removal by a teacher; and any other administrator. At the conference, the appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The administrator shall give the student an opportunity to give his or her version of the incident. When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in another appropriate classroom, in-school suspension, out-of-school suspension or DAEP.

Returning Student to Classroom
When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher’s class without the teacher’s consent. When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher’s class without the teacher’s consent, if the placement review committee determines that the teacher’s class is the best or only alternative available.

Out-of-School Suspension
Misconduct
Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense. In deciding whether to order out-of-school suspension, the District shall take into consideration:
1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student’s disciplinary history.

Process
State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Before being suspended a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator’s decision is made. The number of days of a student’s suspension shall be determined by the appropriate administrator, but shall not exceed three school days. The student will not participate in any extra-curricular activities or attend any school or school related functions during this time. Additionally, any work missed during suspension must be made up in accordance with campus and classroom rules. The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities. The decision to suspend a student is appealable to the campus principal. The decision of the campus principal is final.

Disciplinary Alternative Education Program (DAEP) Placement
The DAEP shall be provided in a setting other than the student’s regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. For purposes of DAEP, elementary classification shall be kindergarten-grade 6 and secondary classification shall be grades 7-12. Summer programs provided by the District shall serve students assigned to a DAEP in conjunction with other students. A student who is expelled for an offense that otherwise would have resulted in a DAEP
placement does not have to be placed in a DAEP in addition to the expulsion. In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the District shall take into consideration:
1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student’s disciplinary history.

**Discretionary Placement: Misconduct That May Result in DAEP Placement**
A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

**Misconduct Identified in State Law**
In accordance with state law, a student may be placed in a DAEP for any one of the following offenses:
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Criminal mischief, not punishable as a felony.

In accordance with state law, a student may be placed in a DAEP if the superintendent or the superintendent’s designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student’s presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
The appropriate administrator may, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

**Mandatory Placement: Misconduct That Requires DAEP Placement**
A student must be placed in a DAEP if the student:
- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terrorist threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence.”)
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
  - Engages in expellable conduct and is between six and nine years of age.
  - Commits a federal firearms violation and is younger than six years of age.
● Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)

● Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  a. The student receives deferred prosecution (see glossary),
  b. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  c. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

**Sexual Assault and Campus Assignments**
If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim’s parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the District. If there is no other campus in the District serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

**Emergencies**
In an emergency, the principal or the principal’s designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

**Process**
Removals to a DAEP shall be made by the campus administration.

**Conference**
When a student is removed from class for a DAEP offense, the appropriate administrator shall schedule a conference within three school days with the student’s parent, the student, and the teacher, in the case of a teacher removal. At the conference, the appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. Following valid attempts to require attendance, the District may hold the conference and make a placement decision regardless of whether the student or the student’s parents attend the conference. Until the conference is held, the principal may place a student in another appropriate classroom, in-school suspension or out-of-school suspension.

**Placement Order**
After the conference, if the student is placed in the DAEP, the appropriate administrator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student’s parent. Not later than the second business day after the conference, the Board’s designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code. If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

**Length of Placement**
The duration of a student’s placement in a DAEP shall be determined by the campus administration. The duration of a student’s placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misconduct, the student’s attitude, and statutory requirements. The maximum period of DAEP placement shall be 15 successful
school days, unless a recommendation is made by the campus principal and approved by the appropriate assistant superintendent for a longer placement, not to exceed one school year. The District shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established District administrative procedures for administering other diagnostic or benchmark assessments. Placement in a DAEP may exceed one year when a review by the District determines that:
1. The student is a threat to the safety of other students or to District employees, or
2. Extended placement is in the best interest of the student.
The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the Board’s decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year
Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement. For placement in a DAEP to extend beyond the end of the school year, the Board’s designee must determine that:
1. The student’s presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the District’s Code.

Exceeds 60 Days
For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student’s parent shall be given notice and the opportunity to participate in a proceeding before the Board or the Board’s designee.

