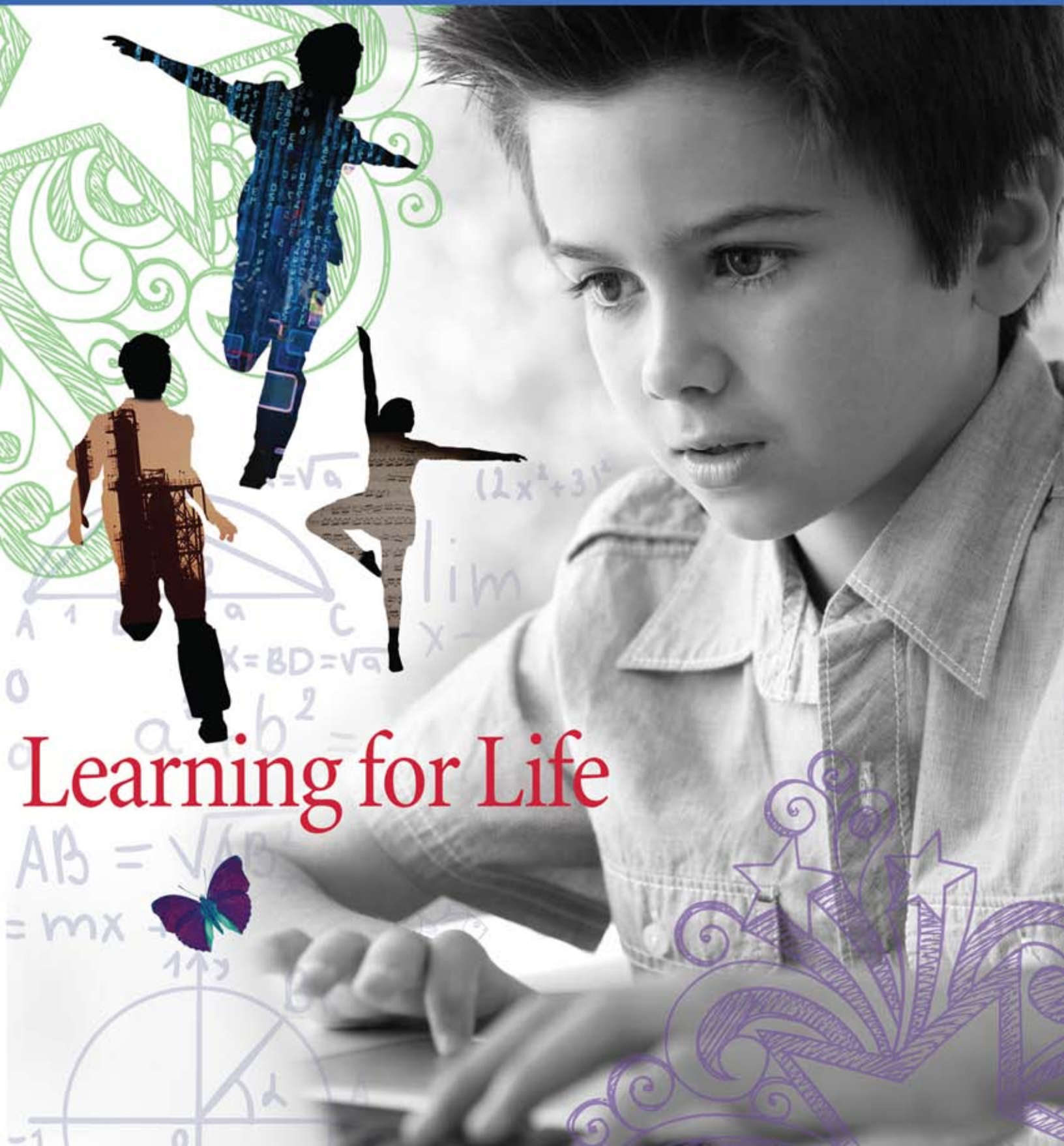


Student/Parent Handbook



Learning for Life

Approved Revised



2013-2014 Calendar

August

15, 16 District Professional Development
 19-22 Campus Professional Development/District Focus
 23 Teacher Work Day
 26 First Day of Classes

September

2 Holiday/Labor Day
 27 Holiday/Fort Bend County Fair Day

October

3 Elem Parent Conf. & Early Release
 18 End of Nine Week Period

November

25 - 29 Holiday/Thanksgiving Break

December

17 - 20 Exams
 19, 20 Early Release - MS/HS students only
 20 End of First Semester
 23 - 31 Holiday/Winter Break

January

1 - 3 Holiday/Winter Break
 6 Campus Staff Development/Student Holiday
 7 District Staff Development/Student Holiday
 8 First Day of Classes 2nd Semester
 20 Holiday/Martin L. King Day

February

12 Elem Parent Conf. & Early Release

March

10 - 14 Holiday/Spring Break
 21 End of Nine Week Period

April

18 Holiday/Good Friday

May

26 Holiday/Memorial Day

June

2-5 Exams
 4 Early Release - MS/HS Students only
 5 Last Student Day
 Early Release - All Students
 6 Teacher Work Day
 6, 7 Graduation
 (Pending Toyota Center availability based on NBA Playoff Schedule)

July

4 Independence Day

- District Professional Development
(14 Hours Mandatory PD Gold Standard)
- Campus Professional Development Day
- Campus Professional Development/District Focus
- Parent Teacher Conference
- Holiday
- Teacher Work Day
- [] End of Nine Week Period
- First Day of Semester
- Last Day of Semester
- Classes
- Graduation
- { } Exams

Student Days	1st Sem	2nd Sem	3rd Sem	4th Sem	Total		
	38	40	78	47	52	99	177

In the event that severe weather causes the closing of schools, and the school district is required to make up the missed day(s), the district will choose the most appropriate and timely day(s) from designated holidays to use as a make-up day(s).

S	M	T	W	T	F	S
August 2013						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
September 2013						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
October 2013						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
November 2013						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
December 2013						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
January 2014						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
February 2014						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

S	M	T	W	T	F	S
March 2014						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	[21]	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
April 2014						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
May 2014						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
June 2014						
1	{2}	{3}	{4}	{5}	6	*7*
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
July 2014						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cultural and Religious Observances of Families in FBISD can be accessed on the Anti-Defamation League website www.adl.org/education/calendar_of_observances.asp or the Interfaith Calendar website at www.interfaithcalendar.org.

FBISD Elementary Schools



2013-2014

Armstrong Elementary

Lori Craig – Principal
3440 Independence Blvd.
Missouri City 77459
634-9410 Fax: 327-9409

Austin Parkway Elementary

Donna Whisonant – Principal
4400 Austin Parkway
Sugar Land, 77479
634-4001 Fax: 634-4014

Barrington Place Elementary

Ellie Garza – Principal
2100 Squire Dobbins Drive
Sugar Land, 77478
634-4040 Fax: 634-4057

Blue Ridge Elementary

Deirdre Holloway – Principal
6241 McHard Road (FM 2234)
Houston, 77053
634-4520 Fax: 634-4533

Brazos Bend Elementary

Ida Ford – Principal
621 Cunningham Creek Blvd.
Sugar Land, 77479
634-5180 Fax: 634-5200

Briargate Elementary

Valerie Maclin – Principal
15817 Blue Ridge Road
Missouri City, 77489
634-4560 Fax: 634-4576

Burton Elementary

Anna Hinojosa – Principal
1625 Hunter Green Lane
Fresno, 77545
634-5080 Fax: 634-5094

Colony Bend Elementary

Sue Sierra – Principal
2720 Planters Street
Sugar Land, 77479
634-4080 Fax: 634-4092

Colony Meadows Elementary

Eugene Dupont – Principal
4510 Sweetwater Blvd.
Sugar Land, 77479
634-4120 Fax: 634-4136

Commonwealth Elementary

Joanna Hagler – Principal
4909 Commonwealth Blvd.
Sugar Land, 77479
634-5120 Fax: 634-5140

Cornerstone Elementary

Christopher Winans – Principal
1800 Chatham Avenue
Sugar Land, 77479
634-6400 Fax: 327-6400

Drabek Elementary

Pamela Brown – Principal
11325 Lake Woodbridge Drive
Sugar Land, 77498
634-6570 Fax: 634-6572

Dulles Elementary

Tom Thompson – Principal
630 Dulles Avenue
Sugar Land, 77478
634-5830 Fax: 634-5843

Fleming Elementary

Nancy Hummel – Principal
14850 Bissonnet
Houston, 77083
634-4600 Fax: 634-4615

Glover Elementary

Kellie Clay – Principal
1510 Columbia Blue Drive
Missouri City, 77489
634-4920 Fax: 634-4934

Goodman Elementary

Lisa Langston – Principal
1100 West Sycamore
Fresno, 77545
634-5985 Fax: 634-6000

Heritage Rose Elementary

Shequelle Foster-Gims - Principal
636 Glendale Lakes Drive
Rosharon, 77583
327-5400 Fax: 327-5401

Highlands Elementary

Dr. Latecha Bogle – Principal
2022 Colonist Park Drive
Sugar Land, 77478
634-4160 Fax: 634-4176

Holley Elementary

Dee Knox – Principal
16655 Bissonnet
Houston, 77083
634-3850 Fax: 634-3856

Hunters Glen Elementary

Angela Dow – Principal
695 Independence Blvd.
Missouri City, 77489
634-4640 Fax: 634-4656

Jones Elementary

Laura Ramirez – Principal
302 Martin Lane
Missouri City, 77489
634-4960 Fax: 634-4974

Jordan Elementary

Alfred Holland – Principal
17800 West Oaks Village Drive
Richmond, 77407
634-2800 Fax: 634-2801

Lakeview Elementary

Maria Barrington – Principal
314 Lakeview Drive
Sugar Land, 77498
634-4200 Fax: 634-4214

