

# Student/Parent Handbook



2019-2020



Dear CFBISD Families,

I want to welcome each and every one of you to a new school year. This time of year is filled with excitement, anticipation and hope. Our team of teachers, administrators, custodians, student nutrition workers, and staff have worked diligently to prepare our schools for a wonderful new year of learning.

Our motto this year is: Together We Can...Be the Exception. We will work together every day to provide a safe, welcoming environment for your child to learn, grow and exceed. Together, we will provide a vast array of opportunities to meet your child's individual needs so he or she can succeed at the highest level. That is the CFB way.

Thank you for choosing CFBISD for your child. Together we can make this the best year for your child. Our future is bright in CFBISD, and that future begins today!

Sincerely,

Dr. John E. Chapman, III  
Superintendent of Schools  
Carrollton-Farmers Branch ISD

Dear Parent and Student:

The Board of Trustees and staff welcome you to the 2019-2020 school year. We are pleased that your family is a part of CFBISD. In CFBISD, we believe education is a partnership between school and home. For a partnership to be successful, strong communication between home and school is vital. The Student Handbook/Code of Conduct is an important instrument to communicate the District's procedures and expectations. We believe that understanding these guidelines can help make the year a successful one for your family. The complete Student Handbook/Code of Conduct is on the District's website at [Student Documents](#) for 24-7 access and is available in hard copy upon request. Please review the document. We are pleased to answer any questions you may have. Our campus staff and District Student Services staff are here to serve you. You may reach Student Services at [cfbinfo@cfbisd.edu](mailto:cfbinfo@cfbisd.edu).

The Board of Trustees, the staff, and I encourage you to be involved in your local school and the District. We hope that you have a great school year.

Sincerely,

A handwritten signature in cursive script that reads "Georgeanne Warnock". The signature is written in black ink on a light-colored background.

Georgeanne Warnock, Ed.D.  
Associate Superintendent  
Carrollton-Farmers Branch ISD

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# Preface

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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 provisions of board policy and the Student Code of Conduct are to be followed.

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

Although the Student Handbook may refer to rights established through law or District policy, the Student Handbook does not create any additional rights for 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 Student Handbook, please contact a teacher, the school counselor, or the principal.

References to policy codes are included so that parents can refer to board policy. The District's official policy manual is available for review in the District administration office and an unofficial electronic copy is available online. ([Board Policy](#))

# Parental Notifications

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## **ACADEMIC PROGRAMS PARENTAL RIGHTS**

A parent is entitled to reasonable access to the school administrator to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or the reassignment of another student, class loads or prerequisites.

## **ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION**

The Student/Parent Handbook and Student Code of Conduct contains information that a student and/or parent must be aware of for the 2019-2020 school year. All students will be held accountable for the information outlined in the Student/Parent Handbook and Student Code of Conduct. Any questions regarding the Student Handbook or the Student Code of Conduct should be directed to the school principal. The District provides the Student/Parent Handbook and the Student Code of Conduct electronically on the District's website for student and/or parent access at [Student Documents](#), or the option to receive a paper copy if requested.

## **ADDRESSING PARENT/STUDENT CONCERNS**

Student or parent concerns can usually be addressed informally by a telephone call or a conference with the teacher and/or the principal. If a concern is not resolved, the parents or students should request from the school principal the specific procedures that relate to the question or problem. Depending on the nature of the issue or concern, board policies provide a procedure that parents may utilize to pursue their concern further. Should a parent or student feel a need to file a formal complaint, the parent or student should file a District complaint form within the timelines established in policy FNG (LOCAL).

## **BULLYING**

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 a school District's board of trustees or the board's designee determines that the behavior:

- Results in harm to the student or the student's property.
- Places a student in reasonable fear of physical harm or damage to the student's property; or
- Is so severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator(s) who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of a school.

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

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, counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. Please see:

- [Notification of Parent and Student Rights Form \(http://www.cfbisd.edu/bully/\)](http://www.cfbisd.edu/bully/)
- [Student Complaint Form \(http://www.cfbisd.edu/studentcomplaint/\)](http://www.cfbisd.edu/studentcomplaint/)

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 offered 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.

A copy of the District's policy and procedures related to reporting allegations of bullying are available in the principal's office and on the District's website. Bullying forms may be found by accessing these links:

- [Bullying Forms](#)

A student may anonymously report an alleged incident of bullying at this link:

- [Anonymous Tip Line](#)

A parent may request the transfer of his or her child to attend a safe public school in the District if his or her child attends a school at a campus identified by TEA as persistently dangerous or if his or her child has been a victim of a violent criminal offense while at school or on school grounds. [FDE (Local)]

## **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, age 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 of a student by an employee, volunteer, or another student is prohibited.

Examples of sexual harassment may include, but not 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 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.

### **HAZING**

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

Examples of hazing include:

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

Hazing will not be tolerated by the District. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, 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's designee.

### **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 may be subject to appropriate discipline.

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

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, the superintendent's office, and on the District's website at: [www.cfbisd.edu](http://www.cfbisd.edu). [See board policy FFH.]

### **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 board policy FFH (LOCAL) and (EXHIBIT) for other appropriate District officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the District will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

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

### **INVESTIGATION OF REPORT**

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

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

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

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary 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.

All involved parties will be notified of the outcome of the District's investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

# Conduct

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## **APPLICABILITY OF SCHOOL RULES**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior – both on and off campus – and consequences for violation of 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.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

## **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 and on an approved route.

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 Student 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.
- 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.

## **CAMPUS BEHAVIOR COORDINATOR**

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

## **CONDUCT BEFORE AND AFTER SCHOOL**

Teachers and administrators have full authority over student conduct before or after school on District premises and at school-sponsored events on or off District premises, including but not limited to play rehearsal, club meetings, athletic practices or events, special study groups and/or tutorials. Students are subject to the same consequences established by the Student Code of Conduct or any stricter Code of Conduct for participants established by the sponsors for extracurricular activities.

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 the FNAB policy, students must leave campus immediately.

## **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.

## **DISTRICT STAFF AUTHORITY/RESPONSIBILITY**

The principal is the chief executive officer of the campus and has control over all buildings, departments, scheduling of all school functions, and personnel involved. The principal shall have the authority and responsibility for:

- supervision, discipline, pupil accounting, and school records;
- enforcement of school rules, school board policies, and regulations of the school District's central administration; and
- delegation of many of these responsibilities to the appropriate campus administrator

All District officials, including teachers, have the authority and responsibility to maintain discipline and order. Refusal by a student/parent to follow the directions of any District official will be considered insubordination and will result in corrective action.

Teachers are the authority in the classroom setting. They are responsible for carrying out the instructional program and for maintaining an atmosphere of learning. Both teachers and students have rights and responsibilities in the teaching-learning process.

## **SOCIAL EVENTS**

School rules apply to all school social events. Guests that are invited by students attending these events are expected to observe the same rules as students of CFB ISD. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

# Student Records & Special Programs

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You may review your child's student records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Teaching materials and tests used in your child's classroom

## **AUTHORIZED INSPECTION AND USE OF STUDENT RECORDS**

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

A student's school records are confidential and both FERPA and state laws safeguard these records from unauthorized inspections 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 a student, requesting the information.

Virtually all records pertaining to student performance, including grades, test results, and disciplinary records are considered confidential educational records. Inspection and release of student records is primarily restricted to an eligible student, or student's parents (whether married, separated, or divorced - unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records). Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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

- When District school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including District health or District medical staff); a person or company with whom the District has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorize representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To grant individuals or entities access in response to a subpoena or court order.



- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.

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

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. 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.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process 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).]

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

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 parent or student.

### **SPECIAL EDUCATION RECORDS**

It is the responsibility of the Admission, Review, and Dismissal (ARD) Committee at each school to make and document decisions concerning the educational program of students referred for consideration for special education services. If a parent or student audio records the meeting, the school will also record the meeting. Videotaping of ARD meetings will not be allowed.

Parents of a student with disabilities who has been provided special education services by the District may obtain copies of special education records at Marie Huie Special Education Center. Original records will be maintained for three years after a student has been dismissed from Special Education Services. After that time, records will be copied and maintained electronically. Parents may still request records once the retention period established by law has expired.

## **STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION SERVICES**

If a student is experiencing learning difficulties, the parent may contact the Executive Director of Special Education to learn about the school's overall general education referral or screening system for support services. Each campus offers 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 the District to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. If a parent makes a written request to the District's Executive Director of Special Education services or to a District administrative employee for an initial evaluation for Special Education Services, the school must, not later than the 15<sup>th</sup> school day after the date the school receives the request give the parent:

1. Prior written notice of its proposal to evaluate the student;
2. A copy of the notice of procedural safeguards;
3. The opportunity to give written consent for the evaluation; or
4. Prior written notice of refusal to evaluate the student.

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

There is an exception to the 45-school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 school days, but less than 45 school days, before the last instructional day of the school year, the school must complete the written report and provide a copy of the report to the parent by June 30<sup>th</sup> of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30<sup>th</sup> due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completion, the school must give the parent a copy of the evaluation report at no cost.

A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the District to respond within the 15 school-day timeline.

Additional information regarding special education is available from the school District in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process. The designated person to contact regarding options for an evaluation for special education services is the Executive Director, Randi Wells of Special Education at 972.968.5800. Any person with concerns regarding options for Section 504 services should contact Dr. Pat Franklin or Debby Millican in the office of Student Services at 972-968 6500 or 972-968-6501. The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

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

Note: The District provides assistance to students, other than those already enrolled in a special education program, who are experiencing learning difficulties through the use of intervention strategies.

## **STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES WITH OTHER SCHOOL-AGED CHILDREN IN THE HOME**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the District is not required to provide transportation to other children in the household. [See policy FDB (Local)].

## **SERVICE/ASSISTANCE ANIMAL USE BY STUDENTS**

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

## **NON-DISCRIMINATION NOTICE**

The Carrollton-Farmers Branch ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, or disability in providing education or providing access to benefits of education services, activities, programs, including vocational programs, CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The Director of Student Services or designee has been designated to coordinate compliance with these requirements.

## **SPECIAL EDUCATION COMPLIANCE**

Carrollton-Farmers Branch ISD assumes responsibility for establishing and implementing policies and procedures that are set forth in Title 34 Code of Federal Regulations (34CFR), Texas Administrative Code (TAC), and Texas Education Code (TEC) to provide services for students identified with a disability. Detailed information is available by contacting the Executive Director of Special Education, at the Educational Services Division Complex (Marie Huie) 1820 Pearl Street, Building C, Carrollton, TX 75006 or telephone 972-968-5800.

## **SECTION 504**

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

A "student with a disability" is one who has, or who has a record of having, or who is regarded as having a physical or mental impairment that **substantially** limits one or more major life activities, such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working; (this list is not exhaustive) and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. A student with a disability is "qualified" if he or she is between the ages of three and 21, inclusive. [Board policy FB (Legal)] For information, contact your child's counselor or the Director of Student Services at 972-968-6500 or 972-968-6501.