Appeals
Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP that does not extend beyond the end of a grading period or into the next school year shall be made to the campus principal in accordance with policy FOC(LEGAL and LOCAL). The decision of the campus principal is final. Disciplinary consequences are not deferred pending the outcome of an appeal or during the complaint process.

Restrictions During Placement
State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities. The District shall provide transportation to students in DAEP. For seniors who are eligible to graduate and are assigned to DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review
A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the Board’s designee at intervals not to exceed 120 days. In the case of a high school student, the student’s progress toward graduation and the student’s graduation plan shall also be reviewed. At the review, the student or the student’s parent shall be given the opportunity to present arguments for the student’s return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher’s consent.
**Additional Misconduct**
If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

**Notice of Criminal Proceedings**
The office of the prosecuting attorney shall notify the District if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:
1. Prosecution of a student’s case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student’s placement and schedule a review with the student’s parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student’s parent, the superintendent or designee may continue the student’s placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student’s parent may appeal the superintendent’s decision to the Board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the Board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student’s parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The Board shall make a record of the proceedings. If the Board confirms the decision of the superintendent or designee, the student and the student’s parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

**Withdrawal during Process**
When a student violates the District’s Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a placement order is completed, the District may complete the proceedings and issue a placement order. If the student then reenrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another District. If the appropriate administrator or the Board fails to issue a placement order after the student withdraws, the next District in which the student enrolls may complete the proceedings and issue a placement order.

**Newly Enrolled Students**
The District shall continue the DAEP placement of a student who enrolls in the District and was assigned to a DAEP in an open-enrollment charter school or another District. A newly enrolled student with a DAEP placement from a District in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving District. If the student was placed in a DAEP by a school District in another state for a period that exceeds one year, this District, by state law, shall reduce the period of the placement so that the total placement does not exceed 15 successful school days. After a review, however, the placement may be extended beyond a year if the District determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.
Emergency Placement Procedure
When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Offenses
This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders
Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester. If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the Board or its designee determines that the student’s presence:
1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the District’s students.

Review Committee
At the end of the first semester of a student’s placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the District shall convene a committee, in accordance with state law, to review the student’s placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the Board or its designee must follow the committee’s recommendation.

Newly Enrolled Student
If a student enrolls in the District during a mandatory placement as a registered sex offender, the District may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal
A student or the student’s parent may appeal the placement by requesting a conference between the Board or its designee, the student, and the student’s parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the Board or its designee under this section is final and may not be appealed.

Certain Felonies
Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:
• Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
• Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
• Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
• Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
• Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The District may expel the student and order placement under these circumstances regardless of:
1. The date on which the student’s conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

**Hearing and Required Findings**
The student must first have a hearing before the Board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student’s presence in the regular classroom:
1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the District’s students.

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

**Length of Placement**
The student is subject to the placement until:
1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

**Newly Enrolled Students**
A student who enrolls in the District before completing a placement under this section from another school district must complete the term of the placement.

**Expulsion**
In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the District will take into consideration:
1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student’s disciplinary history.

**Discretionary Expulsion: Misconduct That May Result in Expulsion**

**Any Location**
A student may be expelled for:
• Engaging in the following, no matter where it takes place:
  • Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  • Criminal mischief, if punishable as a felony.
  • Breach of School/District computer security.
• Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  • Aggravated assault.
  • Sexual assault.
  • Aggravated sexual assault.
  • Murder.
  • Capital murder.
  • Criminal attempt to commit murder or capital murder.
  • Aggravated robbery.
• Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event
A student may be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
• Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. (See glossary for “under the influence.”)
• Selling giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serous act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
• Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
• Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
• Engaging in deadly conduct. (See glossary.)