Lantern Lane Elementary

Dr. Yvette Blake – Principal
3323 Mission Valley Drive
Missouri City, 77459
634-4680 Fax: 634-4694

Lexington Creek Elementary

Lucretia DeFlora – Principal
2335 Dulles Avenue
Missouri City, 77459
634-5000 Fax: 634-5014

Meadows Elementary

Michele Labus – Principal
12037 Pender Lane
Meadows, 77477
634-4720 Fax: 634-4734

Mission Bend Elementary

Carol Hale – Principal
16200 Beechnut
Houston, 77083
634-4240 Fax: 634-4250

Mission Glen Elementary

Kari Bruhn – Principal
16053 Mission Glen
Houston, 77083
634-4280 Fax: 634-4296

Mission West Elementary

Rebeca Bangstein – Principal
7325 Clodine-Reddick Road
Houston, 77083
634-4320 Fax: 634-4334

Oakland Elementary

Lori Hoeffken – Principal
4455 Waterside Estates Drive
Richmond, 77406
634-3730 Fax: 634-3738

Oyster Creek Elementary

Joy Schwinger – Principal
16425 Mellow Oaks Lane
Sugar Land, 77498
634-5910 Fax: 634-5925

Palmer Elementary

Jaimie Geis – Principal
4208 Crow Valley Drive
Missouri City, 77459
634-4760 Fax: 634-4773

Parks Elementary

Christina Hopkins – Principal
19101 Chimney Rock Road
Fresno, 77545
634-6390 Fax: 327-6390

Pecan Grove Elementary

Ruth Riha – Principal
3330 Old South Drive
Richmond, 77406
634-4800 Fax: 634-4814

Quail Valley Elementary

Lulu DeAnda – Principal
3500 Quail Village Drive
Missouri City, 77459
634-5040 Fax: 634-5054

Ridgegate Elementary

Lavanta Williams – Principal
6015 West Ridgecreek Drive
Houston, 77053
634-4840 Fax: 634-4855

Ridgemont Elementary

Dr. Robert Long – Principal
4910 Raven Ridge Drive
Houston, 77053
634-4880 Fax: 634-4896

Scanlan Oaks Elementary

Michael Hejducek – Principal
9000 Camp Sienna Trail
Missouri City, 77459
634-3950 Fax: 634-3915

Schiff Elementary

Mary Brewster – Principal
7400 Discovery Lane
Missouri City, 77459
634-9450 Fax: 327-9449

Seguin Elementary

Patricia Shoffit – Principal
7817 Grand Mission Blvd.
Richmond, TX 77407
634-9850 Fax: 327-7029

Settlers Way Elementary

Kristi Durham – Principal
3015 Settlers Way Blvd.
Sugar Land, 77479
634-4360 Fax: 634-4376

Sienna Crossing Elementary

Jeanna Sniffin – Principal
10011 Steep Bank Trace
Missouri City, 77459
634-3680 Fax: 634-3799

Sugar Mill Elementary

Dr. Terry-Ann Rodriguez – Principal
13707 Jess Pirtle Blvd.
Sugar Land, 77498
634-4440 Fax: 634-4459

Townewest Elementary

Stephanie Houston – Principal
13927 Old Richmond Road
Sugar Land, 77498
634-4480 Fax: 634-4494

Walker Station Elementary

Dr. Lesli Fridge – Principal
6200 Homeward Way Blvd.
Sugar Land, 77479
634-4400 Fax: 634-4413

FBISD Secondary Schools



Middle Schools

Baines Middle School

Jennifer Roberts – Principal
9000 Sienna Ranch Road
Missouri City, 77459
634-6870 Fax: 634-6880

Bowie Middle School

Christopher Morgan – Principal
700 Plantation Drive
Richmond, 77406
327-6200 Fax: 327-6201

Crockett Middle School

Thomas Graham – Principal
19001 Beechnut
Richmond, 77407
634-6380 Fax: 327-6380

Dulles Middle School

Michael Heinzen – Principal
500 Dulles Avenue
Sugar Land, 77478
634-5750 Fax: 634-5781

First Colony Middle School

Jerrie Kammerman – Principal
3225 Austin Parkway
Sugar Land, 77479
634-3240 Fax: 634-3267

Fort Settlement Middle School

Julie Diaz – Principal
5440 Elkins Road
Sugar Land, 77479
634-6440 Fax: 634-6456

Garcia Middle School

Dr. Rizvan Quadri – Principal
18550 Old Richmond Road
Sugar Land, 77498
634-3160 Fax: 634-3166

Hodges Bend Middle School

Deidra Lyons-Lewis – Principal
16510 Bissonnet
Houston, 77083
634-3000 Fax: 634-3028

Lake Olympia Middle School

Kimberly Carroll – Principal
3100 Lake Olympia Parkway
Missouri City, 77459
634-3520 Fax: 634-3549

McAuliffe Middle School

Dr. Shirley Rose-Gilliam – Principal
16650 South Post Oak
Houston, 77053
634-3360 Fax: 634-3393

Missouri City Middle School

Dr. Jesus Acosta – Principal
202 Martin Lane
Missouri City, 77489
634-3440 Fax: 634-3473

Quail Valley Middle School

Tom Heiny – Principal
3019 FM 1092
Missouri City, 77459
634-3600 Fax: 634-3632

Sartartia Middle School

Dr. Jennifer Nichols – Principal
8125 Homeward Way
Sugar Land, 77479
634-6310 Fax: 634-6373

Sugar Land Middle School

Leonard Brogan – Principal
321 Seventh Street
Sugar Land, 77498
634-3080 Fax: 634-3108

High Schools

Austin High School

Mary Ellen Edge – Principal
3434 Pheasant Creek Drive
Sugar Land, 77498
634-2000 Fax: 634-2074

Bush High School

Dr. Cecilia Crear – Principal
6707 FM 1464
Richmond, 77407
634-6060 Fax: 634-6066

Clements High School

David Yaffie – Principal
4200 Elkins Drive
Sugar Land, 77479
634-2150 Fax: 634-2168

Dulles High School

Ronnie Edwards – Principal
550 Dulles Avenue
Sugar Land, 77478
634-5600 Fax: 634-5681

Elkins High School

Barbara Whitaker – Principal
7007 Knights Court
Missouri City, 77459
634-2600 Fax: 634-2674

Hightower High School

Viretta West – Principal
3333 Hurricane Lane
Missouri City, 77459
634-5240 Fax: 634-5333

Kempner High School

Dr. Anthony Indelicato – Principal
14777 Voss Road
Sugar Land, 77498
634-2300 Fax: 634-2378

Marshall High School

Cozette Church Gaston – Principal
1220 Buffalo Run
Missouri City, 77489
634-6630 Fax: 634-6650

Ridge Point High School

Tammy Edwards – Principal
500 Waters Lake Blvd.
Missouri City, 77459
327-5200 Fax: 327-5201

Travis High School

J. J. Kyle – Principal
11111 Harlem Road
Richmond, 77406
634-7000 Fax: 634-7010

Willowridge High School

Joseph Chandler – Principal
16301 Chimney Rock Road
Houston, 77053
634-2450 Fax: 634-2513

Specialized Schools

Progressive High School

Trevor Lemon – Principal
1555 Independence Blvd.
Missouri City, 77489
634-2900 Fax: 634-2913

Technical Education Center

Kennith Kendziora – Supervisor
540 Dulles Avenue
Sugar Land, 77478
634-5671 Fax: 634-5700

Ferndell Henry Center for Learning

Michael Bolton – Principal
7447 FM 521 Road
Rosharon, 77583
327-6000 Fax: 327-6001

M. R. Wood Center for Learning

Justo Robinson – Principal
138 Avenue F
Sugar Land, 77498
634-3320 Fax: 634-3331

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PREFACE

To Students and Parents:

Welcome to school year 2013–2014! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Fort Bend Independent School District Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—Organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Fort Bend Independent School District Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document is a separate document available for parents and posted on the district’s Website at www.fortbendisd.com.

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

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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

If you or your child has questions about any of the material in this handbook, please contact your campus principal. A list of all campuses and principals is included in the front of this handbook.

Also, please complete and return to your child’s campus the consent and acknowledgement form accompanying this handbook.

[See [Obtaining Information and Protecting Student Rights](#) on page 8 and [Directory Information](#) on page 16 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the Office of Student Affairs and on the district's website at www.fortbendisd.com.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Fort Bend Independent School District Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

WORKING TOGETHER

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. [See [Academic Counseling](#) on page 28 and [Academic Programs](#) on page 21.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See [Report Cards/Progress Reports and Conferences](#) on page 69.]
- Becoming a school volunteer. [For further information, see policy GKG and [Volunteers](#) on page 81.]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Community Relations department at (281) 634-1100 or your campus principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See

policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council on page 60.]

- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENT INVOLVEMENT COORDINATOR

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Amanda Hartley and she may be contacted at (281) 634-1355.

PARENTAL RIGHTS

OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS

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

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

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

“OPTING OUT” OF SURVEYS AND ACTIVITIES

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

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

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

INSPECTING SURVEYS

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

REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification 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. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

REVIEWING INSTRUCTIONAL MATERIALS

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

[Also see [Removing a Student from Human Sexuality Instruction](#) on page 10 for additional information.]

DISPLAYING A STUDENT'S ARTWORK, PROJECTS, PHOTOS, AND OTHER ORIGINAL WORK

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Website, on any campus or classroom Website, in printed material, by video, or by any other method of mass communication. The district will also seek consent before displaying or publishing an original video or voice recording in this manner.

ACCESSING STUDENT RECORDS

You may review your child's student records. 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 school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

[See [Student Records](#) on page 14.]

GRANTING PERMISSION TO VIDEO OR AUDIO RECORD A STUDENT

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

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

GRANTING PERMISSION TO RECEIVE PARENTING AND PATERNITY AWARENESS INSTRUCTION

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

REMOVING A STUDENT TEMPORARILY FROM THE CLASSROOM

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

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.