No qualified student with a disability will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District service, program, or activity because of a disability. [42 U.S.C. 12132; 29 U.S.C. 794; 34CFR104.4(a)]

CFB has standards and procedures in place for the evaluation and placement of students in the District's 504 program. The district has implemented a system of procedural safeguards that include notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian, representation by counsel, and a review procedure.

## **ENGLISH LEARNERS**

A student who is an English learner 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 an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that 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 Spanish may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

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

## **TITLE I AND HOMELESS OR TEMPORARY HOUSING**

If you or your family lives in any of the following situations: in a shelter, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled up with friends or relatives because you cannot find or afford housing; then your school-aged children have certain rights or protections under the McKinney-Vento Homeless Assistance Act.

Children who are homeless will be provided flexibility regarding graduation requirements. If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

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

For the purposes of enrollment and attendance, the Carrollton-Farmers Branch ISD considers a student to be permanently housed if the student has lived or is living in a particular residency for a period of six (6) months or longer and the living arrangement is fixed, regular and adequate.

Please contact the Director of Student Services, who has been designated as the McKinney Vento liaison at 972-968-6500 or 972-968-6501 for more information.

## **STUDENTS IN THE CONSERVATORSHIP OF THE STATE (FOSTER CARE)**

In an effort to provide educational stability, the District will assist any student with the enrollment and registration process, who is currently placed or newly placed in foster care.

A student who is currently in the conservatorship (custody) of the state and who enrolls in the District after the beginning of the school year will be allowed credit-by-examination opportunities outside the District's established testing windows, and the District will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course. A student who is currently in the conservatorship of the state and who is moved outside of the District's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the District's or school's boundaries, is entitled to continue in

enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest-grade level at the particular school.

In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact the Director of Student Services, who has been designated as the District's foster care liaison, at 972-968-6500 or 972-968-6501 for more information.

### **TITLE IX COMPLIANCE**

The District has implemented procedures and policies that relate to Title IX Compliance. Section 901(a) of Title IX of the Education Amendments of 1972 provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Information is available through Student Services, or by contacting the Title IX Compliance Office, Assistant Superintendent Michelle Bailey, 1820 Pearl St., Building B, Carrollton, Texas 75006 or telephone 972-968-6500 or 972-968-6501.

### **VIDEO AND AUDIO RECORDINGS, NEWS MEDIA COVERAGE**

State law permits the District to make a videotape or a voice recording of a student for purposes of classroom instruction, school safety, media coverage of the school, promotion of student safety as provided by law for a student receiving special education services in certain settings, or purposes related to co-curricular or extracurricular activities without parental permission.

Print or electronic news media may report on campus activities as well as student achievements. Pictures and activities may appear in print or electronic news media. Additionally, from time to time, various members of the news media may film, record, or write about school activities and students. Students and their schoolwork may be individually identified or shown in such films, recordings, or writings.

Carrollton-Farmers Branch ISD has no control over the form, content, use, or distribution of such materials. Parent consent is not required for such news media coverage. Carrollton-Farmers Branch ISD does not assume responsibility for maintaining a record of such coverage. The District will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

# Parent & Student Information

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The topics in this section of the Student Handbook contain important information on academics, school activities, school operations, and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. Should you be unable to find information on a particular topic, please contact the office of Student Services at 972-968-6500 or 972-968-6501.

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

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

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

The information can be found on the District's website at ([www.cfb.edu](http://www.cfb.edu)). Hard copies of any reports are available upon request to the District's administration office. TEA also maintains additional accountability and accreditation information at:

- [TEA Performance Reporting Division](#) and the
- [TEA Homepage](#)

## **COLLEGE AND UNIVERSITY ADMISSIONS**

For two school years following his or her graduation, a District student who graduates in the top 10 and, in some cases the top 25 percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

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

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

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

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

Upon a student's registration for his or her first course that is required for high school graduation, the District will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the

benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

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

## **COUNSELING**

Certified counselors are assigned to each campus. Counselors conduct guidance activities in the classroom, may coordinate the standardized testing program, and serve as a consultant to parents, students, teachers and administrators. A counselor has information regarding special programs within the district, colleges, scholarships, and alternative methods of acquiring credits. (See High School Planning Guide) The counselor may also make available information about community resources to address personal concerns. Parents are encouraged to contact their child's counselor when questions arise.

## **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 by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. The requirements related to the incorporation of the EOC score into the student's final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

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

## **DISTRIBUTION OF MATERIALS/SCHOOL MATERIALS**

All school publications are under the supervision of the teacher, sponsor, and principal. **NON-SCHOOL MATERIALS** - Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and must be in accordance with campus regulations. Any student who posts, sells, circulates, or distributes material without prior approval will be subject to disciplinary action in accordance with the student Code of Conduct. [Board Policy FMA Legal/Local]

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within two school days after it was submitted, it must be considered disapproved. A student may appeal a decision in accordance with policy FNG (Local). Materials displayed without approval will be removed.

## **ELECTRONIC COMMUNICATIONS WITH STUDENTS BY DISTRICT EMPLOYEES**

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may create a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page. An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

However, text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to send a copy of the text message to the employee's District's email address.

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.

## **EXTRACURRICULAR ACTIVITIES**

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. A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- A student may not participate in extracurricular activities for at least three weeks if s/he receives an average grade below 70 at the end of any grade evaluation period, in any academic class other than an advanced placement or international baccalaureate course, or an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English (below 60 in those classes).
- A student who receives special education services and fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks.
- An ineligible student may practice or rehearse while suspended; however, the ineligible student may not participate in any competitive activity or attend any event where there is a fee.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are described above; and (2) completed three weeks of suspension.
- A student is allowed up to 10 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the District are subject to these restrictions.
- Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization.
- Sponsors and coaches of extra-curricular activities will develop and enforce standards of behavior that are more stringent than the District-developed Student Code of Conduct and will condition membership or participation in the activity on adherence to those standards. 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. Consequences may vary from game suspension to removal from the activity/class. Written guidelines are given to participating students at the beginning of the school year. [Board policy FO (Local)]
- A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unverified absence.

Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the Texas Education Agency at 512463-951 or [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us). [See <http://www.uil texas.org> for additional information on all UIL-governed activities.]

## **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 health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credits that require use of facilities not available on District premises.

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 building administrator.

### **FIELD TRIPS**

The District periodically takes students on field trips for educational purposes. Students will not be allowed to participate in any activity which involves leaving the school grounds unless a general waiver or a special waiver is on file at school signed by the student's parent or guardian. This applies to any group that leaves the school for any purpose. The District may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent/guardian to sign a waiver allowing for emergency medical treatment in the case of an accident or illness during the field trip.

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

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

A student's conduct on a field trip must meet the same standard as in the classroom. A student who engages in inappropriate conduct during a field trip will be subject to disciplinary action.

### **FUNDRAISING**

Student groups, classes, booster clubs and/or PTAs may be permitted to conduct fundraising drives for school approved purposes in accordance with administrative regulations.

### **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 1000 feet of any District-owned or leased property or campus playground.

### **GRADING & PROMOTION**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of 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. [High School students please refer to the Educational Planning Guide]. Elementary and secondary schools issue report cards each nine weeks. Progress reports are issued every three weeks for secondary schools and the fifth week of the nine-week period for elementary.

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.

## **HIGH SCHOOL**

**GRADUATION REQUIREMENTS** - Requirements for high school graduation are outlined in the Educational Planning Guide.

**GRADING** - The District shall base grades only on mastery of the curriculum. Grades shall not be awarded for any non-academic activities such as a compliance grade for returning a report card.

**FINAL EXAM EXEMPTION** - Seniors may be exempt from final exams during the spring semester only if they meet the following criteria:

- Have ninety (90) percent or better attendance in all classes, all year. Students who violate the 90% attendance rule either semester are ineligible for exemptions. This includes made-up absences and appeals.
- Have not earned an NG (no grade) in any class all year.
- Have had three (3) or fewer absences with at least a ninety (90) percent average in the class requesting exemption from the final exam.
- Have had no more than one (1) absence with at least an eighty-five (85) percent average in the class requesting exemption from the final exam.

## **HONOR ROLL**

An academic honor roll will be printed in each secondary school at the end of each grading period. At the elementary and secondary level, students making the high honor roll must have a grade average of at least 90; students making the honor roll must have a grade average of at least 85.

## **PARENT INVOLVEMENT, RESPONSIBILITIES, RIGHTS**

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

1. 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.
2. Ensuring that your child completes all homework assignments and special projects.
3. Ensuring that your child attends school each day. Students should arrive at school and for all classes on time, rested, and ready to learn each day.
4. Reviewing the information in the Student/Parent Handbook (including the Student Code of Conduct) with your child; and sign and return the acknowledgment form(s).
5. Contacting your child(s) teacher or school when you have a question or concern.
6. Becoming familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options and opportunities available to your child.
7. Monitoring your child's academic progress and contacting teachers as needed.
8. Granting or denying any written request from the District to make a videotape or voice recording unless the videotape or voice recording is to be used for school safety; related to classroom instruction, a co-curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.
9. Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child. The Protection of Pupil Rights Amendment (20 USC § 1232h) requires notice or consent for certain surveys dealing with protected issues. Parents may review these materials by submitting a request in writing to the principal of your child's school. Parents have the right to review these materials before the survey is administered to their child.

10. Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) psychological records, (6) applications for admission, (7) health and immunization information, (8) teacher and counselor evaluations, (9) reports of behavioral patterns, and (10) state assessment instruments administered to your child.
11. Removing temporarily your child from the classroom if an instructional activity in which your child is scheduled to participate in 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 TEA.
12. Becoming a school volunteer. For further information, see policy GKG and/or, contact the school's office or the PTA volunteer coordinator.
13. Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
14. Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office 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.
15. Participating in campus parent organizations. The activities are varied, ranging from PTA to the District and campus planning committees. For further information, contact your child's school.
16. Discussing with the school nurse medications and health concerns so an environment conducive to meeting the health needs of each student can be maintained at school. Each student should be provided the opportunity to achieve and maintain a high level of wellness in order to take full advantage of educational opportunities. Parents or guardians have primary responsibility for the health care of their children.
17. Being aware of the school's ongoing bullying and harassment prevention efforts.
18. Attending board meetings to learn more about District operations. These meetings are generally held the first Thursday of the month. [Board policy BE Legal/Local and BED Legal/Local]

### **PARENT/TEACHER CONFERENCES**

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with or to email the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call the office to request that the teacher call the parent during a conference period or at another mutually convenient time. [High school students refer to the Educational Planning Guide for more information.]

### **PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF**

As a parent of a student in the Carrollton-Farmers Branch Independent School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school District to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact your campus principal.

## **SPECIAL PROGRAMS**

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

## **STATE-REQUIRED TESTING**

### **GRADES 3-8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state-mandated assessment, called 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 in order for the student to be promoted to the next grade level; unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission review and dismissal (ARD) committee concludes the student has made sufficient progress as measured by the student's individualized education plan (IEP).

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

A student's ARD committee for students receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

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

### **GRADES 9-12**

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

End-of-Course (EOC) assessments will be administered to students in grades 9-12 for the following courses:

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

Satisfactory performance on the applicable assessments will be required for graduation unless otherwise waived or substituted as allowed by state law and rules.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a passing score to graduate. A student who does not achieve a passing score on any individual assessment will be required to retake that assessment.