Within 300 Feet of School
A student may be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
• Aggravated assault, sexual assault, or aggravated sexual assault.
• Arson. (See glossary.)
• Murder, capital murder, or criminal attempt to commit murder or capital murder.
• Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
• Continuous sexual abuse of a young child or children.
• Felony drug- or alcohol-related offense.
• Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District
A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another District in Texas or while the student is attending a school-sponsored or school-related activity of a school in another District in Texas.
While in DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the District’s Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by Section 1.07 Penal Code; or
- Conduct that constitutes the offense of:
  - Public lewdness under Section 21.07 Penal Code;
  - Indecent exposure under Section 21.08, Penal Code;
  - Criminal mischief under Section 28.03, Penal Code;
  - Personal hazing under Section 37.152, Penal Code; or
  - Harassment under Section 42.07(a)(1), Penal Code, of a student or District employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student must be expelled under federal or state law for any of the following offenses that occur on school property or which attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school a firearm, as defined by federal law, “Firearm” under federal law includes:
  - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm weapon.
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
  - An illegal knife, such as a knife with a blade over 5½ includes; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
  - A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
  - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See glossary.)
  - Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
    - Aggravated assault, sexual assault, or aggravated sexual assault.
    - Arson. (See glossary.)
    - Murder, capital murder, or criminal attempt to commit murder or capital murder.
• Indecency with a child.
• Aggravated kidnapping.
• Aggravated robbery.
• Manslaughter.
• Criminally negligent homicide.
• Continuous sexual abuse of a young child or children.
• Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
• Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten
When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Emergency
In an emergency, the principal or the principal’s designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

Process
If a student is believed to have committed an expellable offense, the principal or other appropriate administrator shall schedule a hearing within a reasonable time. The student’s parent shall be invited in writing to attend the hearing.
Until a hearing can be held, the principal may place the student in:
• Another appropriate classroom.
• In-school suspension.
• Out-of-school suspension.
• DAEP.

Hearing
A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:
1. Representation by the student’s parent or another adult who can provide guidance to the student and who is not an employee of the District,
2. An opportunity to testify and to present evidence and witnesses in the student’s defense, and
3. An opportunity to question the District’s witnesses.
After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student’s parent attends. The Board of Trustees has designated to a hearing officer the authority to conduct hearings and expel students.

Board Review of Expulsion
After the due process hearing, the expelled student may request that the Board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. The Board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also hear a statement from the student or parent and from the Board’s designee. The
Board shall hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board shall make and communicate its decision orally at the conclusion of the presentation. Consequence shall not be deferred pending the outcome of the hearing.

**Expulsion Order**
After the due process hearing, if the student is expelled, the Board or its designee shall deliver to the student and the student’s parent a copy of the order expelling the student. Not later than the second business day after the hearing, the hearing officer shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code. If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

**Length of Expulsion**
The length of an expulsion shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, and statutory requirements.
The duration of a student’s expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.
An expulsion may not exceed one year unless, after review, the District determines that:
1. The student is a threat to the safety of other students or to District employees, or
2. Extended expulsion is in the best interest of the student.
State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.
Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

**Withdrawal During Process**
When a student has violated the District’s Code in a way that requires or permits expulsion from the District and the student withdraws from the District before the expulsion hearing takes place, the District may conduct the hearing after sending written notice to the parent and student. If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another District. If the appropriate administrator or the Board fails to issue an expulsion order after the student withdraws, the next District in which the student enrolls may complete the proceedings.

**Additional Misconduct**
If during the expulsion, the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the Board may issue an additional disciplinary order as a result of those proceedings.

**Restrictions During Expulsion**
Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. No District academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another District-approved program.

**Newly Enrolled Students**
The District shall continue the expulsion of any newly enrolled student expelled from another District or an open-enrollment charter school until the period of the expulsion is completed. If a student expelled in another state enrolls in the District, the District may continue the expulsion under the terms of the expulsion order, may
place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:
1. The out-of-state District provides the District with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the District in which the student is enrolling.

If a student is expelled by a District in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:
1. The student is a threat to the safety of other students or District employees, or
2. Extended placement is in the best interest of the student.