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

Fort Bend ISD utilizes the *Always Changing* program to be used in the elementary school for 4th grade girls. The *Just Around the Corner* program is utilized for both 5th grade boys and girls. Both programs are puberty education programs with a focus on instruction related to puberty and development. Males and females will receive separate instruction. Both males and females receive instruction from the school nurse or boys may receive instruction from a male PE teacher, if assigned to the campus.

A growth and development unit is included in the high school and middle school Health courses to provide students with information that is appropriate for their age. The growth and development units include information on the male and female reproductive systems, the development of the fertilized egg to the birth of a human, and the physical and emotional changes that occur during puberty.

FBISD students receive instruction that reinforces the concept that abstinence from sexual activity is the healthiest choice for them to make at this point in their lives. The district utilizes the *Choosing the Best* curricula in the Secondary Health classes. The curricula provide age-appropriate classroom material.

The 7th grade Health classes utilize the *Choosing the Best PATH* curriculum which includes eight sessions. Students learn the facts about risks and consequences of sex before marriage, as well as the benefits of choosing healthy relationships. Students are provided the tools to develop the skills, character, and commitment to remain abstinent until marriage.

The high school Health classes utilize the *Choosing the Best JOURNEY* curriculum covering topics that are highly relevant to high school teens, like how to make healthy decisions about dating, relationships, marriage, and family. This eight-lesson curriculum communicates the value of committing to abstinence. Each lesson balances information about healthy choices with activities and role-plays that help guys and girls practice saying "NO."

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

EXCUSING A STUDENT FROM RECITING THE PLEDGES TO THE U.S. AND TEXAS FLAGS

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See [Pledges of Allegiance and a Minute of Silence](#) on page 68 and policy EC(LEGAL).]

EXCUSING A STUDENT FROM RECITING A PORTION OF THE DECLARATION OF INDEPENDENCE

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

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 questions related to the use of electronic media by district employees, please contact the campus principal.

REQUESTING NOTICES OF CERTAIN STUDENT MISCONDUCT

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

SCHOOL SAFETY TRANSFERS

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the Executive Director of Student Affairs for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided in this circumstance.
- [See [Bullying](#) on page 21, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to 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. If the victim does not wish to transfer, the district may transfer the assailant in accordance with policy FDE.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

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

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. [See policy FDB(LOCAL).]

REQUEST FOR THE USE OF A SERVICE ANIMAL

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

PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION SERVICES

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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 evaluation 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 parents 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 Websites 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>
- Partners Resource Network, at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Director of Special Education at 281-634-1142.

PARENTS OF STUDENTS WHO SPEAK A PRIMARY LANGUAGE OTHER THAN ENGLISH

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

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, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, 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, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a

school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals or entities granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The campus principal or designee is custodian of all records for currently enrolled students at the assigned school. The superintendent or designee is the custodian of all records for students who have withdrawn or graduated. The director of special education is the custodian of records for all special education records.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office and the director of special education is 16431 Lexington Blvd., Sugar Land, Texas 77479. The address(es) of the principals’ offices are listed at the front of this document.

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 appropriate custodian of records.. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG(LEGAL), [Report Cards/Progress Reports and Conferences](#) on page 69, and [Complaints and Concerns](#) on page 26 for an overview of the process.]

The district’s policy regarding student records can be found at FL(LEGAL) and (LOCAL) and is available from the principal’s or superintendent’s office [or on the district’s Website at www.fortbendisd.com].

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 a teacher’s personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

DIRECTORY INFORMATION

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. See the Parent and Student Consent Checklist/Acknowledgement included with this handbook and available through Family Access.

DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES

The district often needs to use student information for the following school-sponsored purposes: student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, and news releases to local media.

For these specific school-sponsored purposes, the district would like to use your child’s student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

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

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; 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 a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

COMPULSORY ATTENDANCE

State law requires that a student between the ages of 6 and 17 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

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

EXEMPTIONS TO COMPULSORY ATTENDANCE

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state, mental health or therapy appointments; or court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences.

As listed in Section I at **Accommodations for Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 14.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with an offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

[See policy FEA(LEGAL).]

TRUANCY ENFORCEMENT

FBISD will enforce the Texas compulsory attendance laws as follows:

- All students will be issued a warning notice when verified attendance records reflect that the student has absences without an excuse on three (3) or more days or parts of days within a four-week period.
- Automated phone calls will be placed to parents or guardians notifying them when students are absent as well. It is the parent's or guardian's responsibility to ensure that he/she provides current and up to date contact information to the school.
- After a student has been issued a warning notice and his/her verified attendance record reflects that he/she has three (3) additional unexcused absences within a four-week period, the student will be invited to the Truancy Diversion Program (TDP). The TDP is an information-based program offered for parents and students as 1) an alternative to a court referral and 2) to educate parents or guardians and students who are experiencing truancy problems about the consequences associated with unexcused absences. In addition, the program identifies available and appropriate resources for families who are experiencing issues that may be contributing to a student's truancy. The TDP will be offered to students and parents with truancy issues once during each school year.
- The student's and parent's or guardian's attendance in the TDP is required on the scheduled program date(s) at the scheduled time(s) in order to avoid the district filing a complaint for unexcused absences of three (3) or more days or parts of days without an excuse within a four-week period. A student, parent, or guardian who fails or refuses to attend the TDP or who does not complete the TDP will be issued a complaint.
- If a student fails to attend school on ten (10) or more days or parts of days within a six-month period in the same school year prior to attending the TDP and those absences have been verified by the campus as unexcused, the student and/or parent or guardian will be issued a complaint and referred to the Fort Bend County Truancy Court regardless of whether the TDP has been completed in accordance with Texas Education Code, Section 25.0951. In such a case, the student and parent or guardian must appear on the scheduled court date at the scheduled time at 12550 Emily Court, Suite 300; Sugar Land, TX 77478 regardless of whether they are in the process of completing or have already completed the TDP. If a student's unexcused absences are sporadic, it is possible that a warning notice or TDP referral may not be issued; however, a complaint for ten (10) or more days or parts of days within a six-month period in the same school year within six (6) months can be issued without a warning notice or TDP referral.
- Once a student and parent or guardian have been referred to the TDP, the student, parent or guardian will receive a truancy complaint for future violations of the compulsory attendance laws.
- Truancy Court dress code is strictly enforced and absolutely NO SHORTS or gang related jewelry or clothing is allowed.

ATTENDANCE FOR CREDIT OR FINAL GRADE

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements

for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

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

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

OFFICIAL ATTENDANCE-TAKING TIME

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

For elementary students, official attendance is taken at 10:00 a.m. For secondary students, official attendance is taken at the beginning of the class period that contains 10:00 a.m.

A student **absent for any portion of the day**, including at the official attendance-taking time, should follow the procedures below.

DOCUMENTATION AFTER AN ABSENCE

When a student is absent from school, the student—upon arrival or within two (2) school days of returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. All notes must describe the reason for the absence and include the parent’s contact numbers. Parent notes may be sent by e-mail but **must** come from a parent’s verified e-mail account and be sent to the child’s teacher(s) as well as the school’s daily attendance clerk. **If the student fails to bring a note or the parent does not send an e-mail as required within the two (2) school-day period, each day of absence will be coded as an unexcused absence and will count against the student’s official attendance record.**

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS

Upon return to school, a student absent for five (5) or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

[See policy FEC(LOCAL).]

DRIVER LICENSE ATTENDANCE VERIFICATION

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

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see [Academic Counseling](#) on page 28 of this handbook and policy EIF.]

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.

This 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.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

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

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

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see [School Safety Transfers](#) on page 12.]

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

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

[Also see [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 29, [School Safety Transfers](#) on page 12, [Hazing](#) on page 57, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in Agriculture, Food & Natural Resources, Architecture and Construction, Arts, AV Technology & Communications, Business, Management &

Administration, Education & Training, Finance, Hospitality & Tourism, Health Science Technology, Human Services, Information Technology, Law, Public Safety, Correction and Security, Manufacturing, Marketing, Sales & Services, Science, Technology, Engineering & Mathematics, and Transportation. Admission to these programs is varied depending on the program and prerequisite course requirements. Please contact your campus counselor for more information.

Fort Bend ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see [Nondiscrimination Statement](#) on page 67 for additional information regarding the district's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed on the District's website at www.fortbendisd.com. Go to Board & Governance, select "Board Policy" and search for **FFH** (Local). 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 or any other type of abuse or neglect 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 neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://savn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports of abuse or neglect may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

CLASS RANK / HIGHEST RANKING STUDENT

Rank in Class (RIC) is determined by a computer listing which begins with the number one (#1) place awarded to the student with the highest cumulative grade point average (GPA) that semester. The GPA for all students in the grade level is then ranked in descending order. The top ten percent (10%) of the senior class is calculated to determine automatic entry into state colleges and universities. The first class ranking is run at the beginning of the sophomore year.

The following criteria shall be used in developing procedures to determine the final academic ranking for a student entering the ninth grade:

To be eligible for valedictorian or salutatorian, students must be enrolled for their sixth (6th) and seventh (7th) semesters in a district high school and graduate in no fewer than eight (8) regular semesters.

To be eligible for magna cum laude or cum laude honors, students must be enrolled for their last two (2) semesters in a district high school.

All courses recorded on the Academic Achievement Record (high school transcript) shall count toward Grade Point Average (GPA) and Rank in Class (RIC). For this school year, grade points are awarded based on semester grades. The GPA is carried out to four (4) decimal places, **i.e.** 4.1234.

RIC is determined by using a graduated five-point system except for courses at the Honors or Advanced Placement level, which are on a graduated six-point system.