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

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

### **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 examinations to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor. Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her diploma and transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### **TSI (TEXAS SUCCESS INITIATIVE) ASSESSMENT**

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as 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. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STUDENT SUCCESS INITIATIVE**

CFB has put into action The Student Success Initiative as required by Education Code, 28.0211 (Board policy EIE-Legal). This initiative requires that students must demonstrate mastery on specific state assessment measures for specific grade levels. After three opportunities to demonstrate mastery on the assessment have been unsuccessful, the student may not be promoted to the next grade level.

Parents of a student at or above grade 3 who does not perform satisfactorily on his or her state-mandated 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.

Each time a student at or above grade 3 fails to perform satisfactorily on the state mandated exams; the District will provide the student with accelerated instruction in the applicable subject area, including reading instruction for a student who fails to perform satisfactorily on a reading assessment instrument. The District will notify the student's parent or guardian of the student's failure to perform satisfactorily on the assessment instrument, the accelerated instruction program to which the student is assigned, and the possibility that the student might be retained at the same grade level for the next school year.

- 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 assessments 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 assessments in English.

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.]

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 executive director, or director of assessment and accountability.

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.

### **A PERSONAL GRADUATION PLAN (PGP)**

A personal graduation plan will be prepared for any student at the middle school level 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 or principal 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. [CFB Graduation Plan Information](#)

### **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited 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 Texas Department of State Health Services (TDSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Mental Health and Substance Abuse https://www.dshs.texas.gov/transition/mhsa.aspx](https://www.dshs.texas.gov/transition/mhsa.aspx).

### **SUICIDE AWARENESS AND MENTAL HEALTH SUPPORT**

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 the following websites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices>

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

State-approved textbooks are provided free of charge for each subject or class. Books must always be covered by the student, as directed by the teacher, and treated with care. It is important that the student always write his/her name on the inside cover of each textbook. 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 that fact to the teacher. Each student will be held responsible for books and technological equipment lost, stolen, or unduly damaged. Lost or damaged items must be paid for in accordance with the nature of the damage. 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 paid for by the parent or guardian. [Board policy CMD (Legal)]

The following is a standard list of fines to be charged to the student for damaged textbooks in the Carrollton-Farmers Branch Independent School District. The building administrator will determine the fine to be paid on damaged books.

- Normal use will be discounted
- Full price of book
  - Pages torn or mutilated beyond repair
  - Back torn, bent, or broken
  - Missing pages
- 50 cents to full price of book
  - Water damage
  - Excessive ink marks/writing in/on book

All money collected for damages to state textbooks and for the sale of either new or used textbooks shall be deposited by the textbook custodian to the State Textbook Fund. Failure to return monies, textbooks and/or technological equipment may be considered theft as defined in section 31.03 of the Texas Penal Code.

### **TOBACCO AND E-CIGARETTES PROHIBITED**

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

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

### **TUTORING OR TEST PREPARATION**

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

The school may also offer tutorial services that are required for students whose grades are below 70. A student must attend tutorial sessions as required by the campus or be subject to disciplinary action.

### **VENDING MACHINES**

The District has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, contact the Student Nutrition Office. [Board policy CO and FFA]

# Admissions/Withdrawals

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## **ENROLLMENT PROCEDURES**

A student who lives within the school District boundaries and is five years old and younger than 21 years of age on September 1, of the school year may be enrolled in the District (Education Code 25.001). A child must be enrolled by the child's parent, legal guardian, or other person with legal control under a court order (Education Code 25.002). The person enrolling the student must present a driver's license or suitable identification. The District will require evidence that the student lives within the District; or has obtained admission through the District's Admission procedures. If there is a change in the home address, parents are required to immediately provide the school office with a new proof of residency. If there is a change in the home telephone number, emergency contacts, or parents' places of employment, the school office should be notified immediately. Parents should tell the office staff if there is any change in the information listed in the emergency section of the registration card. Changes in custody or other legal information should be relayed to the administration to ensure that any legal arrangements are followed.

Parent identification along with student records must be provided to the school to enroll a student. It is a criminal offense under Texas Penal Code 37.10 to present false information or false records at enrollment. Knowingly falsifying information on an enrollment form shall make the parent liable to the District and the parent may be charged the maximum tuition fee (Education Code 25.002).

## **BOUNDARIES AND ATTENDANCE ZONES**

The rapid and sometimes unpredictable growth in the District makes it necessary for attendance zones to be changed from time to time by the Board. Changes are made to maintain reasonable enrollment at the existing schools and to create attendance zones for new schools. The Board of Trustees establishes school attendance zones for the individual schools.

## **RESIDENCY REQUIREMENTS**

The Board of Trustees of a school district or the board's designee may require evidence that a person is eligible to attend the public school of the district. The board of trustees or its designee shall establish minimum proof of residency acceptable to the district. The board of trustees or its designee may make reasonable inquiries to verify a person's eligibility for admission TEC Education Code 25.001 (8c).

## **IMMUNIZATION REQUIREMENTS**

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://corequest.dshs.texas.gov/>. 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; 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. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.



Entering college students must with limited exception; furnish evidence of having received a bacterial meningitis vaccination within 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. [Board policy FFAB Legal/Local and the TDSHS website: <https://www.dshs.texas.gov/>]

### **STUDENTS ENROLLING FROM OUT OF THE UNITED STATES**

All newly enrolling students from outside of the United States should be referred to the Dallas County Health Department along with their immunization records, prior to enrolling in school. The health department will determine if the student is coming from a home country with high endemic TB rates and if the student needs to be tested for TB.

The student may also receive any missing vaccinations and be updated on his/her immunizations at the clinic. You will receive a copy of your Immunization Record for school use. Please bring that copy with you for school enrollment purposes. Please remember the following:

- Take a copy of shot records with you to the clinic.
- The cost is \$10.00 per child's first visit and then \$5.00 per child for subsequent visits.
- A parent or guardian must accompany all minors.

If you have private insurance, you cannot be seen at the clinic.

Dallas County Health and Human Services  
2377 North Stemmons Freeway (1<sup>st</sup> Floor)  
Dallas, TX 75207-2710  
214-819-2163  
<https://www.dallascounty.org/department/hhs/immunizationhours.html>

Denton County  
401 N. Valley Parkway Suite 100  
Lewisville, TX 75067  
972-434-4700  
<https://dentoncounty.com/Departments/Health-Services/Denton-County-Public-Health/Clinic-Locations-and-Hours>

# Transfer of Students

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## IN DISTRICT TRANSFERS

During the transfer period, parents may request a student transfer within the District if the school is open. Transfers are considered based on available space and class size.

- Transfer application for K-12 students must be completed online at [Transfer Applications](#) during the transfer period.
- Transfer application must be submitted before the deadline of that transfer period. Transfers are not granted during the semester.
- Transfers are approved based on behavior, attendance, and academics.
- Transfers may be revoked by the Assistant Superintendent based on behavior, attendance issues, or academics.
- Families will be required to provide their own transportation to and from school.

More information can be found in Board policy FDB Local.

A person wanting to remain at the original “home campus” after moving to another location within the District should provide proof of new residence-

## OPEN ENROLLMENT

All open enrollment transfers are considered based on available space and class size. They are approved based on behavior, attendance, and academics. These transfers may be revoked by the Assistant Superintendent or designee based on behavior, attendance issues and/or academics at the end of the school year.

Students who attend CFBISD schools through the open enrollment process will not be eligible for District-provided transportation. Families will be required to provide their own transportation to and from school.

Transfer applications for PK-12 students must be completed online at <http://cfbstellar.com/>.

## IN SCHOOL TRANSFERS

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

## SAFETY

Parents may request a student transfer to another classroom or campus 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 bullying or a violent criminal offence while at school or on school grounds. [Board policy FDE]

## WITHDRAWAL OF STUDENT FROM SCHOOL

Students under age 18 may be withdrawn from school only by a parent or guardian. Parents must provide a written statement and proof of identification to withdraw a student. Parents are requested to notify the school three days in advance so that records and documents may be prepared when moving out of the school either to another in district school or to one outside the District. A withdrawal slip must be obtained, signed by each subject teacher, the librarian, school nurse, and the counselor. Students shall return all library books, textbooks and equipment, pay fines for all overdue library books, pay for replacement of lost textbooks, and clear money owed to the cafeteria. Certain records may be withheld if students are not cleared before a student is withdrawn from school. All withdrawal documents must be returned to the appropriate office. Withdrawal of a student does not terminate any pending disciplinary action.

A student, 18 or older, who is married or who has been declared by a court to be an emancipated minor, may withdraw without a signature from a parent or guardian.

Upon request from officials of other schools or school systems in which the student seeks or intends to enroll, a copy of the student’s education records from Carrollton-Farmers Branch ISD will be forwarded to the requesting school

official. The parents of the student may obtain, upon request copies of the records transferred and have an opportunity for a hearing to challenge the contents of the records.

# Compulsory Attendance

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## **ATTENDANCE/CREDIT**

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 learning, 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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents.

## **AGE 19 AND OLDER**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 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 board policy FEA.]

## **BETWEEN AGES 6 AND 19**

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

## **PREKINDERGARTEN AND KINDERGARTEN**

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

## **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 U.S. citizenship;
- Documented healthcare appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the healthcare provider must be submitted upon the student’s arrival or return to campus
- For students in the conservatorship (custody) of the state;
- An activity required under a court-ordered service plan; or
- Any other court-ordered activity provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

## **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;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- 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 or no later than the 30th day after the parent's return from deployment.

Additional information may be found at the Texas Education Agency website - Military Family Resources.

[https://tea.texas.gov/About\\_TEA/Other\\_Services/Military\\_Family\\_Resources/](https://tea.texas.gov/About_TEA/Other_Services/Military_Family_Resources/)

### **OTHER EXEMPTIONS**

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 if 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 if the student notifies his or her teachers, and the student receives approval from the principal prior to the absences;
- A student serving as an election clerk, if the student makes up any work missed;
- An absence for a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the District;
- An absence will be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the District of these activities.

# Failure to Comply With Compulsory Attendance

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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.

## **STUDENTS WITH DISABILITIES**

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

## **AGE 19 AND OLDER**

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

## **BETWEEN AGES 6 AND 19**

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

If you have questions about your student and the effect of his or her absences from school, please contact the truancy prevention facilitator/district attendance officer or any other campus administrator.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent in most circumstances will be filed in truancy court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year. [See board policy FEA (LEGAL).]

## **ATTENDANCE FOR CREDIT OR FINAL GRADE**

To receive credit or a final grade in a class, a student in kindergarten – grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered 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 board policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will consider acceptable written documentation.

### **OFFICIAL ATTENDANCE-TAKING TIME**

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

### **TARDIES**

Tardies are considered “parts of days” and are generally considered unexcused except for doctor/dentist appointments, as outlined herein. For truancy court purposes, three tardies are equivalent to one (1) unexcused absence. Tardies are not converted to unexcused absences onto report cards or onto official attendance records. TEX. EDUC. CODE §25.093 *and* FAMILY CODE 65.003

A student absent for any portion of the day, including at the official attendance taking time, should follow the procedures below to provide documentation of the absence.