**Emergency Expulsion Procedures**
When an emergency expulsion occurs, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

**DAEP Placement of Expelled Students**
The District may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

**Glossary**
The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:
1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
   a. 65 years of age or older, or
   b. A disabled person.

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is:
1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
   a. Any vegetation, fence, or structure on open-space land; or
   b. Any building, habitation, or vehicle:
      1) Knowing that it is within the limits of an incorporated city or town,
      2) Knowing that it is insured against damage or destruction,
      3) Knowing that it is subject to a mortgage or other security interest,
      4) Knowing that it is located on property belonging to another,
      5) Knowing that it has located within it property belonging to another, or
      6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle;  
or  
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:  
a. Recklessly damages or destroys a building belonging to another, or  
b. Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district’s board of trustees or the board’s designee determines that the behavior:
1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or  
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:
1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and  
2. Interferes with a student’s education or substantially disrupts the operation of the school.

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Criminal street gang is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

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

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 another 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, as defined by Section 71.0021 of the Family Code.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.
Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:
1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

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

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Knuckles are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one’s person or in one’s personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school
based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate, violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07 Penal Code; or
4. Conduct that constitutes the offense of:
   a. Public lewdness under Section 21.07., Penal Code;
   b. Indecent exposure under Section 21.08, Penal Code;
   c. Criminal mischief under Section 28.03, Penal Code;
   d. Personal hazing under Section 37.152, Penal Code; or
   e. Harassment under Section 42.07(a)(1), Penal Code, of a student or District employee.

**Serious or persistent misbehavior** includes but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- .
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**Terroristic threat** is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**Tire deflation device** is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle’s tires.

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one’s body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.
Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct

My child and I have been offered the option to receive a paper copy or to electronically access at www.conroeisd.net the Conroe Independent School District Student Handbook and the Student Code of Conduct.

I have chosen to:

☐ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

☐ Receive a paper copy of the Student Handbook and the Student Code of Conduct.

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

Printed name of student

________________________________________

Signature of student

________________________________________

Signature of parent

________________________________________

Date

Acuse de recibo de la versión electrónica del Manual del Alumno y del Código de Conducta del Alumno

A mi hijo y a mí se nos ha ofrecido la opción de recibir una copia en papel o una copia electrónica en la dirección www.conroeisd.net del Manual del Alumno y del Código de Conducta del Alumno del Distrito Escolar Independiente de Conroe.

La opción que he seleccionado es:

☐ Aceptar la responsabilidad de consultar el Manual del Alumno y el Código de Conducta del Alumno en la dirección electrónica antes mencionada.

☐ Recibir una copia en papel del Manual del Alumno y del Código de Conducta del Alumno.

Es de mi conocimiento que el manual contiene información que mi hijo y yo podríamos necesitar durante el año escolar y que todos los alumnos tendrán que responder ante la conducta que presenten, quedando sujetos a las consecuencias de disciplina que establece el Código de Conducta del Alumno. Si tengo preguntas sobre este manual o sobre el Código, es mi responsabilidad dirigirlas al director de la escuela de mi hijo.

______________________________

Nombre del alumno (letra de molde)

______________________________

Firma del alumno

______________________________

Firma del padre

______________________________

Fecha
CISD Acceptable Use Guidelines for Students

The Conroe Independent School District makes a variety of communications and information technologies available to students through network/internet access. These technologies, when properly used, promote education excellence in the District by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines (AUG) are intended to minimize the likelihood of such harm by educating CISD students and parents and setting standards which will serve to protect students.

Parents and students should realize that with this educational opportunity comes responsibility. As much as possible, access from school to Internet resources will be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to learning objectives.