COURSE / GRADE POINT LEGEND

Grade	Advanced Placement/Honors Course	Course
A	6	5
B	5	4
C	4	3
D	3	2
F	0	0

*Weighted grade points will be awarded to Advanced Placement and Honors courses.

EXCEPTION: Students graduating early or students entering a district high school during their seventh semester will be allowed honor graduate status commensurate with their earned RIC, but will not be recognized as valedictorian or salutatorian.

[For further information, see policy EIC.]

CLASS SCHEDULES

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

[See [Schedule Changes](#) on page 71 for information related to student requests to revise their course schedule.]

COLLEGE AND UNIVERSITY ADMISSIONS

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

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The 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 2014 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

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

[See also [Class Rank/Highest Ranking Student](#) on page 24 for information specifically related to how the district calculates a student's rank in class].

COLLEGE CREDIT COURSES

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network; and
- Certain CTE courses.

Note that if a student wishes to enroll in a community college course at a college that does not include the high school within its service area, the student is limited by state law to enroll in no more than three courses of this type.

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

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

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the District's website at www.fortbendisd.com. Go to "Board & Governance" then "Board Policy" and then search FNG.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.

CONDUCT

APPLICABILITY OF SCHOOL RULES

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

DISRUPTIONS OF SCHOOL OPERATIONS

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

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

SOCIAL EVENTS

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

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

SENIOR PRANKS

If it is determined by the administration that any senior, during the final grading period, participates in an activity on school property or in connection with any school-sponsored activity that violates the Student Code of Conduct (including, but not limited to, "senior pranks"), in addition to being subject to disciplinary consequences, may, at the discretion of the superintendent or the superintendent's designee, be prohibited from participating in year-end graduation ceremonies, including, but not limited to, commencement, prom, Pro Grad, and may be denied other senior privileges.

Notwithstanding the foregoing, if the senior is charged with a misdemeanor or felony violation of the Texas Penal Code for the aforementioned conduct, or the superintendent or the superintendent's designee has a reasonable belief that a criminal violation has occurred, the student, in addition to being subject to other disciplinary consequences specified in the Student Code of Conduct, shall be automatically disqualified from participating in graduation ceremonies, including commencement, prom, and Pro Grad.

CONTAGIOUS DISEASES / CONDITIONS

[See [Student Illness](#) under **Health-Related Matters** on page 58.]

COUNSELING

ACADEMIC COUNSELING

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, secondary students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each student should work closely with the school counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school counselor can also provide information about entrance exams and application deadlines, 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, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should either make an appointment or ask the teacher for permission to visit the counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[Also see [Substance Abuse Prevention and Intervention](#) on page 76 and [Suicide Awareness](#) on page 77.]

PSYCHOLOGICAL EXAMS, TESTS, OR TREATMENT

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

[For more information, refer to policies EHBA(LLEGAL), FFE(LLEGAL), and FFG(EXHIBIT).]

COURSE CREDIT

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

CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the school counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM—IF A STUDENT HAS NOT TAKEN THE COURSE

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees. The dates on which exams are scheduled during the 2013–2014 school year will be published in appropriate district publications and on the district's Website

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

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. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the District's website at www.fortbendisd.com. Go to "Board & Governance" and [See policy FFH.]

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, 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, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

DISCRIMINATION

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

HARASSMENT

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

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

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

SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

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

RETALIATION

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

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

REPORTING PROCEDURES

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for 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 promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI and [Bullying](#) on page 21.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective 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 FNG(LOCAL).

DISCRIMINATION

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 29.]

DISTANCE LEARNING

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

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

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see [Extracurricular Activities, Clubs, and Organizations](#) on page 44.] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor.

The additional distance learning opportunities available to district students are Compass Learning.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

SCHOOL MATERIALS

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

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See [Directory Information for School-Sponsored Purposes](#) on page 16.]

NONSCHOOL MATERIALS...FROM STUDENTS

Students must obtain prior approval from the campus principal before posting, circulating, or distributing copies of 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 five (5) school days. [See policy FNAA.]

A student may appeal a 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 approval will be removed.

NONSCHOOL MATERIALS...FROM OTHERS

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool 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 campus principal for prior review. The campus principal will approve or reject the materials within five school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

DRESS AND GROOMING

The district's 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 following:

1. Shoes shall be worn, and if designed to be tied, shall be properly tied at all times. Elementary students may not wear flip-flops or shoes without a back/heel strap. Appropriate shoes must be worn during gym classes as well as during lab activities at the secondary level, i.e. science, CTE, etc.
2. As a general rule, hats and caps, including "hoodies," shall not be worn in the building (required religious head coverings not included).
3. No student shall wear or display any type or form of dress, emblem, or symbol (not including required religious forms of dress) that, in the judgment of the principal, may create substantial disorder or materially interfere with normal school operations.

HAIR

Hair must be well groomed, neat, and clean at all times; the cut, any artificial coloring, special styling, or additional hairpieces must not detract from or interfere with the educational environment.

Boys may grow their hair to a length that accommodates the current full hairstyles for men but not exceed just touching the shoulders at full extension in the back, unless otherwise required by the student's religion. Sideburns shall be no more than one-half inch below the ear lobes and shall not be flared. Mustaches, beards, or goatees are not allowed unless otherwise required to be worn by a student's religion or a documented medical reason established by a licensed physician. Such exceptions would preclude the student from shaving, at any time, including shaping or outlining the facial hair.

Drawings, icons, and/or other markings cut into or colored into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted.

SCHOOL-RELATED ACTIVITIES

Students participating in school-related activities may have to comply with a more restrictive grooming code in addition to this policy. Students not in compliance with the dress and grooming code while at district-sponsored activities/functions shall be prohibited from participating and may be disciplined using the **Student Code of Conduct**. The principal, in cooperation with the sponsor, coach, or other person in charge of the extracurricular activity, shall regulate and enforce these guidelines.

The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events. [Board Policy **FNCA** (LOCAL) supports the information provided in this section.]

JEWELRY

Students may wear earrings or ear studs that are not in violation of the current **Student Code of Conduct**; however, no student shall wear exposed rings, studs, or other jewelry associated with body piercing. Heavy chains, medallions, headbands, or jewelry that may cause injury or be used to inflict injury on others are not permitted.

TATTOOS

Tattoos, icons, and any other markings on the body, whether permanent or temporary, not required by a student's religion, shall be covered at all times in an unobtrusive manner that does not interfere with the educational environment.

A student who has markings on his or her body and who wishes to participate in extracurricular activities shall ensure that the markings are covered by the standard uniform for the activity and are in compliance with the guidelines set forth above.

The same restrictions shall apply to any icon or representation that is visible on the body of the person. This includes, but is not limited to, tattoos, drawings, and/or other markings on the body that are not associated with required religious markings.

GIRLS

Clothing shall be appropriate for school wear and shall be of sufficient length or fullness to cover undergarments when the student is sitting, standing, stooping, or bending. Dresses shall be worn modest in length (at or below middle of thigh). Proper undergarments shall be worn at all times. Outerwear designed to look like undergarments or sleep/bedtime attire, including house slippers, will not be permitted. Cut-offs, clothes with holes, see-through, or excessively tight or baggy fitting garments are not permitted. Halters, bare midriff, and bare backs are not permitted. Shorts, skirts, and pants shall be worn at the waist. Sagging pants, shorts, and/or skirts are not permitted. Hem lengths shall be no shorter than three inches above the knee in front and in back.

Elementary: Walking shorts are permitted provided they are no shorter than mid-thigh. Students in kindergarten through second grade may wear shorts or sundresses that are slightly above mid-thigh. Culottes/"skorts" and split-skirts are also acceptable.

BOYS

Shirts shall be worn and buttoned except for the collar button. Proper undergarments shall be worn at all times; outerwear designed to look like undergarments or sleep/bedtime attire, including house slippers, are not permitted. Cut-offs, clothes with holes, see-through or excessively tight or baggy fitting garments are not permitted. Tank tops and sleeveless t-shirts are not permitted. Shorts and pants shall be worn at the waist. Sagging pants and/or shorts are not permitted.

Walking shorts may be worn provided they are no more than three inches above the knee. Students in kindergarten through second grade may wear shorts that are slightly above mid-thigh.

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 may 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.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES/DIGITAL CITIZENSHIP

Fort Bend Independent School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational 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 Digital Citizenship Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

MANDATORY REVIEW

To learn proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree to allow monitoring of their use and to comply with such guidelines.

The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Digital Citizenship Guidelines as part of their review of the *Parent and Student Handbook*. The consent form is mandatory for Digital Citizenship during new student registration and upon entering grades 6 and 9. The consent selection remains in place during subsequent years unless the parent elects to resubmit. Campuses must provide training on the Digital Citizenship Guidelines to all students.

DEFINITION OF DISTRICT TECHNOLOGY SYSTEM

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies
- Email accounts
- Servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, email, digital images, and video and audio files
- Internal or external accessed databases, applications, or tools (Internet- or District-server based)
- District-provided Internet access
- District-filtered Wi-Fi
- New technologies as they are identified

AVAILABILITY OF ACCESS

Acceptable Use

Computer/Network/Internet access used with District provided devices and/or personally owned devices will be to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use by all students regardless if the use is for an academic class requirement and/or personal use.

Privilege

Access to the District's computer/network/Internet is a privilege, not a right, and may be revoked if abused. Any use described below is deemed "acceptable" and consistent with the Fort Bend ISD Digital Citizenship Guidelines for Technology but acceptable uses are not limited to the list below:

Use is for educational purposes during the school day.

Users will comply with all software, licenses, copyrights, and all other state and federal laws governing intellectual property.

Use is limited to the student's own individual account. Students should not share network login information with others or use another person's login information to access the network or computer.