### **DOCUMENTATION AFTER AN ABSENCE**

When a student is absent from school, the student - upon arrival or return to school - must bring a note signed by the parent that describes the reason for the absence.

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

### **DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS**

Parents should report an absence the day of the absence. Acceptable written documentation is required to be provided to the campus principal to verify a student’s absence within three (3) days of the absence.

Additionally, within 3 days of returning to school, a student absent for more than 5 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 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 to determine whether the absence or absences will be excused or unexcused. [See board policy FEC (LOCAL).]

### **DRIVER’S LICENSE ATTENDANCE VERIFICATION**

For a student between the ages of 16 and 18 to obtain a driver’s license, the Texas Department of Public Safety must be provided written parental permission to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s information to DPS for purposes of verifying 90 percent attendance for credit for the semester. A verification of enrollment (VOE) form may be obtained from the campus registrar, which the student will need to submit to DPS upon application for a driver’s license.

# Electronic Devices and Technology Resources

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## **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 student/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 board policy FNCE.]

In limited circumstances a student's personal telecommunications device may be searched by authorized personnel. 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.

Students are not permitted to be in the possession of laser pointers or laser-beam lighters. The school will confiscate these items. Any disciplinary action will be in accordance with the Student Code of Conduct.

## **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. Any disciplinary action will be in accordance with the Student Code of Conduct.

## **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 the use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these district resources. Violations of the user agreement may result in the withdrawal of privileges and other disciplinary action.



## **COMPUTER/INTERNET ACCEPTABLE USE**

“Telecommunications” includes, but is not limited to, the District’s library catalog and its online resources (magazines and other periodicals, online encyclopedia resources and their links, virtual field trips), Internet sites bookmarked by teachers, online virtual classes, and any site the District’s Internet filter does not block. By signing the Annual Statement of Consent form, the student and the parent/guardian have discussed and agreed to the following rights and responsibilities and understand that violations of this agreement may result in disciplinary action including immediate loss of privileges:

- a) Students will limit use of technology in school to the educational objectives established by teachers. Recreational games and instant messaging are prohibited.
- b) Students will not retrieve or send unethical, illegal, immoral, or simply inappropriate or unacceptable information of any type.
- c) Students will follow network etiquette rules, which include the use of appropriate language and polite responses.
- d) Students will not use abusive language of any type, including swearing and name-calling.
- e) Students will adhere to CFB Web Presence Guidelines if creating any web product that is part of a class assignment that is either stored on a district server or linked from a district page.
- f) Students will not share home addresses, phone numbers, pictures or last names with another online user for any purpose.
- g) Students understand that information obtained online is the intellectual property of its author, unless otherwise specified.
- h) Students will adhere to copyright laws and guidelines and will not plagiarize information obtained in any form.
- i) Students will not log on to the District network with another person’s account, and will not share passwords with anyone.
- j) Students will not attempt to bypass the security built into the system, and recognize that doing so will result in immediate cancellation of privileges.
- k) Students will not interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network. Misuse may result in criminal prosecution.
- l) Students will not connect personal technology to district equipment without permission.
- m) Students will print only to the appropriate classroom/lab/library printer.
- n) Students will not use technology access provided by CFB for illegal purposes of any kind or for financial gain.
- o) Students will not use technology access to transmit threatening, obscene, or harassing materials.
- p) Students understand and agree that CFB will not be held responsible for participation in such activities.
- q) Students understand and should be aware that e-mail and other electronic communications using District computers are not private and will be monitored by District staff.
- r) Students understand that teacher web pages and other District websites may contain links to non-CFB sponsored sites. CFB is not responsible for the content on non-sponsored sites.
- s) Students and parents will sign the Annual Statement of Consent form regarding use of these resources; violations of this agreement may result in withdrawal of privileges and or 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 in accordance with the Student

Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <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.

### **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 or practice schedules and/or athletic events.

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.

# CFBISD Dress Code 2019-20

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The following guidelines are established as a point of reference for parents, students and administrators in regards to dress. All students must be clean and neatly groomed. The District's dress code is established to minimize safety hazards, to teach grooming and hygiene, and to prevent disruptions. The Dress Code is revised annually after considering feedback from students, teachers, administrators, and community members. After receiving community input and Board approval, some campuses have implemented standardized dress or school uniforms for their students. Campuses with standardized dress or school uniforms will provide specific information to parents related to their clothing requirements.

The Board of Trustees of CFBISD delegates to the principal the authority to make final determinations as to whether clothing or grooming is or is not within this policy. The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment. Parents and students are encouraged to address and resolve concerns related to the Dress and Grooming Policy at the campus level. The principal will assess and determine compliance or non-compliance with the Dress and Grooming Policy, and will assign corresponding consequences for violation of this policy.

- Hair, by color or design, may not create a distraction to the learning environment. Non-natural hair color is permitted. If designs are shaved into the hair, they must be school appropriate and may not condone or represent drugs, gangs, alcohol, profanity, violence, obscenity, or anything deemed inappropriate by school administration.
- Students may **not** wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations. Students may, however, wear one small nose stud.
- Caps, hats, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by students in the school building. If students are wearing a shirt or jacket with a hood or a hoodie, the hood must remain down.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to the following: **drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs.**
- Students may wear shorts of appropriate length, or skirts of an appropriate length, at or about mid-thigh or longer, when fitted at the natural waistline. Should jeans/pants have frays, rips, or tears above the mid-thigh (appropriate length of shorts), students must wear leggings underneath the jeans.
- Shirts must overlap the waistband of pants, skirts, or shorts.
- Clothing which, in the opinion of the professional staff, would be deemed a distraction to the learning environment or offensive for school in general, shall not be allowed, including, but not limited to the following: trench coats, mini-skirts, pajama pants, decorative teeth coverings or teeth jewelry, halter or tube tops, split sides, midriffs, sagging pants, bare shoulder tops, see-through clothing, fish net tops, or running/spandex shorts.
- Yoga pants, leggings, and jeggings may be worn if the shirt drapes to mid-thigh.
- All students must wear appropriate, non-visible undergarments.
- For health reasons, students are required to wear shoes appropriate for the school setting. House shoes or slippers are not appropriate for school. Flip flops or slides are not appropriate for elementary students.
- As tattoos are not legal prior to the age of 18 without parental consent, CFB discourages underage tattoos. Tattoos may not create a distraction to the learning environment.

# Miscellaneous Information

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## **INSURANCE**

The District makes available optional student accident insurance available at the beginning of the school year. The District acts only as a service agent for the insurance program. The parent who is interested in this type of insurance will be responsible for paying the insurance premiums and for submitting the claims as required by the insurance carrier. The District receives no proceeds for this service and is not responsible for claims resulting from injuries.

## **LOST AND FOUND ITEMS**

All articles, including books, found on the school grounds or in the halls of the school building should be taken to the main office. Lost articles are to be claimed during the lunch period or immediately after school. If your child has lost an item, please encourage him or her to check the lost and found. The District discourages students from bringing personal items of high monetary value to school, as the District is not responsible for lost or stolen items. All articles not claimed by the end of the semester will be disposed of through proper channels or donated.

## **LEAVING SCHOOL DURING THE DAY**

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. Students who find it necessary to leave school during the school day (doctor or dental appointment, etc.) must provide a note, or a parent must check them out through the appropriate office. 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. 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. 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, 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.

## **AT ANY OTHER TIME DURING THE SCHOOL DAY**

When a student boards a school bus or steps on campus, the student is considered "in school" and must check out through the appropriate office or be considered truant. A student who misses class because of participation in an

activity sponsored by a non-approved organization will receive an unverified absence. Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

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

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

Whenever an absence occurs, the student is responsible for contacting teachers for make-up work. Teachers will then be responsible for assisting students in making up class assignment and examinations. If a student is absent for one day, one day will be given. Two days will be given for two days' absence, etc. If more time is needed, the student should check with the teacher to receive such permission. [See board policy FDD (Local) and EIA (Local).] 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 absent from any class for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. 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. [For high school students, please refer to the Educational Planning Guide.]

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, 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 verified or unverified, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade."

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 the District's grading procedures and 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 board policy FOCA Legal/Local.]

### **MESSAGES TO STUDENTS**

In the event of an emergency, a parent/guardian may phone the school office and ask that a message be given to a student. Parents and students should understand that the telephones are in frequent use by the teachers and staff for school business. Due to time constraints, some schools do not take messages for students during the last 30 minutes of the school day. Student use of the telephone is limited to emergency situations only.

### **MODES OF TRANSPORTATION**

Use of bicycles, skateboards, inline skates, scooters and other mechanized vehicles while on CFBISD property is strictly prohibited. If a student uses one of the above-mentioned vehicles for transportation to or from school, the student is to walk the item (in the case of bicycles, scooters, skateboards and other mechanized vehicles) or remove the item (in the case of footwear) immediately upon entering the property and place the item in the appropriate campus designated area.

Students are responsible for contacting the appropriate school administrator or designee to find out the individual campus procedure for storage of the items. The school will not be responsible for any of the items in the case of theft

or vandalism. Non-compliance with the above may result in school discipline and/or referral for criminal prosecution, if applicable. Individual school campuses will provide specific guidelines.

### **MONEY AT SCHOOL**

For your child's safety, students are urged not to bring extra money to school because it is too easy to lose. Students should bring only enough money for lunch or other necessities each day.

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

A student will not be required to participate without parental consent in any survey, analysis, or evaluations – 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;
- Sex 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 parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in or receive financial assistance under a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [For more information, see policy EF (LEGAL).]

### **“OPTING OUT” OF PARTICIPATION IN OTHER TYPES OF SURVEYS OR SCREENINGS AND THE DISCLOSURE OF PERSONAL INFORMATION**

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education.

A parent has a right to deny permission for his or her child's participation in:

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

A parent may inspect a survey created by a third party before the survey is administered or distributed to his or her child.

### **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

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

State law requires that one minute of silence 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 board policy EC.]

### **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.

## **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 U.S. government extends diplomatic immunity. [See policy EHBK (LEGAL).]

## **RELIGIOUS OR MORAL BELIEFS**

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

## **POSTERS, PUBLICITY, PUBLICATIONS**

All posters, publicity, or publications must be approved by the appropriate administrator. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action. [Board policy FMA (Local)]. Appropriate law enforcement officials shall be called when someone other than a student refuses to follow the procedures for submitting materials and fails to leave the premises when asked. (Board policy GKA)

## **SCHEDULE CHANGES**

Requests to change a schedule or a course may be made only on the published days before the start of each semester. Requests for schedule changes will be considered for the following reasons: (1) error in scheduling, (2) student failure in a prerequisite, (3) change in program (athletics, band, choir, etc.), (4) level changes as recommended by teachers and counselors with parental knowledge and administrative approval. Requests not meeting the listed reasons will not be considered. It should be understood that a schedule change to help balance classroom enrollment will be done as needed. Appeals on schedule changes will not be heard beyond the campus principal.