The Children’s Online Privacy Protection Act (COPPA) prohibits children under the age of 13 from creating Internet accounts and providing information about themselves online. From time to time there are educational applications that teachers utilize in the classroom that require the creation of an account. In compliance with COPPA, no personally identifiable student information will be used to access these programs. By agreeing to the Acceptable Use Guidelines, you are granting permission for your child’s teacher to supervise and facilitate your child’s use of appropriate Web-based 2.0 applications and tools that are for educational purposes. Parents are expected to monitor student use of these Web tools at home. Please notify your child’s campus administration in writing if you do not want your student to access these applications/tools while at school.

CISD uses a Web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain materials that are illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible.

Students will be provided email and Internet accounts. Students are responsible for not sharing the password of their account with others. CISD accounts are to be used only for identified educational purposes. Students and parents should be aware that the District monitors all use and communication on its computer system. No communication on the system is private. Students are held responsible at all times for the proper use of their account. The District may suspend or revoke a student account if District rules are violated. Network/Internet access is available to student in the District as a privilege, not a right. The following standards will apply to all users of the Network/Internet.

Uses of the District’s Network/Internet will not:

- Use the system for any illegal purpose.
- Disable or attempting to disable any Internet filtering device.
- Encrypt communications to avoid security review.
- Borrow someone’s account without permission.
- Use of chat rooms without authorization.
- Post personal information such as addresses or telephone numbers about yourself or others.
- Download or use copyrighted information without permission from the copyright holder.
• Intentionally introduce a virus to the computer system.
• Post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, illegal, or could be characterized as bullying.
• Waste school resources through the improper use of the computer system.
• Gain unauthorized access to restricted information or resources.

The following consequences may result from inappropriate use of the District’s Network/Internet:
• Suspension of access to the system;
• Revocation of the computer system account; or
• Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.
Board of Trustees
Mel Brown, Ph.D. .................... President
John C. Husbands .................. 1st Vice President
Ann Snyder, Ed. D. ................. 2nd Vice President and Past President
Ray Sanders .......................... Secretary
Joe Michels .......................... Assistant Secretary
C.J. Haynes .......................... Immediate Past President
Lynda E. Sasser ..................... Past President
Don Stockton, Ed.D. ............... Superintendent
Chris Hines, Ed.D. .................. Deputy Superintendent

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and the Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.

The following persons have been designated to handle inquiries regarding these non-discrimination policies:

6/11-12

Board of Trustees

Straight to the Source  If you have questions or concerns, the staff members listed below will be glad to help.