ACCESS TO COMPUTER/NETWORK/INTERNET

Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. District computers and Wi-Fi (available for students who bring their own personal telecommunication devices) have filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Student Access

Computer/Network/Internet access is provided to all students as defined by the parent selection on the yearly consent form as part of the Parent and Student Handbook. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and Wi-Fi with campus permission using guidelines outlined in this document.

Use of Personal Telecommunication Devices

The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information. On an as available basis, students will be provided access to a filtered, wireless network through which students in grades two through twelve will be able to connect personal telecommunication devices to a designated network. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Fort Bend ISD networks.

Designated Instructional Areas– Students in grades two through twelve are allowed to bring personal telecommunication devices that can access the guest filtered wireless Internet, as available. Students will be allowed to use the device for educational purposes in a digitally responsible manner.

Designated non-Instructional Areas/Times – Students in grades two through twelve are allowed to bring personal telecommunication devices that can access the guest filtered wireless internet, as available. Students will be allowed to use the device as determined by the campus.

Security

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Digital Citizenship guidelines may be denied access to the District's networks. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's networks and will be subject to disciplinary action in accordance with the FBISD Discipline Management Techniques and Student Code of Conduct.

Content/Third-Party Information

Students and parents of students with access to the District's networks and resources should be aware that use of the resources may provide access via links to outside material not yet reviewed or approved by the District.

Subject to Monitoring

No District computer/network/Internet usage shall be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the District computer system and networks will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Digital Citizenship guidelines have been violated.

RULES FOR RESPONSIBLE DIGITAL CITIZENSHIP

Fort Bend Independent School District offers students access to a computer, District network and the Internet. District students are bound by all portions of the Responsible Digital Citizenship Guide. A student who knowingly violates any portion of the Responsible Digital Citizenship Guide will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the District's Discipline Management Techniques and the Student Code of Conduct.

The District provides a web filtering software to protect students from accessing inappropriate material. While the purpose of the District network is to use Internet resources for constructive educational goals and instructional activities, no web filtering software can provide 100% protection. The District strives to provide a safe online environment for all students and to protect them from inappropriate content. We will constantly monitor our system and implement new technologies that will strengthen the safeguards currently in place. Fort Bend Independent School District believes; however, that the educational and instructional benefits that faculty, staff, and students derive from access to the Internet far exceed any disadvantages associated with this privilege.

By utilizing a variety of technological resources, including the Internet, Intranet, hardware, and software, the Fort Bend Independent School District is expanding educational opportunities for all stakeholders. With this opportunity comes responsibilities regarding responsible digital citizenship. Each Fort Bend Independent School District user is expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks used on the Internet, Board Policy, and with the laws of The State of Texas and The United States.

INDIVIDUAL USER'S RESPONSIBILITIES

The following rules will apply to all users of Fort Bend Independent School District's system:

1. Students must comply with all software licenses, copyright laws, and all other state and federal laws governing intellectual property.
2. Students may not install/upload/download onto network drives, disks, or any District computer network or run from a USB drive software, shareware, freeware, music files, or an executable, such as software and games, or proxy site software without permission from a teacher or administrator for academic use.
3. Network administrators have the right to search student network storage locations and review data to maintain system integrity to ensure that students are using the system responsibly.
4. Students are prohibited from changing any computer configurations and/or settings.
5. Students are prohibited from accessing, copying or deleting anyone else's files.
6. Students are prohibited from recording audio or video without consent of both the person(s) being recorded and the teacher/administrator.
7. Students are prohibited from including any profane, abusive/bullying, or impolite language in any files or folders stored on any District network or file storage space.
8. Students are prohibited from accessing materials and sites which are not in line with the permitted use as defined by the teacher or administrator and Digital Citizenship guidelines. This is to include, but is not limited to, Social Networking Sites.
9. Students are prohibited from damaging any computer, peripheral or the network in any way.
10. The individual in whose name a system account is issued will be responsible at all times for its proper use.
11. Students are prohibited from sharing their network password with another person. Students are only allowed onto the District network using their own login credentials.
12. Students are not allowed to use another user's password/login credentials.
13. Students are not allowed to access non-District approved social networking or social media sites while using a computer connected to the Fort Bend ISD network. Students may participate in District approved social networking and social media activities that are related to instructional goals/activities. In this capacity, students may utilize tools such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and other digital tools.
14. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, or disrespectful language in email communication, blogs, wikis, or other electronic communication tools and the use of

electronic communication or websites to threaten students, employees, volunteers, or school safety is prohibited (even if the offense is initiated off school property). This is to include, but is not limited to, Social Networking Sites.

15. Accessing proxy sites or any other sites which hide the user's identity is prohibited.

16. Any attempt to access or circumvent password or other security- related information associated with the District, students, or employees, or to upload or create computer viruses (even if the offense is initiated off school property) is prohibited.

17. Any attempt to alter, destroy, or disable District computer equipment, District data, the data of others, or networks connected to the District's system, (even if the offense is initiated off school property) is prohibited.

18. Harassing, fraudulent, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, discriminatory, prejudicial, material that is damaging to another person's reputation, illegal, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers (even if the offense is initiated off school property). Users encountering or receiving such material should immediately report the incident to a teacher or campus administrator.

19. If a security problem in the District's system is identified or materials which violate the Rules for Responsible Digital Citizenship are encountered, it must be reported to a teacher or campus administrator immediately.

INAPPROPRIATE USE OF DIGITAL RESOURCES

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, threatening, harassing, defamatory or obscene material; copyrighted material; plagiarized material; commercial material or product advertisements; political lobbying; materials protected by trade secrets; blog posts, web posts, or discussion forum/replies posted to the Internet which violate federal or state law and illegal activities.

Inappropriate use includes, but is not limited to, violations of the law, uses specifically listed in this document, violations of network etiquette, or uses that obstruct the security or integrity of the FBISD network and all components connected to it.

The following rules will apply to all users of Fort Bend Independent School District's system, and violations of these rules will result in revocation of the user's access to the District network and all connected components.

1. Violation of the District's Digital Citizenship guidelines for computer/computer resources or Internet access and/or any rules or agreements signed by the student or the student's parent.

2. Attempting to access or circumvent passwords or other security-related information of the District, students, or employees, and/or to write, produce, generate, copy, or introduce any computer code or virus for the intent to self-replicate, damage, or harm the performance of the network or computers.

3. Attempting to alter, destroy, or disable District computer equipment, District data, the data of other, or other networks connected to the District's system at any time, including off school property.

4. Attempting to use the District's computer equipment to access or distribute the personal data of students or employees.

5. Using the Internet or other electronic communication to threaten and/or bully District students, employees, or volunteers at any time, including off school property.
6. Sending or posting electronic messages, images, audio files or video files that are abusive, disruptive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal at any time, including off school property.
7. Using District or personal technology for cheating or plagiarism.
8. Sending an electronic communication that references a name, domain address, phone number, or other item of identifying information belonging to any person with the intent to reveal the personal identity, harm, or defraud any person.
9. Using e-mail/websites at school to encourage illegal behavior or threaten school safety.
10. Downloading any application not approved by the District, including but not limited to the purpose of bypassing the District-approved filter.
11. Using the District's technology resources to post, publicize, or duplicate information in violation of copyright law.
12. Attempting to acquire and use the credentials of another individual to log on to the computer network, whether it is a student, administrator, or District employee.
13. Using of the District computer system for any type of advertisement or selling of commercial or personal products or services.
14. Accessing, modifying, copying, or deleting files and/or data belonging to another individual.

CONSEQUENCES OF DIGITAL CITIZENSHIP VIOLATION

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken. Students may be held financially responsible for intentionally causing damage to District resources.

Denial, Revocation, or Suspension of Access Privileges

With just cause, the System Administrator and/or building administrator, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Student Safety

Use of personal telecommunication devices during a campus drill or emergency will not be permitted. To ensure the safety of students, headsets and earbuds are not allowed in non-instructional areas unless approved by a teacher or administrator.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

The District is not responsible for theft or damage to a student's personal device. Administrators will not investigate or conduct searches involving stolen or lost personal devices.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

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

Parents are not to contact their child during the instructional school day via cellular phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance.

POSSESSION AND USE OF PERSONAL TELECOMMUNICATIONS DEVICES, INCLUDING MOBILE TELEPHONES

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See [Searches](#) on page 72 and policy FNF.]

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

POSSESSION AND USE OF OTHER PERSONAL ELECTRONIC DEVICES

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

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See [Searches](#) on page 72 and policy FNF.]

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

INSTRUCTIONAL USE OF PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES

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

ACCEPTABLE USE OF DISTRICT TECHNOLOGY RESOURCES

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

UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also 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, possessing, 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>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

END-OF-COURSE (EOC) ASSESSMENTS

See [Graduation](#) on page 53 and [Standardized Testing](#) on page 74.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [Also see [Transportation](#) on page 78.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten (10) absences not related to post-district competition, a maximum of five (5) absences for post-district competition prior to state, and a maximum of two (2) absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since band and orchestra are performance-based courses and team activities, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted as follows:

- Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = double daily grade.
- Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = double major grade.

SELECTION

Assignment to or enrollment in a class does not ensure that any particular student will be selected for participation in the corresponding extracurricular activity/organization. Selection procedures shall be developed by the coach or sponsor in conjunction with applicable rules and/or guidelines as applicable and communicated to interested students.

Prior to the academic school year, all students will audition for placement in one of the performing organizations. This placement will be determined by an audition on materials selected by the director and on the student's past performance. No student will be enrolled in any music or dance team class until this audition is completed.

OFFICES AND ELECTIONS

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups vary from campus-to-campus. Please contact your campus guidance counselor for additional information.

STANDARDS OF BEHAVIOR

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see [Meetings of Noncurriculum-Related Groups](#) on page 72.]