## **SCHOOL BOARD MEETINGS/AGENDAS**

The School Board conducts all regular meetings on the first Thursday of each month, except in July, unless a different date and time is reflected on the Board meeting calendar which is adopted annually by the School Board. The meetings are held in the Board Room of the Administration Building, 1445 North Perry Road, Carrollton. When necessary, the Board may hold special meetings, emergency meetings or work-study sessions. In all cases, public notice is made in advance, and the local news media is notified. Advance notices of the meetings and the agendas are posted in the Administration Building, in each school and on the District's website ([www.cfbisd.edu](http://www.cfbisd.edu)). In accordance with the Texas Open Meetings Law, the Board can meet privately in closed session to discuss personnel matters and land acquisitions, to obtain certain legal counsel from the school attorney and/or to hold student hearings.

Citizens are welcome to attend the meetings. Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. No presentation shall exceed three minutes (Board policy BED Local). During Audience for Guest agenda item, citizens may address items not on the agenda, although Texas Open Meetings Laws prohibit Board action on such items. Persons interested in speaking at the meetings should contact the Superintendent's Office 972-968-6185. The agendas of the Board meetings are posted on each campus and in the Administration Building as well as on the District's website ([www.cfbisd.edu](http://www.cfbisd.edu)).

## **SCHOOL HOURS**

<b>Elementary</b>	<b>7:40 a.m. – 2:55 p.m.</b>
<b>Middle School</b>	<b>9:00 a.m. – 4:15 p.m.</b>
<b>High School</b>	<b>8:20 a.m. – 3:35 p.m.</b>

Supervision of students shall begin 20 minutes prior to the beginning of classes and end 20 minutes after final classes in the afternoon or until the last public school bus picks up students.

Students cannot be on school premises unless involved in a school sponsored event or with administrative permission. Trespass notices and tickets may be issued for violations of this policy.

## **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 or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the District has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the District will also alert the community in the following ways:

- General emergency messages, including early and late school openings and closings, are posted on the District website.
- Emergency voicemail and email messages are sent by the Connect-ED automatic notification system.
- Special Alert email will be sent to subscribers. If you have not already done so, please consider subscribing to the Carrollton-Farmers Branch e-communications Special Alerts, for timely email updates and information. This information tool will be utilized in the event of any crisis, and is also used to inform parents of school closings due to inclement weather.
- Emergency messages are sent to local TV and radio outlets. (Channel 4, Channel 5, Channel 8, Channel 11 and the following radio stations: KRLD-1080 AM, KVIL - 103.7 FM and WBAP-820 AM).

This information is also available on the District's website (<https://cfbisd.edu/>) and on the District's cable channel.

## **SCHOOL DISTRICT ORGANIZATION**

The seven-member Board of Trustees functions as the District's policy-making body. These citizens are elected to serve without pay for overlapping terms of three years.

The Board's decisions are subject only to the limitations imposed by state and federal laws, regulations of the State Board of Education and the State Commissioner of Education, and the will of the people as expressed in District elections. The Board of Trustees employs the Superintendent of Schools who serves as the chief executive officer and administers school policies. The Superintendent serves as a resource person to keep the Board informed on educational issues. The central administrative staff is divided into four areas:

1. Administration and Personnel Services,
2. Educational Services,
3. Public Information, and
4. Support Services

Each division provides support to parents and or individuals that have questions/concerns about Carrollton-Farmers Branch schools. If the question or concern is related to a classroom situation, it is always best to contact the teacher. If a conference with the teacher does not lead to a satisfactory answer/solution, the principal should be contacted



first. Serious concerns that are unresolved at the building level can be referred to the appropriate central office administrator.

Certain communication procedures have been set up for students and/or the parents who seek relief from school board policies, school regulations, or administrative decisions because they believe that the policies, regulations, or decisions create personal hardships or unsatisfactory learning/activity conditions. [School Board policy FNG (Local) and School Board policy GF outline the procedures for students and parents to follow when presenting their concern.]

# Student Nutrition Program

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## MEAL PRICES AND DEBIT ACCOUNTS

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Meal prices can be found at <http://cfbisd.edu/nutrition-services> or posted in your school's cafeteria. Parents are encouraged to prepay for their child(ren)'s meals by paying online or by sending a check or cash with the child. To make payments online, parents can go to [www.myschoolbucks.com](http://www.myschoolbucks.com), sign up for an account, add their students to their account, and make a payment with a debit card, credit card, or electronic check. The student's meal account balance will be updated within 24 hours of payment. Students who are sent with cash or check prepayment are encouraged to go to the school cafeteria in the morning to make payments before school begins. To help ensure that monies are deposited into the proper account, parents should include the student's ID number with the prepayment. If parents do not wish to use prepayments, cash will also be accepted for a meal or a la carte items.

The student's account may be used for both meal and a la carte purchases. If parents wish to restrict the purchase of a la carte items, they can set limits on the debit account by completing the Request for Restricted Use of Student Account. This form can be located on the Student Nutrition website <http://cfbisd.edu/nutrition-services> under the Parent Information & Forms tab on the right side. Any balance remaining on a student's account at the end of a school year will be available for use the following year and will transfer with the student if he or she changes schools within the District. If a refund is needed after the money is deposited, parent(s) should complete a Refund Request form available from the cafeteria manager or online at <http://cfbisd.edu/nutrition-services> under the Parent Information & Forms tab. A check will be mailed to the requestor in approximately 20 business days. A detailed report of the transactions including meal and a la carte purchases and payments from the student's account can be obtained from [www.myschoolbucks.com](http://www.myschoolbucks.com).

## MEAL BENEFITS

Free or reduced-price meals are available based on financial need or a household's gross income which must be within the limits described in the U.S. Department of Agriculture's Federal Income Eligibility Guidelines. Students are also eligible for free or reduced meals if the household is receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR); the student is a foster child under the legal responsibility of a foster care agency or court; the student meets the definition of Homeless, Migrant, or Fugitive; or the student participates in Head Start, Early Head Start, and Even Start.

Families may apply for free or reduced-price meals online at [www.cfbisd.schoollunchapp.com](http://www.cfbisd.schoollunchapp.com). Paper applications will be available at the Student Nutrition Office located at 1505 Randolph St. Carrollton, TX 75006 and from each cafeteria manager at the school sites. Parents should complete only **one** application per household. Notification letters will be emailed to the email address provided on the application within 10 days of receipt of the application. Parents are encouraged to provide an accurate email address when submitting the application both online and on paper. A student's eligibility status can also be found at [www.cfbisd.schoollunchstatus.com](http://www.cfbisd.schoollunchstatus.com) by providing the Student ID and name. All application information will be kept confidential. Students who participate in this program will be treated in the same manner and offered the same meal options as those who pay the full price.

Students who received benefits last year will receive benefits for a short grace period at the beginning of the school year. However, a new application must be received each school year. If the grace period expires before an application is processed and approved, the student will be charged the full price for meals and the parents will be responsible for those charges until a new application is submitted to determine eligibility for the new school year.

## **STUDENT MEAL OFFERINGS**

All menus offered in the cafeteria are planned by a Registered Dietitian and meet the nutritional guidelines set forth by the United States Department of Agriculture and the Texas Department of Agriculture. School breakfast offerings consist of a choice of milk, a choice of juice/fruit, and a choice of a main breakfast item. Students may select all three items or at a minimum must choose the main breakfast item and a fruit/juice for the meal to be reimbursable and priced at the paid, reduced or free rate. At lunch, students may select one of the entrees, two of the vegetable side dishes, a fruit side dish and a choice of milk. Students may choose all five items. At a minimum, they must select an entrée and at least one other fruit or vegetable side, or both vegetable servings, all the fruit servings and milk for the meal to be reimbursable and priced at the paid, reduced or free rate. High school students may select an additional fruit serving with their meal for a total of two fruit servings. Any student not taking enough items for a reimbursable meal will be charged the a la carte price for the item(s).

## **CHARGING**

In the event that students lose their money or run out of money on their account, students will be allowed to charge a meal. Students will be extended up to \$15.00 of credit. Once a student reaches the limit of \$15.00, no other charges will be allowed. The District is extending this credit with the full intent that all charges will be paid. To ensure that households are aware of the student's negative balance, weekly email and phone call reminders will be sent to parents of students with a negative balance.

If the District is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will be given an emergency sack lunch and milk. The goal is for no child to go without a meal; however, we cannot feed children indefinitely without payment. The District will make every effort to avoid bringing attention to the student.

## **FOODS PROVIDED BY PARENTS AND OTHER FOOD SALES**

Parents may send food for the consumption of their student only for breakfast and lunch. Please contact your school for the school policy regarding food brought for snacks/parties. The federal Smart Snack policy restricts the sale of competitive foods (vending & fundraising food sales) in schools. Check with your school for specific restrictions on food sales. For more information regarding the Smart Snack regulations and nutrition policies contact the Texas Department of Agriculture, Food and Nutrition Division at (888) TEX-KIDS or [www.squaremeals.com](http://www.squaremeals.com).

## **SPECIAL DIETS**

Student Nutrition works jointly with the school nurses to provide for students with special medical dietary needs.

All requests for special dietary modifications must include a written order from the student's doctor or a registered dietitian. Parents can contact the school nurse or the Student Nutrition Department for information on such accommodations.

# Use of School Facilities

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Members of any club or organization that wish to use the school building for any reason **MUST** have the approval of the building administrator. This includes all organizations within the school and all outside organizations. After the building administrator gives approval for use of the building, the event must be scheduled with the appropriate staff member and placed on the school calendar. If the organization is not a student organization and/or additional custodial or security support is necessary, the organization should be directed to the District's facility rental office. If the request is from **any** non-school related organization, then the appropriate staff member will direct the group to the District's facility rental office.

## **VISITORS AT SCHOOL**

All visitors, including parents must register in the main office and proper identification is required. Visits to individual classrooms are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. For specific appointments with teachers, counselors, administrators, or other staff members, parents should call the main office in advance. Students are not permitted to visit another campus during the school day.

State law requires that identification must be shown when requested by school personnel or campus resource officers. The principal or designee may refuse to allow persons with no legitimate business to enter school grounds and/or may eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request. [Board policy GKA/CKC.] All visitors must comply with all applicable District policies and procedures.

## **VOLUNTEERS**

Carrollton-Farmers Branch ISD seeks to create a safe sanctuary for students, free from crime, violence, drugs and abuse. Pursuant to the Texas Education Code, the Carrollton-Farmers Branch Independent School District conducts screenings for any record of criminal history. The District shall obtain the criminal history record of all prospective volunteers. (See board policy GKG.)

A large contributor to the success of our students and venerated faculty has been the support of the community and specifically those who volunteer their time and expertise. Volunteers provide the extra attention so desperately needed to support the high level of educational experiences enjoyed by our students.

Please fill out our online background check. You must also do this in order to attend class parties and other festivities coming up during the school year. **THIS MUST BE DONE AT THE BEGINNING OF EVERY SCHOOL YEAR.**

Applications submitted on the day of a field trip will not be accepted. Please submit applications at least two weeks prior to the event. Please make note of your user name and password so that you can go back to check your status. We appreciate the efforts of all volunteers that are willing to serve the District and our students.