Architecture/Building and Construction .................................................... Bobby Burns ................................... 936.709.7884 936.709.7897
Assessment and Evaluation .................................................................... William Kelly .................................. 936.709.7681 936.709.7997
Athletics ................................................................................................. Danny Long .................................... 936.709.7888 936.709.7973
Attendance Zone Information ................................................................. Georgette Roberts ......................... 936.709.7621 936.709.7954
Bilingual/ESL Information .................................................................... Hethid Saucedo-Upshaw .............. 936.709.7822 936.709.3640
Board Policies ......................................................................................... Carrie Galatas ............................. 936.709.7700 936.709.9878
Budget ................................................................................................... Dan Cox ......................................... 936.709.7777 936.709.9874
Calendar .................................................................................................. Dr. Chris Hines ......................... 936.709.7727 936.709.7961
Career and Technical Education ......................................................... Greg Shipp ................................... 936.709.7821 936.709.7969
Challenge Course .................................................................................... Sharon Sterchy .......................... 936.709.7717 936.709.7973
Child Nutrition ........................................................................................ Debbie Zemanek .......................... 936.709.8193 936.709.8285
Communications .................................................................................... Dr. Lisa Meeks ............................ 936.709.7707 936.709.9701
Community Outreach/Drop Out Prevention ........................................ Rod Chaves ............................... 936.709.7769 936.526.3640
Crisis Counseling/Intervention & Prevention Programs ....................... Bonnie Hubert ............................. 936.709.7844 936.709.7974
Curriculum and Instruction .................................................................. Hethid Saucedo-Upshaw .............. 936.709.7822 936.709.7961
Custodial/Maintenance .......................................................................... Marshall Schroeder ......................... 832.592.8897 936.709.7949
Deputy Superintendent ........................................................................... Dr. Chris Hines ......................... 936.709.7727 936.709.7961
Dyslexia .................................................................................................. Sharon Henry ............................ 936.709.7812 936.709.7976
Early Childhood ...................................................................................... Sarah Wood ............................... 936.709.7817 936.709.7961
Elementary Education ............................................................................ Dr. Cathy Gibson ......................... 936.709.7714 936.709.7948
Federal Programs .................................................................................... Dr. Pam Zoda ............................. 936.709.7818 936.709.7961
Fine Arts .................................................................................................. Pat Paris ................................. 936.709.7806 936.709.7976
Gifted and Talented/Advanced Academic Programs ............................ Rod Chaves ............................... 936.709.7769 936.526.3640
Guidance and Counseling .................................................................... Sherry Sunderman ......................... 936.709.7846 936.709.7974
Human Resources ................................................................................... Dr. Kathy Sharples ....................... 936.709.7854 936.709.7953
Library Services ...................................................................................... Melinda Donnellan ....................... 936.709.7834 936.709.7962
Math ....................................................................................................... Debbie McNeely .......................... 936.709.7824 936.709.7969
Lead Counselor (k-12) ......................................................................... Sherry Sunderman ......................... 936.709.7846 936.709.7974
Legal ....................................................................................................... Carrie Galatas ............................. 936.709.7700 936.709.9787
Library Services ...................................................................................... Jarod Lambert .............................. 936.709.7607 936.539.1114
Maintenance/Custodial ......................................................................... Marshall Schroeder ......................... 832.592.8897 936.709.8285
Natalatorium ........................................................................................... Holly Berger ............................... 936.709.7825 936.709.7975
Newcomers Center .................................................................................. Sam Fruia .................................. 936.709.7886 936.709.3999
Physical Education and Health ............................................................. Rod Chaves ............................... 936.441.5010 936.526.3640
Planning and Construction ................................................................... Bobby Burns ............................. 936.709.7884 936.709.7973
Police (Conroe ISD) .................................................................................. Bill Harness .............................. 936.539.0500 936.709.9900
Printing/Graphics ..................................................................................... Ki Clarke ........................................ 936.709.7730 936.760.7704
Purchasing ................................................................................................ Martin Kennedy .......................... 936.709.7978 936.760.7796
Science ................................................................................................... Sheryl Hime ............................... 936.709.7923 936.709.9692
Secondary Education ............................................................................ Gale Drummond ......................... 936.709.7205 936.709.7961
Social Studies/ROTC/Junior Achievement ........................................... Dawn Bishop .............................. 936.709.7830 936.709.7961
Special Education .................................................................................... Sally Maxwell .............................. 936.709.7672 936.709.7557
Staff Development .................................................................................. Hethid Saucedo-Upshaw .............. 936.709.7822 936.709.7961
Student Transfers (in-district) (Elementary) ........................................... Dr. Cathy Gibson ......................... 936.709.7714 936.709.7961
Student Transfers (in-district) (Secondary) .............................................. Gale Drummond ......................... 936.709.7205 936.709.7961
Student Transfers (out-of-district) .......................................................... Carrie Galatas ............................. 936.709.7700 936.709.9787
Superintendent ...................................................................................... Dr. Don Stockton ......................... 936.709.7701 936.709.7701
Technology - Information Systems ......................................................... Teri Ross ...................................... 936.709.7627 936.539.1114
Technology - Network Systems ............................................................. Terry McClougherty ...................... 936.709.7632 936.539.1114
Transportation ....................................................................................... Sam Davila .................................. 936.709.7940 936.709.5969
Wellness Programs ................................................................................. Sharon Sterchy .......................... 936.709.7717 936.709.7973

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding these non-discrimination policies:

Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and the Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.

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