A student in grades 6 through 12 participating in any FBISD extracurricular activity shall comply with the following rules of conduct 24 hours a day, 7 days per week, and 52 weeks per year in addition to obeying the rules set forth in the current FBISD Student Code of Conduct, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the student in writing by the activity's coach or sponsor.

LOSS OF PRIVILEGE-DEFERRED ADJUDICATION, PROBATION, FELONY OR CLASS A MISDEMEANOR

A student in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of:

- Deferred adjudication;
- Probation;
- While under indictment for a felony; or
- While awaiting a final determination of guilt or innocence in connection with either a felony or any offense punishable as a Class A Misdemeanor, whether the felony or offense was committed on or off campus.

LOSS OF PRIVILEGE-SELLING OR DELIVERING

Selling or delivering marijuana, alcohol, a controlled substance, a dangerous drug, abusable glue, aerosol paint, or any other mood-changing, mind-altering, or behavior-affecting drug is strictly prohibited and will result in a student's elimination from further participation in all extracurricular activities for:

- First Offense, one calendar year;
- Second Offense, for the remainder of the student's school career.

LOSS OF PRIVILEGE-SUSPENSION, AEP, EXPULSION

A student in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of suspension, placement in a disciplinary Alternative Education Program (AEP), or Expulsion.

OTHER REMOVALS

The following infractions are also strictly prohibited:

- Using, possessing, or being under the influence of marijuana, a controlled substance, a dangerous drug, abusable glue, aerosol paint, or any other mood-changing, mind-altering, or behavior-affecting drug;
- Using, possessing, or being under the influence of an alcoholic beverage;
- Theft or stealing;
- Engaging in lewd, disruptive, or other offensive conduct that affronts school district standards of propriety; and
- Cheating or academic dishonesty.

Upon the administration's determination that a FBISD student in grades 6 through 12 participating in a school-sponsored extracurricular activity has violated any one of the five infractions enumerated above, at **Other Removals**, the student shall lose the privilege of further participation in that activity as provided below:

- **First Offense** in student's attendance at FBISD (measured from Grade 6): **10** hours of approved community service and **20** school days of suspension from active participation in any/all FBISD extracurricular activities. If the offense occurs when the student is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the student is involved in more than one activity, the suspension shall apply to all activities concurrently. The student shall not serve more than one 20-day suspension for the first offense.
- **Second Offense** in student's attendance at FBISD (measured from Grade 6): **20** hours of approved community service and **40** school days of suspension from active participation in any/all FBISD extracurricular activity/activities. If the offense occurs when the student is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the student is involved in more than one activity, the suspension shall apply to all activities concurrently. The student shall not serve more than one 40-day suspension for the second offense.
- **Third Offense** in student's attendance at FBISD (measured from Grade 6): the student shall be suspended from further participation for one (1) calendar year.

- Fourth Offense in student's attendance at FBISD (measured from Grade 6): the student shall be eliminated from further participation in all activities for the remainder of his/her school career.

A student may be referred to counselors, and/or drug and alcohol education programs, as appropriate. A student or parent may appeal the student's loss of extracurricular privileges through FBISD Board Policy **FNG** (LOCAL).

ADDITIONAL RULES OF CONDUCT

In addition to the rules of conduct specified in the Conduct Rules section, students who participate in extracurricular activities shall comply with the following rules at all times, on or off campus, regardless of whether school is in session:

1. Possession or use of any tobacco or tobacco-related product is prohibited;
2. Show respect for FBISD officials and staff;
3. Participate in every practice, competition/performance and event required by the coach or sponsor, unless the TEACHER has granted an excused absence;
4. Arrive promptly, properly attired, for every practice, competition, etc., unless the coach or sponsor has granted an excused absence;
5. Adhere to the grooming standards described below at the section titled "Dress Code";
6. Demonstrate sportsmanlike behavior;
7. Demonstrate a positive attitude; and
8. Be courteous and polite to others.

MISCELLANEOUS PARTICIPATION RULES

Please note: A student **must** be in attendance as a full time student at a Fort Bend ISD (FBISD) school in order to participate in any extracurricular activity, including tryouts, at their FBISD campus of enrollment or in the case of an eighth grade student being promoted to high school, at his/her FBISD middle school campus of enrollment, which **must** be within the feeder pattern of the FBISD high school of enrollment during the student's ninth grade year. Students attending high school academies are ineligible for varsity competition the first calendar year at the academy school of attendance.

DRESS AND GROOMING

Students who participate in extracurricular activities shall comply with the district's policy on student dress and grooming as well as the coach or sponsor's specific requirements for the activity.

ATTENDANCE / TARDINESS

Students engaged in extracurricular activities are expected to participate in all practices, performances, competitions, and other events identified by the coach or sponsor. The coach or sponsor will identify times for required practices, performances, competitions, etc.

Academically ineligible students may practice or rehearse with other students, but may not participate in a competition or other public performance. A student ineligible to participate in an extracurricular activity/organization, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance only if the general public is invited to the performance and the requirement for student participation in public is stated in the essential knowledge and skills of the course.

Students who fail to appear for a scheduled event without a written excuse from the student's parent will be prohibited from participating in the next scheduled activity. Students' absences from extracurricular activities shall be excused only for those reasons set forth in the Student/Parent Handbook and in Board Policy **FDD** (Local). Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Such decisions shall be made in consultation with the campus principal and are subject to appeal through FBISD Board Policy **FNG** (LOCAL).

Students with injuries will be allowed to attend any practice, performance, or other event relating to the activity/organization and allowed to participate only to the extent authorized by written order of the student's physician.

Students will be excused from participation in any practice or activity if they are observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Students are responsible for notifying the coach or sponsor of any need to be absent for religious reasons prior to the absence.

Students should make every effort to schedule health care appointments at times that will not interfere with school or activity participation. If a conflict is unavoidable, the student shall inform the coach or sponsor prior to the appointment and provide written documentation, acceptable to the coach or sponsor, of the appointment.

GRADES

A student shall be suspended from participation in any extracurricular activity/organization sponsored or sanctioned by the district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension will continue for at least three (3) school weeks and is not removed during the school year until the conditions for removing the suspension, as described below, are met. [See Board Policy **FM** (LEGAL)]

Until the suspension is removed or the school year ends, the district shall review the grades of a student suspended under these provisions at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than a TEA-identified exempt course, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.

After consultation with the principal, students who receive poor conduct grades in class may also be subject to suspension/dismissal from extracurricular activities. Any such action is subject to appeal under Board Policy **FNG** (LOCAL).

HEALTH & WELFARE

Certain activities require physical stamina and capabilities. Before students participate in these activities, the coach or sponsor may require evidence of a physician's and/or a parent's approval before the student is allowed to participate in the activity/organization. If such a requirement is imposed, it shall apply to all students who wish to participate in the activity/organization.

Every student involved in extracurricular activities must have a medical emergency information sheet on file with the coach or sponsor.

EQUIPMENT

Any district equipment issued to a student is the financial responsibility of the student and for the student's use while participating in a school-related activity/organization. At no time is district equipment to be used for personal use.

Students must care for district-issued equipment as if it were their own. Equipment must be properly stored, in the proper location, and shall be kept clean and maintained.

Students who lose or damage district equipment due to negligence will be required to pay for the cost of replacement.

All district equipment must be returned at the end of the season or school year, as directed by the coach or sponsor.

Individually-owned equipment is the sole responsibility of the student; FBISD will not be responsible for any loss or damage that occurs to student-owned equipment.

If uniforms are required for an activity/organization, the student shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, or competition.

PARENT ORGANIZATIONS

FBISD encourages the full participation and involvement of parents in the education of their children, including participation in voluntary parent organizations such as PTAs, PTOs, Parent Communication Committees, and Booster Clubs. These groups are formed to promote and support the educational objectives of the school programs or particular student groups or activities as defined by the teacher.

The formation of each parent organization is subject to the approval of the superintendent.

Each organization shall operate under a constitution and/or by-laws approved by the principal of the school with which the organization is affiliated. Current by-laws and/or constitutions shall be submitted to the superintendent or a designee at the beginning of each school year; updates to these documents shall be submitted as soon as practical after such updates are formally adopted by the parent organization.

A current listing of officers for each organization shall be submitted to the appropriate campus principal at the beginning of each school year and shall be updated as changes occur during the school year.

The campus principal serves as the liaison with parent organizations. If an organization is affiliated with a specific student group, the principal may appoint the coach or sponsor for that group to act as the liaison.

Each parent organization shall submit a fundraising plan to the principal at the start of each semester. The plan must, at a minimum, identify the parent organization that will participate in the fundraising and the proposed use of the funds raised during the semester. Such plans must also include any additional information required by the principal and shall be subject to approval by the superintendent or designee.

Fundraising activities not contemplated by the organization's plan will be reviewed on a case-by-case basis and must be approved by the campus principal before they are conducted. Proposals shall be submitted to the principal and shall contain, at a minimum, the date and time of the event, a description of the activity, the proposed use for the funds to be raised, and the location of the activity.

All parent organizations shall comply with state laws governing the conducting of charitable raffles as well as any district policy/guidelines that are applicable.

Funds raised by parent organizations may be maintained by the activity/organization that raised the funds in accordance with that activity/organization's constitution or by-laws.

All parent organizations are formed for the benefit of FBISD organizations, but are considered to be independent entities. They must; therefore, be responsible for their own tax-exempt status, accounting, and any tax filings that may be required. Parent organizations are not permitted to use the district's Federal Identification Number or Sales Tax Permit Number. They are fully responsible for all taxes, debts, and other financial obligations of the organization. Parent organizations do not have the authority to represent that the district is responsible for any of the organization's financial or commercial obligations.

The University Interscholastic League (UIL) requires booster clubs to adhere to certain guidelines. All booster clubs formed for the benefit of UIL activities are responsible for reviewing and complying with UIL guidelines, as specified in the UIL Constitution. This Constitution may be found on the Internet at <http://www.uil.utexas.edu/>.