# Student Safety

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## CHILD SEXUAL ABUSE

The District's plan for addressing child sexual abuse, trafficking and/or other maltreatment of children can be found at: [www.cfbisd.edu](http://www.cfbisd.edu).

Parents, 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 failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused, neglected, or any other form of maltreatment has a legal responsibility under state law for mandatory reporting of the suspected abuse or neglect to the Texas Department of Family and Protective Services (DFPS).

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, trafficking and/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 manage early intervention counseling programs. [To find out about more programs in your county, see:

[http://www.dfps.state.tx.us/prevention\\_and\\_early\\_intervention/](http://www.dfps.state.tx.us/prevention_and_early_intervention/)]

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

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

Reports of abuse or neglect must be made to The CPS division of the TDFPS (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

## CRIME STOPPERS

Crime Stoppers is a student run program. The students advertise the program, publicize recent crimes occurring in the school, and set rewards, based on guidelines, for information leading to the case being solved. Students do not investigate crimes, nor do they know who the victims or suspects are in the crimes. The program is designed to:

- Help students and the school community to work together to solve and prevent crime,
- To provide a safe, anonymous, and dependable way to report crime solving information free of fear,
- Help the school communities reduce crime and provide safety to students in and away from school,
- To give students an active role in the problem-solving process,
- To promote caring and pride in our schools, and
- To develop responsible citizens.

## **DRILLS & LOCKDOWNS**

From time to time, students, teachers, and other District employees will participate in preparedness drills of emergency procedures. Fire drills will be held frequently. Some will be scheduled while others will be unannounced. **ALL** persons in the building should follow the regulations and diagrams posted in each classroom. The procedures for drills will be demonstrated shortly after the beginning of the school year. In addition to fire drills, disaster/tornado and crisis drills will be held. When the alarm is sounded, students shall follow the direction of teachers, others in charge or marshals quickly, quietly, and in an orderly manner. In certain types of rare emergencies, school officials may enact a policy of lockdown, preventing any students or staff from moving throughout the building. When a lockdown is in effect, it will temporarily restrict immediate parental access to his or her children.

## **IDENTIFICATION BADGES**

Picture identification badges may be issued to students as part of the school's safety plan. At the secondary level (6-12) students are required to wear the identification badges. Students are required to wear their badges with the picture visible to others. Failure to wear and/or make the picture visible will result in disciplinary interventions established by each campus.

## **LOCKERS, DESKS, & SCHOOL PROPERTY**

Lockers, desks, District-provided technology, and similar items are the property of the District and remain under school control and jurisdiction at all times even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned lockers, desks, District-provided technology, and similar items. Students must be certain that their lockers are locked and that the combinations are not available to others. Searches of desks, lockers, District-provided technology, and similar items may be conducted at any time without notice if there is reasonable suspicion to believe that they contain articles or materials prohibited by law, District policy, or the Student Code of Conduct whether or not a student is present. The parent will be notified if any prohibited items are found.

## **METAL DETECTORS**

Use of metal detectors may be used on campuses to maintain a safe and disciplined learning environment. No student or teacher should be subject to the dangers inherent in a knife or firearm being carried onto the campus by another person. Students suspected of carrying a weapon will be subject to being searched by a hand-held metal detector.

## **PHYSICAL RESTRAINT**

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee believes restraint is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous object.
- Protect school property from serious damage.
- Remove a student refusing a lawful command of a school employee to move from a specific location, including a classroom or other school property, in order to restore order or to improve disciplinary measures.
- Restrain an irrational student. [Board policy FO Local]

## **PORTABLE BREATH TESTERS**

The District shall attempt to provide a safe alcohol-free environment to students coming to or going from school (Board policy FNCF Legal). As an attempt to provide safe alcohol free environments the use of breath tests may be administered during the school day and at any school related or school sanction activity, either on or off school property. No further parental notification will be given prior to the administration of student breath tests. Nothing in Board policy (FNCF Local) shall limit a school representative from (1) observing a student's behavior to develop a reasonable suspicion of alcohol use, or (2) notifying the police department regarding violations of the Texas Penal Code. More information on this policy may be located at the campus or on-line at CFBISD Policy online.

## **SCHOOL RESOURCE OFFICERS**

Officers from the local police departments work in cooperation with the administrators of the school district. Their responsibility is the enforcement of criminal laws and assisting the District in maintaining the safety and welfare of the students and staff, as well as preserving and promoting the educational environment.

## **SEARCHES**

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

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

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

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a District official may conduct a search in accordance with law and District regulations. Searches of students may be conducted when appropriate and in accordance with School Board policy FNF and without a warrant as permitted by law.

## **TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES**

Use of District-owned equipment and its network system 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.]

## **USE OF CANINES/TRAINED DOGS**

There may be times when the District will use dogs that are trained to alert school officials to the presence of prohibited or illegal items, including: drugs, alcohol, firearms or explosives. 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. Screenings conducted by trained dogs will not be announced in advance. If a dog alerts to an item in an area, that area will be searched by school officials. The alert of a trained dog provides reasonable suspicion for a search. (School Board policy FNF)

## **STUDENT SAFETY PROCEDURES**

Student safety on campus, at school-related events, and on District vehicles is a high priority of the District. With safety in mind, the District has implemented specific safety procedures. The cooperation of students and parents is an essential part to ensuring school safety. We ask that parents and students:

- 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, campus behavior coordinator, 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 other 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.

- Communicate with school officials if students have knowledge or suspicion of any activity or possible activity that may present a risk to the safety of the students or staff.
- Report to the office and follow school procedures regarding visitors on campus, including signing-in and obtaining a visitor pass.
- Keep emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) Please contact the school office to update any information.



# Law Enforcement

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## **QUESTIONING OF STUDENTS**

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

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

## **STUDENTS TAKEN INTO CUSTODY**

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

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

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

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

[Board policy FL Legal/Local and GRAA Legal/Local]

## **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 may be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **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.
- Vehicles parked or operated on District property, or properties that the district has leased or jointly maintains are under the jurisdiction of the District. The District reserves the right to search with or without permission any vehicle at any time there is reasonable suspicion to do so, regardless of whether the owner/driver is present or not.
- If a vehicle subject to search is locked, the student will be asked to unlock the vehicle and the District official may then conduct a search in accordance with law and District regulations.
- 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.
- The school will not be responsible for any items lost or stolen from any vehicles parked on campus, nor will the school in any way assume liability for damages to vehicles using the campus parking lot.
- To obtain a parking permit or park on campus, an individual must provide proof of insurance, driver's license, valid vehicle registration, and inspection.
- Cars illegally parked on school District property will be impounded at the owner's expense.
- A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in the vehicle and will be subject to disciplinary actions by the District as well as referral for criminal prosecution.

## **VIDEO MONITORING OF STUDENTS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on busses and in common areas on campus.

The principal/designee may review the video and audio recordings routinely to detect and document misconduct and other safety related issues. Students will not be told when the equipment is being used. Discipline will be in accordance with the Student Code of Conduct.

# Health Information

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## ADMINISTERING MEDICINES

All medications must be taken to the school's clinic. Disciplinary action will be taken when a student violates this procedure. Only a student with written authorization from his/her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, to use prescribed medication at school or school-related events. The parent/guardian should notify the school nurse if a student has been prescribed medication during the school day.

Only authorized employees of the District, in accordance with FFAC policy, 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.  
**Note:** Insect repellent is considered a nonprescription medication.
- 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 properly labeled prescription bottle is a bottle with a pharmacy label that includes the following:

- a) Student's name
- b) Medication
- c) Dosage
- d) Doctor's name
- e) Date prescription was filled must be current (within the last 12 calendar months).

All non-prescription medication must be in its original container with the original label and student's name affixed to the container. Without a physician's order, the parent must designate a time for the dosage to be taken. After five (5) days, students on non-prescription drugs will be required to submit a physician's authorization for continuance of medication. The school will not accept any medication in unlabeled bottles, baggies, etc., as they do not meet the code under which the staff operates. Written requests for dispensing medication must include the following:

- a) Date
- b) Student's name
- c) Name of medication
- d) Dosage
- e) Specific time the medication is to be administered
- f) Parent's signature

Parents are encouraged to keep their schedule for dispensing medication to a minimum. Changes in medication dosage require a new prescription bottle or a written physician's request and a new permission request from the parent. A sample of prescription medication given to a student by a doctor must be accompanied by a doctor's note giving the same information as a properly labeled bottle.

## HERBS

Herbs and nutritional supplements must be accompanied by a physician's order. Since these substances are not usually FDA approved, the RN has permission to refuse to administer at school per the Nurse Practice Act.

## **DEFINITION**

Employees legally permitted to administer medication to students include superintendents, principals, classroom teachers, supervisors, counselors, registered nurses, teacher aides, secretaries, or any other classified personnel employed by the District.

## **BY VOLUNTEER PROFESSIONALS**

If the District provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the District, the Board may allow the physician or nurse to administer to any student a non-prescription medication or medication currently prescribed for the student by the student's personal physician. [Education Code 22.052-053] Authorized District employees may administer prescription and non-prescription medication in accordance with legal requirements. Only students who have been given permission under District procedures shall be allowed to administer their own medicine.

## **STORAGE OF MEDICINES**

All medication shall be properly stored in the clinic or office area in a locked container. An exception to the storage of medication may be granted by the administration when a student's parent(s) or guardian AND physician or other licensed health care provider furnish written authorization regarding the medical need for the student to keep the medication with them at all times. The permission to carry medication will be reviewed on a case by case basis. Disciplinary action will be taken if a student violates this procedure.

## **EMERGENCY MEDICINES**

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. [Board policy FFAF Legal/Local]

## **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 medical information that the nurse or the teacher needs to know regarding your child.

## **STOCK ALBUTEROL AND STOCK EPINEPHRINE**

Each clinic is supplied with epinephrine and albuterol, along with standing orders from the district's medical advisor, to be used for cases of anaphylaxis or severe respiratory distress and can only be administered by the registered nurse (RN) or Licensed Vocational Nurse (LVN) in such cases.

## **CIVIL LIABILITY IMMUNITY**

The District, the Board of Trustees, and its employees shall be immune from civil liability, except for acts constituting gross negligence, for damages or injuries resulting from the administration of medication to a student, provided such administration conforms to the requirements of this policy. [Education Code 22.052-053]

## **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.

## **PARENT STATEMENT OF FOOD ALLERGIES**

Please indicate on the form if your student has significant food allergies. You may keep Benadryl and an Epi-pen in the clinic accompanied by physician orders. The Physicians Form for Diet Modification must be completed by a physician and given to the nurse to allow the cafeteria to make food substitutions. This form can be found at [www.cfbisdnutrition.com](http://www.cfbisdnutrition.com) or in the school clinic.

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 from a physician that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be found at [www.cfbisd.edu/healthservices](http://www.cfbisd.edu/healthservices). Also see policy FFAF.

## **STUDENT ILLNESS**

When your child is ill, please contact the school to let the school know he or she won't be attending that day. It is important to remember that schools must 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 diarrhea/vomiting illnesses must stay home until they are diarrhea/vomit free without diarrhea/vomit 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 conditions. If the student is too ill to attend school then the student will not be allowed to attend extra-curricular or after school activities. Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

## **ASBESTOS INFORMATION**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Plant Operations Office, 1505 Randolph, Carrollton, Texas. Please feel free to contact the Energy/Environmental Specialist at 972-968-6303.

Each Campus has its own Asbestos Management Plan. These management plans contain floor plans of each facility that show the location of the samples taken, lab results, operation and maintenance procedures, copies of inspection reports, and a copy of the federal register. Anyone wishing to review a particular management plan can do so in the office of each campus.

## **BACTERIAL MENINGITIS**

The following information on Bacterial Meningitis is for information only and does not indicate an outbreak in our area. State law requires that a school district provide information relating to bacterial meningitis to all students and their parents each school year. Meningitis is an inflammation of the covering of the brain and spinal cord. [Education Code 38.0025]

It can be caused by viruses, parasites, fungi, and bacteria. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical and life support management. Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not

everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with meningitis may have:

- Severe headache,
- High fever,
- Vomiting,
- Sensitivity to bright lights,
- Neck stiffness, joint pains,
- Drowsiness or confusion, and/or
- Sleepiness

In both children and adults, there may be a rash of tiny red-purple spots. These can occur anywhere on the body. If 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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

Fortunately, none of the bacteria that cause meningitis are as contagious as such diseases as the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange respiratory or throat secretions (such as by kissing; coughing, sneezing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacterium rarely overcomes the body's immune system to cause meningitis or another serious illness.

Bacterial meningitis can be prevented by not sharing food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. You should seek prompt medical attention if you think you or a friend might have bacterial meningitis.

\*There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. This vaccine continues to be recommended for college students, particularly freshmen living in dorms or residence halls. 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. For additional information, contact your school nurse, family doctor, or other staff at your local or regional health department. 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 Web sites 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 Texas Department of State Health Services (TDSHS) requires at least one meningococcal vaccination between grades 7 and 12, 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.

## **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. Because lice spread so easily, the District will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student will need to be picked up from school. The student will need to stay home until after an initial treatment is applied and all the lice have been combed out of the student's hair. 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 web site at: <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

## **MERCURY**

Students should not be in the possession of any item containing mercury. Mercury is a toxic chemical, which may cause serious and long-term health effects. When in contact with the skin, mercury can be absorbed into the body. In addition, mercury vapors can be inhaled. To avoid contamination, students must not handle mercury, in any form. When mercury is discovered within a Carrollton-Farmers Branch ISD facility, it will require removal and disposal by a "Hazardous Material Team." If students are responsible for mercury exposure, they will be subject to disciplinary action. In addition, parents and/or students will be responsible for the cost of the removal, clean-up, disposal, and any other expenses resulting from the mercury exposure.

## **MRSA (METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS)**

Local health departments have received reports of contagious skin infections in athletic departments. These infections are caused by bacteria called Staphylococcus Aureus. They usually are easy to treat with inexpensive, well-tolerated antibiotics. However, some staph bacteria have developed resistance; that the antibiotics can no longer kill the bacteria. Although antibiotic-resistant infections pose a health threat, the following measures are effective against many infectious diseases.

Hand washing is the single most important behavior in preventing infectious disease. Students/athletes should be instructed in proper hand washing techniques as follows:

- Use warm water
- Wet your hands and wrists
- Use a bar or liquid soap
- Work soap into a lather and wash between fingers, up to wrists, and under fingernails for at least 15 seconds
- Dry, using a clean cloth towel or paper towel
- Use alcohol-based hand sanitizers to wash hands immediately if they come in contact with any body fluid at the playing field or other places where hand-washing facilities are not available

Wash your hands as described above:

1. After sneezing, blowing, or touching your nose
2. Before and after close contact or using the toilet
3. Before leaving the athletic area

## **OTHER PRECAUTIONS**

1. Keep your hands away from your nose, private areas and groin
2. Do not share towels, soap, lotion or other personal care items, during gym class and/or on the sidelines at games
3. Do not share clothing, pads, or other equipment
4. Shower with soap and water as soon as possible after direct contact sports
5. Dry using a clean, dry towel
6. Use a moisturizing lotion to prevent dry, cracked skin
7. Prewash or rinse with plain water items that have been grossly contaminated with body fluids
8. Wash your towels, gym clothing, uniforms, scrimmage shirts, and any other laundry in hot water and ordinary detergent and dry on the hottest possible cycle
9. Report any draining wounds to your athletic trainer and/or school nurse

## **OUT-OF-STATE ORDERS/PRESCRIPTIONS**

Orders from physicians licensed in other US states may be accepted on a temporary (30 day) basis while families new to Texas establish a medical home.

## **PEST MANAGEMENT**

Carrollton-Farmers Branch ISD is subject to local, State, and Federal regulations when performing pesticide applications and controls under an Integrated Pest Management Policy. Notifications will be posted at designated locations throughout campus or office areas scheduled to receive pesticide treatments by certified personnel. Pesticides may only be applied in school buildings or school property during periods in which students are not expected to be present for instruction or activities for 12 hours following treatment. Although the District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Questions may be directed to the: Integrated Pest Management (I.P.M.) Coordinator, 972.968.6305.

## **PHYSICAL EDUCATION**

A student may be excused from participating in PE for 3 consecutive days with a parent note. After the third day, a physician's note is required. A student must have a physician's note to be excused from the fitness gram test on the day that it is administered in class. Students who are temporarily restricted from participating in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

## **PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY AND MIDDLE SCHOOL**

In accordance with policies 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 and middle school student physical activity requirements, please see the principal.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

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

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

## **SPINAL SCREENING PROGRAM**

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

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL). School nurses will conduct the screening in accordance with state law unless the school nurse receives one of the following on or before the day of the screening procedure each year:



- An affidavit of exemption from the parent, managing conservator, or guardian that the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member; or
- Documentation of a professional examination performed by a health practitioner licensed under state law and whose expertise addresses the diagnostic needs of the student.

If parents have questions regarding screening procedures, they should contact the school nurse. Spinal screening is noninvasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

### **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 physical education teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

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. During the preceding school year, the District's School Health Advisory Council (SHAC) and/or Director of Health Services held four meetings. Additional information regarding the District's School Health Advisory Council is available from the Athletic Office. [Board policy BCF and EHAA.]

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

### **STEROIDS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at <http://www.uil-texas.org/health/steroid-information>.

### **SURGERY**

Please alert your campus administrator and RN if your student requires surgery. A physician's release is required to return to school after surgery.

### **VISION, HEARING, ACANTHOSIS NIGRICANS & PROCEDURES**

Vision and hearing screenings are state mandated for all students new to the District, students in pre-kindergarten, kindergarten, grades 1, 3, 5, and 7. Additionally, referrals will be done upon request. Hearing screening includes a pure-tone hearing test and may also include an impedance-hearing test to further identify a problem. Acanthosis nigricans (a skin condition that signals high insulin levels in the body) screenings will be conducted on students in

grades 1, 3, 5, and 7. Screening for vision, hearing, and Acanthosis nigricans, will be conducted on students in accordance with state law unless the school nurse receives on or before the day of the screening procedure each year one of the following:

- An affidavit of exemption from the parent, managing conservator, or guardian that the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member; or
- Documentation of a professional examination performed by a health practitioner licensed under state law and whose expertise addresses the diagnostic needs of the student.

If parents have questions regarding screening procedures, they should contact the school nurse.

### **MEDICAID**

The District may share information such as a student's name, free & reduced-price meal eligibility status in order to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the District that a student's information should not be disclosed.

# Explanation of Directory Information Form

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If you wish to limit access to your child's directory information, this form must be returned to your child's school by Friday, September 6, 2019.

## **DIRECTORY INFORMATION**

Federal and state laws safeguard student records from unauthorized inspection or use as well as provide parents and "eligible" students with certain rights. Virtually all information pertaining to individual student performance such as individual test scores, grades, discipline records, medical records, etc. is considered confidential and is not released without a parent's consent. However, certain student "Directory Information" is public unless parents make an annual request in writing.

Carrollton-Farmers Branch ISD has designated the following as "Directory Information": student's name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as 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. (Board policy FL LOCAL)

Under Texas Education Code Sec. 26.013, parents have the right to decide who can have access to their student's directory information. For example, parents can choose to restrict access to their student's directory information by any outside third parties. Third parties may be vendors, companies or others who are interested in asking you or your student to purchase products or services. (Board policy FL LEGAL)

## **RELEASE OF DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES ONLY**

Parents can choose to allow a limited release of directory information for school-sponsored purposes only. These school-sponsored purposes include campus and District publications (such as the yearbook or student newspapers), student recognition activities, printed programs for extracurricular activities, campus and District websites, and the District's cable TV channel.

Carrollton-Farmers Branch ISD students are occasionally asked to participate in school and/or District publicity, publications, and/or public relations activities. A student's name, picture, voice, verbal statements, or portraits (still or video) may appear in an individual school's publicity, or District publications, videos or website if the parent has not denied permission through the directory information procedure. These may or may not personally identify the student. These items may also be used for instructional use through such activities as District staff training sessions. The District may use the pictures and/or videos in subsequent years.

## **EXPLANATION OF DIRECTORY INFORMATION FORM**

Your "Directory Information" Form can be found online when you enroll and a copy is also provided in the Student Handbook. If you wish to have your student's directory information marked "private," you must fill out the online or paper form for your student's school within the required time. If you do not fill out the form within the required time, then your student's directory information will not be marked "private," and will be available to anyone who asks for it. Please note that you must complete a new form each school year, even if you have done one in prior years.

## **INSTRUCTIONS FOR FILLING OUT THE "DIRECTORY INFORMATION" FORM**

Parents who do not want their student's directory information released to third party requestors (including companies who may solicit products or services) should select the option on the form for keeping this information private. That option is entitled: "*Do Not Release Directory Information to Third Parties.*" By checking this option, your family will not receive materials from organizations that may be soliciting products or services.

If a parent checks “Do Not Release” in the second option “Do Not Release Directory Information for School-Sponsored Purposes,” the student will not be included in school-sponsored projects such as the school yearbook, newspaper or student recognition activities. If a parent approves of the student being included in District and campus publications and positive publicity, then the parent should not check the second option.

### **VIDEO AND AUDIO RECORDINGS, NEWS MEDIA COVERAGE**

State law does allow the District to videotape or record students for purposes of classroom instruction, safety, media coverage, or purposes related to co-curricular or extracurricular activities without parental permission.

Print or electronic news media may report on campus activities as well as student achievements. Pictures and activities may appear in print or electronic news media. Additionally, from time to time, various members of the news media may film, record, or write about school activities and students. Students and their schoolwork may be individually identified or shown in such films, recordings, or writings.

Carrollton-Farmers Branch ISD has no control over the form, content, use, or distribution of materials produced by outside news media. Parent consent is not required for such news media coverage; the District does not assume responsibility for maintaining a record of such coverage.