TRAVEL

Students who have the opportunity to travel in connection with FBISD extracurricular activities/organizations are representatives of the district and must exhibit exemplary behavior at all times.

Students who dress or act inappropriately while traveling to or from a FBISD activity may be suspended or removed from the activity/organization, depending upon the nature of the misconduct. When feasible, such action should be taken in consultation with the principal and is subject to review under Board Policy **FNG** (LOCAL).

All students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. An exception may be made if the student's parent or guardian personally requests, in writing, that the student be allowed to ride from the event with the parent or guardian. Students are not allowed to drive themselves to or from out-of-district activities.

Students involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;
3. Be on their best behavior and act in accordance with established **Student Code of Conduct** rules in restaurants and hotels;
4. Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
5. Be on their best behavior and act in accordance with established **Student Code of Conduct** rules while on the bus or in other vehicles; and
6. Promptly obey all instructions given by either the coach or sponsor or any adult chaperone.

FUNDRAISING

All fundraising projects shall be under the direction of a coach or sponsor and subject to the approval of the appropriate campus administrator and assistant superintendent. All food sales must be approved by Child Nutrition.

Student participation in approved fundraising activities shall not interfere with the regular instructional program. Funds collected by student groups shall be deposited in a campus fund established for the student group and shall be used only for purposes authorized by the organization or upon approval of the TEACHER. The principal or designee shall approve all disbursements.

Participation in fundraising activities does not guarantee that any student will be selected for the team, activity or organization. Fundraising activities must be held after all member selections have been finalized.

BANQUETS

Banquets may be given for student organizations during the year. Funds are not budgeted for banquets at the district level. Students who are ineligible under the no-pass, no-play rules may attend banquets.

AWARDS

All awards to students for participation in extracurricular activities or organizations must meet criteria set forth in the individual activity/organization's guidelines, as established by the coach or sponsor leading the activity/organization, in conjunction with Board policy and/or procedures as well as approved by the appropriate district-level office.

"Letters" earned through participation in extracurricular activities must follow district departmental guidelines.

FEES

Materials that are part of the basic educational program are provided with state and local funds 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 and student identification cards.
- 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.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See [Buses and Other School Vehicles](#) on page 78.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for 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. [For further information, see policy FP.]

FUNDRAISING

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the campus principal and assistant superintendent before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GENDER-BASED HARASSMENT

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 29.]

GRADE LEVEL CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

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. Procedures for a student to follow after an absence will also be addressed.

Also see [Report Cards/Progress Reports and Conferences](#) on page 69 for additional information on grading guidelines.

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 passing scores on certain end-of-course (EOC) assessments.

The exit-level test, for which satisfactory performance is required as a condition for graduation of any student who is in grade 12 during the 2013–2014 school year, 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. If a student in grade 12 did not pass all sections while in grade 11, there will be opportunities to retake each applicable subject area test.

Also see [Standardized Testing](#) on page 74 for more information.

Beginning with students who entered grade 9 in the 2011–2012 school year, students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

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

Also see [Standardized Testing](#) on page 74 for more information.

GRADUATION PROGRAMS

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the school counselor or appropriate administrator. 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. [See policy EIF(LEGAL).]

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies, including Economics	3	4	4
Physical Education*	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Locally required courses	5 credits in Health	5 credits in Health	5 credits in Health
Electives**	6	5	4
Miscellaneous			Completion of 4 Advanced Measures***
TOTAL	22 credits	26 credits	26 credits

(Certain students in the Class of 2014 may have the option of Foundation only. Seek guidance from your campus counselor regarding graduation)

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

** State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

*** A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

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

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

STUDENTS WITH DISABILITIES

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the 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.

[See policy FMH(LEGAL).]

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. [See **Standardized Testing** for additional information.]

GRADUATION SPEAKERS

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[For student speakers at other school events, see [Student Speakers](#) on page 76.]

[See FNA(LOCAL) and the Student Code of Conduct.]

GRADUATION EXPENSES

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See [Fees](#) on page 51.]

SCHOLARSHIPS AND GRANTS

Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

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

HARASSMENT

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 29.]

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.

[Also see [Bullying](#) on page 21 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

STUDENT ILLNESS

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

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

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

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

BACTERIAL MENINGITIS

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

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

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

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Websites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

* Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to [Immunization](#) on page 62 for more information.

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, in order to serve his or her needs. Please contact the school

nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. In some cases, the student may be evaluated to determine if the student has a disability that should be accommodated under a Section 504 plan. The district encourages parents and students to be respectful of allergies students have when bringing lunches, other snacks or treats to school, and know that food allergy plans may require limitations, where permitted by law. The district's food allergy management plan can be accessed through your campus nurse.

Also see policy FFAF.

HEAD LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY AND MIDDLE SCHOOL

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

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

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the Director of Student Support Services. [See also policies at BDF and EHAA.]

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

[See [Removing a Student from Human Sexuality Instruction](#) on page 10 for additional information.]

OTHER HEALTH-RELATED MATTERS

Physical Fitness Assessment

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

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Child Nutrition. [See policies at CO and FFA.]

Tobacco Prohibited

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

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

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 for review. If you have any questions or would like to examine the district's plan in more detail, please contact Jimmy Bell, the district's designated asbestos coordinator, at (281) 634-3840.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Mark Buentello, the district's IPM coordinator, at (281) 634-5546.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Amanda Hartley, at (281) 634-1355.

ILLNESS

[See [Student Illness](#) under **Health-Related Matters** on page 58.]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (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, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. 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 a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

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

[For further information, see policy FFAB(LEGAL) and the TDSHS Website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

QUESTIONING OF STUDENTS

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

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

- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

STUDENTS TAKEN INTO CUSTODY

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By 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.
- 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.
- To comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

NOTIFICATION OF LAW VIOLATIONS

The district is required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been 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, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a

regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

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

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

SCHOOL DAY

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

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

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, 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, as mentioned at [Standardized Testing](#) on page 74, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I 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.

LOST AND FOUND

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

MAKEUP WORK

MAKEUP WORK BECAUSE OF ABSENCE

For any class missed, the teacher may assign the student makeup work, based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See also [Attendance for Credit or Final Grade](#) on page 19.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP MAKEUP WORK

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

IN-SCHOOL SUSPENSION (ISS) MAKEUP WORK

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

MEDICINE AT SCHOOL

The district will not purchase medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

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

PSYCHOTROPIC DRUGS

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Fort Bend Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator for concerns regarding discrimination on the basis of sex: Philip O'Neal, Director of Athletics, at 281-634-1000.

Section 504 Coordinator for concerns regarding discrimination on the basis of disability: Dr. Bob Conlon, Director of Student Support Services, at 281-634-1000.

For all other concerns regarding discrimination, please contact the Superintendent's Office at 281-634-1000.

Each of the individuals listed above may be contacted through the Fort Bend Independent School District Administration Building at 16431 Lexington Blvd., Sugar Land, Texas 77479.

Please refer to Board Policy FFH for further clarification. General questions about the district should be directed to the Community Relations Department at 281-634-1000.

[See policies FB(LOCAL) and FFH(LOCAL).]

NONTRADITIONAL ACADEMIC PROGRAMS

[See [Requirements for a Diploma](#) on page 53.]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See [Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags](#) on page 11.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC(LEGAL) for more information.]

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.

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.

Please refer to policy EIE(LOCAL) for further information regarding promotion and retention.

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 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- 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 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student in grades 3–8 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 be

required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See [Standardized Testing](#) on page 74.]

Parents of a student 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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A student in grade 5 or 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. [See policy EIE.]

Students will also have multiple opportunities to retake EOC assessments. [See [Graduation](#) on page 53 and [Standardized Testing](#) on page 74 for more information about EOC assessments.]

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, school 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 school 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 school 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.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine (9) weeks.

During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See [Working Together](#) on page 7 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the administration pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and [Grading Guidelines](#) on page 53.]

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).

RETALIATION

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 29.]

SAFETY

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

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

ACCIDENT INSURANCE

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

PREPAREDNESS DRILLS: EVACUATION, SEVERE WEATHER, AND OTHER EMERGENCIES

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

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student 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, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

EMERGENCY SCHOOL-CLOSING INFORMATION

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will make every effort to inform parents and students as soon as possible about any school closings or delays. In the event of inclement weather or emergencies, the district will use and continually update its website at www.fortbendisdnews.com and activate its district-wide callout system to provide information. The district's main switchboard number at (281) 634-1000 will have a recorded message on possible school closings. The district also offers an emergency news center at www.fortbendisdnews.com where parents can always access emergency information.

In addition, pertinent information will be shared with local radio and television stations for broadcast.

TV Channels: KHOU-11, KPRC-2, KTRK-13, KRIV-26 Fox, KHWB-39, KTMD-48, or KXLN-45

Radio Stations: KTRH-AM 740, KPRC-AM 950, KILT-FM 100.3, KODA-FM 99.1, or KRBE-FM 104.1

NOTES OF IMPORTANCE: Though an emergency situation always creates a sense of urgency, parents and students are asked to refrain from calling school phone numbers for information as the phone lines become jammed with callers preventing administrators from contacting emergency personnel responding to district directives.

Parents and students should keep a copy of this information in a place where it can be easily located in the event of an emergency or severe weather situation.

SAT, ACT, AND OTHER STANDARDIZED TESTS

See [Standardized Testing](#) on page 74.

SCHEDULE CHANGES

Please contact your campus counselor or principal if you have schedule change concerns.

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.

Each campus has areas open to students immediately before school, please contact your student's campus for information regarding the time and place that your student may access the building.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

CONDUCT BEFORE AND AFTER SCHOOL

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

USE OF HALLWAYS DURING CLASS TIME

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

CAFETERIA SERVICES

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See campus principal to apply or apply online at <http://fortbendisd.heartlandapps.com>.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

MEETINGS OF NONCURRICULUM-RELATED GROUPS

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

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' 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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are 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 policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

VEHICLES ON CAMPUS

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

TRAINED DOGS

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

METAL DETECTORS

[For further information, see policy FNF(LOCAL).]

DRUG-TESTING

[For further information, see policy FNF(LOCAL). Also see [Steroids](#) on page 75.]

SEXUAL HARASSMENT

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 29.]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, 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.

STANDARDIZED TESTING

SAT/ACT (SCHOLASTIC APTITUDE TEST AND AMERICAN COLLEGE TEST)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

STAAR (STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS)

Grades 3–8

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

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, 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. See [Promotion and Retention](#) on page 68 for additional information.

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). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I

- English I and English II,
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation.

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. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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.

Also see [Graduation](#) on page 53 for additional information.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program.

Except in limited circumstances, a student in grade 12 during the 2013–2014 school year will be required to retake what is termed the “exit-level” TAKS in the subject areas of mathematics, English/language arts, social studies, and/or science, for which satisfactory performance is required for graduation, if the student did not pass any of these areas while in grade 11.

Also see [Graduation](#) on page 53 for more information.

TSI (TEXAS SUCCESS INITIATIVE) ASSESSMENT

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll in college-level courses or whether the student needs to enroll in what is termed developmental education courses prior to enrollment in college level courses.

STERIODS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students 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.uiltexas.org/health/steroid-information>.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

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

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

Please contact your campus counselor or Amanda Hartley at (281) 634-1355 with any questions.

STUDENT SPEAKERS

Student speakers shall be given a limited public forum to introduce secondary-level dramatic/artistic productions, secondary-level talent shows, secondary-level awards ceremonies, extracurricular banquets, and other school events at which a student is allowed to use his or her own words. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion of no more than one minute. See policy FNA(LOCAL).

If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking opportunities and [Graduation](#) on page 53 for information related to student speech at graduation ceremonies.]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Website: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

SUMMER SCHOOL

Summer School options are available for students in middle and high school. Additional information will be available through your campus counselor and on the district's website at www.fortbendisd.com.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See [Standardized Testing](#) on page 74.

TARDINESS

A student who is tardy to class may be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

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

TRANSFERS

The principal is authorized to transfer a student from one classroom to another.

[See [School Safety Transfers](#), on page 12, [Bullying](#), on page 21, and [Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services](#) on page 13, for other transfer options.]

TRANSPORTATION

SCHOOL-SPONSORED TRIPS

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

BUSES AND OTHER SCHOOL VEHICLES

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's Website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Transportation Department at (281) 634-4077.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

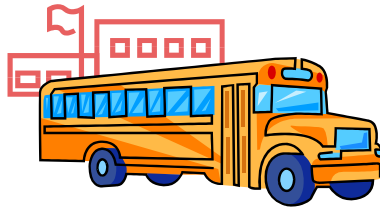
Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle 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 vehicle.
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.

- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

**Fort Bend ISD
Transportation Services
Positive Behavior Support**



**Transporting
Students
Safely!**

<p><u>B</u>e Respectful</p> <p><u>U</u>se Kind Words</p> <p><u>S</u>afety First</p>	<u>Bus Stop</u>	<u>Loading</u>	<u>Bus Ride</u>	<u>Unloading</u>
	Respect each other Respect other people's property Be on time	<ul style="list-style-type: none"> • Be patient when loading the bus. • Lend a helping hand to others if needed. 	Keep hands and feet to yourself. Share your seat. Listen to your Driver's instructions	Close your window Throw trash in the trash can. This is our bus, please help keep it clean Respect other people's property
	When greeting each other, use appropriate language. Use your inside voice.	Find a seat quickly and quietly.	Use your inside voice. Use appropriate language.	Have a Great Day!
	Before approaching the bus, wait for it to come to a complete stop and the door opens. Be prepared 10 minutes before the bus arrives.	Avoid pushing others in the aisle. Be seated before the bus departs.	Ride safely. Face forward. Keep aisles clear. Remain seated while the bus is in motion.	Stay seated until the bus comes to a complete stop and the door is open. Keep hands, feet, and other items to yourself while walking through the aisle. Cross 10 feet in front of the bus. Treat others respectfully. Be aware of your surroundings and that of your classmates.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is 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.

VISITORS TO THE SCHOOL

GENERAL VISITORS

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

VOLUNTEERS

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

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given 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.

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.

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 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 or a final grade lost because of absences.

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 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, Algebra I, Biology, 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.

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 districtwide 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, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined 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 exit-level TAKS or STAAR EOC assessments, 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 a classroom, campus, or district vehicle. 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 that is being transitioned to the STAAR program. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment, for which satisfactory performance is required for graduation.

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.

APPENDIX I

Freedom From Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Home/Index/483>. Below is the text of Fort Bend ISD's Board Policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

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

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

1. 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 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 a school.

EXAMPLES Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

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

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

FALSE CLAIMS A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING To obtain assistance and intervention, any student who believes that he or she

PROCEDURES	has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas

where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER
CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

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

APPEAL

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

RECORDS
RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY
AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

2013 – 2014 PARENT and STUDENT CONSENT CHECKLIST/ACKNOWLEDGEMENT

***This form may be submitted electronically on Family Access or hard copy turned in to your child's campus.
One form must be submitted for each child.***

Check One	Parent Consent Checklist
<input type="checkbox"/> YES <input type="checkbox"/> NO	DIRECTORY INFORMATION: I give the district permission to: Use identified personal information for the specified school-sponsored purposes , such as directory information, yearbook, etc. (See Directory Information in the Student/Parent Handbook for more information.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	Release identified personal information in response to a request unrelated to school-sponsored purposes . (See Directory Information in the Student/Parent Handbook for more information.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	RELEASE OF STUDENT INFORMATION: I give the district permission to release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent. (See Release of Student Information to Military Recruiters and Institutions of Higher Education in the Student/Parent Handbook for more information.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	CONSENT/OPT OUT: I give my child permission to participate in school activities such as student surveys, analysis, or evaluation, known as "protected information surveys." (See Obtaining Information and Protecting Student Rights in the Student/Parent Handbook for more information regarding the referenced surveys.)
<input type="checkbox"/> FA (Full Access) <input type="checkbox"/> CO (Computer Only)	DIGITAL CITIZENSHIP ACCEPTANCE: I give my child permission to use computing devices, electronic communications system/Internet access, and district approved web communication tools. I have read and understand the Digital Citizenship guidelines. I have discussed the rules and consequences with my child as well as consent to the monitoring of my child's use of digital devices and accounts. Note: This selection is mandatory during new student registration and upon entering grades six and nine. The consent selection remains in place during subsequent years unless the parent elects to resubmit. (See the Electronic Devices and Technology Resources/Digital Citizenship section for more information.) In the event that CO (Computer Only) is selected as your choice, please be advised that your child will be assigned a network login and that your child may be required to use district computing devices for purposes such as word processing, use of educational resources, Texas Education Agency adopted online materials, taking mandated online tests and mastering technology objectives outlined by the Texas Education Agency. Your child will not be allowed to use or bring a personal communication device to school (applies to Grades 2-12 only). Internet usage will be limited to mandatory requirements of the Fort Bend ISD curriculum or Texas Education Agency.
<input type="checkbox"/> YES <input type="checkbox"/> NO	INTERNET RELEASE: I give the district permission to use the following items on the Fort Bend ISD Website, my child's campus Website, or district publications as well as in-house campus video presentations: (Check all that apply.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	My child's first name (Note: Last names will not be used.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	➤ My child's photograph
<input type="checkbox"/> YES <input type="checkbox"/> NO	➤ My child's individual or team academic work, creative work, extracurricular accomplishments, multimedia project, or presentation. (Note: Grades associated with student work will not be displayed.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	PHOTOGRAPH/VIDEO/AUDIO RECORD RELEASE: I give the district permission to photograph or video/audio record my child for any of the purposes stated in the FBISD Student/Parent Handbook . (See Granting Permission to Video or Audio Record A Student in the Student/Parent Handbook for more information.)
<input type="checkbox"/> YES <input type="checkbox"/> NO	RECEIPT OF 2013-14 FBISD EXTRACURRICULAR ACTIVITIES INFORMATION: I understand and consent to the student responsibilities set forth in the FBISD Extracurricular Activities, Clubs, and Organizations Information section of the handbook. I acknowledge that my child shall be held accountable for the behavior expectations and consequences set forth in the FBISD Extracurricular Activities, Clubs, and Organizations Information . (See Extracurricular Activities, Clubs, and Organizations Information in the Student/Parent Handbook for more information. <i>Applies to Grades 6 – 12 only.</i>)

Student Consent Checklist

Digital Citizenship: I have read and do understand the **Digital Citizenship** as it applies to my use of computers, electronic devices and electronic communication networks in FBISD. I agree to abide by all **Digital Citizenship** guidelines and consent to the monitoring of my electronic devices and my district e-mail account. I understand there may be consequences for violating the rules stated in the **Digital Citizenship** guidelines, including termination of my privileges.

2013-2014 FBISD Extracurricular Information: This is to acknowledge that a copy of the **2013-2014 FBISD Extracurricular Activities, Clubs, and Organizations Information** is available online or in print upon my request. I have read and understand the information contained in the handbook.

Fort Bend ISD Student Handbook and Student Code of Conduct for 2013-2014: I understand that the handbook contains information that my child (children) 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 Board adopted 2013-14 Student Code of Conduct.

<u>Digital Citizenship Acceptance</u> <u>Extracurricular Information</u> <u>Student Handbook and Code of Conduct</u>	<u>Student's Printed Name & Signature</u>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Printed Name: _____ Signature: _____ ID # _____

Parent/Guardian's Signature: _____ **Date:** _____