### **DIRECTORY INFORMATION FORM FOR PARENTS/GUARDIANS OR ELIGIBLE STUDENTS (18 YEARS OF AGE OR OLDER)**

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Carrollton-Farmers Branch ISD to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing within the first 10 days of instruction at the beginning of each school year, or within the first 10 days of enrollment of a new student.

Carrollton-Farmers Branch ISD has designated the following as Directory Information: student’s name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as 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.

#### **Do Not Release Directory Information to Third Parties**

Parents who do not want their student’s directory information released to third party requestors (including companies and organizations who may solicit products or services) should mark below to exercise the option for keeping this information private.

I do not want my student’s directory information released to any third party, without my written consent, for non-school-sponsored purposes.

#### **Do Not Release Directory Information for School-Sponsored Purposes**

Parents who do not want their student’s directory information released for limited school-sponsored purposes as defined herein should mark below to exercise the option of keeping this information private.

I do not want my student’s directory information to be released for limited school-sponsored purposes, such as student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, district/campus website, district/campus video, district/campus publication, and similar purposes. (If a parent checks this option then a student would NOT be included in the yearbook/student publications, positive publicity, etc.)

#### **Secondary Students (Grades 7-12) Only**

Federal Law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the

name, address, and telephone number of a secondary student unless the parent has advised the District that the parent does not want the student's information disclosed without the parent's prior written consent.

\_\_\_ I do not want the name, address, and telephone number of my secondary student released to a military recruiter or to an institution of higher education. NOTE: This means information will NOT be released to the military OR colleges.

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Name of Student

Name of school

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Student ID Number

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Parent/Guardian or student 18 years of age or older

Date

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

The Carrollton-Farmers Branch Independent School District provides technology resources, including the use of personal electronic devices, to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within Carrollton-Farmers Branch ISD by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to many different technology resources and people from all over the world, there comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Carrollton-Farmers Branch ISD firmly believes that the value of information, interaction, and research capabilities available (including, but not limited to, email, the Internet, and social media) outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of Carrollton-Farmers Branch ISD activities. All users are expected to use all technology resources in a responsible, ethical, and polite manner. This section of the handbook is intended to clarify those expectations as they apply to technology resource usage and is consistent with District policy.

## **DEFINITIONS**

**Social Media** - The interactive use of online resources including, but not limited to: Facebook, Instagram, Snapchat, Group Me, Kik messenger, Whisper, YouTube, Twitter, MySpace, Bing, Google Apps, Skype, chat rooms, wikis, and blogs.

The Children's Internet Protection Act (CIPA) - is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

**Personal Electronic Devices** - Technology devices not owned by Carrollton-Farmers Branch ISD.

**Digital Content** - Products available in digital form. It typically refers to music, information and images that are available for download or distribution on electronic media.

**Hack or Hacking** - To re-configure or re-program a system to function in ways not facilitated by the owner, administrator, or designer.

**Copyrighted** - The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

**Computer Virus** - A computer program that can copy itself and infect a computer. It is also being used as a catch-all phrase to include all types of malware, adware, and spyware programs that do not have the reproductive ability. Malware includes computer viruses, worms, Trojans, most rootkits, spyware, dishonest adware, crime ware, and other malicious and unwanted software, including true viruses. Viruses are sometimes confused with computer worms and Trojan horses, which are technically different. A worm can exploit security vulnerabilities to spread itself automatically to other computers through networks, while a Trojan is a program that appears harmless but hides malicious functions. Worms and Trojans, like viruses, may harm a computer system's data or performance. Some viruses and other malware have symptoms noticeable to the computer user, but many are surreptitious and go unnoticed.

**Technology Resources** - Any and all mass storage media, online display devices, computers, computer printouts, and all computer-related activities involving any device capable of receiving e-mail, browsing websites, receiving, storing, managing or transmitting data, including but not limited to mainframes, servers, personal computers, notebook computers, laptops, hand-held computers, computer tablets, smart phones, personal digital assistant (PDA), pagers, distributed processing systems, telecommunication devices, network environments, telephones, fax machines and printers. Technology resources also includes the procedures, equipment, facilities, software and data that is

designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display and transmit information.

### **ACCEPTABLE USE**

The District's Acceptable Use of Technology Resources Policy is to prevent unauthorized access and other unlawful or improper activities by users online, prevent unauthorized disclosure or access to sensitive or confidential information, ensure appropriate use of technology resources, and to comply with the Child's Internet Protection Act. As used in this policy, "user" includes anyone using personal electronic devices (as permitted by District policy and handbooks) and the District's technology resources, including computers, Internet, e-mail, chat rooms, wireless network, and other forms of direct electronic communications or equipment provided by the District. Only current students, employees, officers, volunteers and authorized visitors of the District are permitted to use the District's technology resources and network.

Students who are under 18 must have their parent(s) or guardian(s) authorize student use of the District's technology resources and use of personal electronic devices during the instructional day and acknowledge compliance with this policy. Students who are 18 or older, as well as employees and other users, must acknowledge their compliance with this policy, either electronically online or by signing and returning a copy of the acknowledgment form provided below. The user and, if the user is a minor, the user's parents/guardians agree to cooperate with the District in the event of the initiation of an investigation into the use of the District's technology resources.

The absence of a signed acknowledgment does not excuse non-compliance with this policy. All users must follow this policy and report any misuses of the technology resources covered to a teacher, supervisor, administrator, or appropriate District personnel. By using the technology resources covered by this policy, users are held to have agreed to comply with this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult District personnel in advance of any questionable use.

Violations of computer/technology use policies, rules, or agreements may result in the user's access being suspended or having access completely revoked for a time period determined by district administration, as well as additional disciplinary or corrective action in accordance with applicable District policies, handbooks, regulations and rules.

The use of any District technology resource (including, but not limited to, desktop computers, electronic devices, network-delivered services, the Internet, audio-visual equipment, digital content and social media) must support the educational goals of Carrollton-Farmers Branch Independent School District. Use must be authorized by a District staff member and/or must lie within the bounds of the District's curriculum and educational purpose. Use of personal electronic devices by students during instruction must be for an instructional/educational purpose. When students are not using personal electronic devices for an approved instructional/educational purpose, the devices must be turned off during the instructional day, unless authorized by principal or staff.

District computers, the Internet, and all other technology resources should not be used for personal, commercial or financial gain or to otherwise conduct business that is unauthorized.

When placing, removing, or restricting access to specific databases, the Internet and/or any other technology resource, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.

### **UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES**

The following constitutes a non-exhaustive list of uses of technology resources which are not acceptable and in violation of this policy:

- a) Possessing, accessing, transmitting, copying, or creating material that violates the Student Code of Conduct, District policy, student or employee handbooks, or District rules and regulations, including but not limited to content that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive.
- b) Attempts to bypass or disable the District's Internet filter, security systems or software.

- c) Attempts to access, alter, interfere with, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the Carrollton-Farmers Branch ISD Technology Department.
- d) Any unauthorized attempts to circumvent passwords or obtain access to passwords or other security-related information.
- e) Disclosing any other user's password to others or allowing another individual to use another's system account.
- f) Attempts to upload, create, or transmit computer viruses.
- g) Attempts to access or install unlicensed, inappropriate, or unapproved software or technology.
- h) Attempts to alter, destroy, hack, or disable District computer equipment, District devices, District data, personal electronic devices, the data of others, or other networks connected to the District's system, including while off school property.
- i) Participating in "hacking" activities or any form of obtaining or attempting to obtain unauthorized access to other computers, networks, or information systems, including attempts to circumvent passwords or otherwise obtain access to account access information or other security-related information, or attempts to alter, destroy, hack or disable District equipment or devices.
- j) Plagiarism or use of District technology resources to engage in academic dishonesty.
- k) Use of District technology resources to create, send or post electronic messages or communications that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or unauthorized use of any District technology resource for non-educational/non-instructional purposes or outside the bounds of the District curriculum.
- l) Unauthorized use of any District technology resource or personal electronic device to record (audio or visual) classroom instruction or testing.
- m) Unauthorized use of e-mail or other forms of direct electronic communication, the Internet, or social media resources by students during instruction or testing.
- n) Use of e-mail or other forms of direct electronic communication, the Internet, or social media resources at school to encourage illegal behavior, engage in conduct that violates the Student Code of Conduct, or threaten school safety.
- o) Use of District technology resources, including e-mail or other forms of direct electronic communication, the Internet or social media resources to threaten, harass, bully, retaliate, discriminate against, or otherwise engage in illegal or prohibited conduct against other students, employees, or volunteers.
- p) Use of personal e-mail or other forms of direct electronic communication, the Internet, or social media resources, without regard to whether it occurs on school property, to engage in conduct that involves a public school and contains the elements of the offense of terroristic threat or false alarm, or otherwise causes a substantial disruption to the educational environment.
- q) Violating or infringing upon the intellectual property, copyrighted or trademarked rights of another.
- r) Possessing, accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

District Board policy also prohibits harassment, bullying, retaliation, discrimination, and other conduct that creates a hostile working or educational environment for an individual. This prohibition extends to the use of the District's



technology resources. If a staff member, volunteer or student feels he or she is being harassed, bullied, retaliated or discriminated against, or otherwise being subjected to illegal or inappropriate conduct through the District's technology resources, he or she should immediately report it to the District.

The unacceptable uses identified and referenced above serve as examples of inappropriate conduct which violate this policy and is in no way intended to be an exhaustive account of all prohibited conduct or activities which subject a user to disciplinary or corrective action in accordance with applicable District policy, handbooks, student Code of Conduct, handbooks and rules. The District reserves the right to determine whether a violation of this policy has occurred on a case-by-case basis in keeping with the purpose of this policy. Additionally, the District reserves the right to take immediate disciplinary or corrective action against a user that engages in conduct that: (i) creates security or safety issues for the District, students, employees, schools, networks, or technology resources, or (ii) is determined to be inappropriate or inconsistent with District policy or law.

## **INDIVIDUAL USER RESPONSIBILITIES**

All users are expected to abide by the generally accepted rules of network etiquette (also known as "netiquette"). These rules include, but are not restricted to the following:

1. **BE POLITE AND USE APPROPRIATE LANGUAGE:** Remember that you are a representative of your school and District on a non-private system. You may be alone using a technology resource, but what you say and do on your computer can be viewed globally. You should not submit, publish or display any defamatory, inaccurate, racially offensive, discriminatory, abusive, obscene, profane, sexually oriented, harassing or threatening materials or messages either public or private.

2. **PRIVACY:** Do not reveal any personal or confidential information about yourself or other persons (including, but not limited to, home address, personal phone numbers, photographs, last name, credit card numbers or social security numbers). Users should have no expectation of privacy regarding their use of District property and technology resources. In general, communications or transmissions made through technology resources should never be considered private or confidential. The District reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity and ensure user compliance with state and federal laws and the District's policies. In addition, users should be aware that the District will comply with lawful orders of courts, such as subpoenas and search warrants. The District is also subject to the Texas Public Information Act which may require disclosure of information transmitted through its technology resources, including e-mail communications.

3. **ELECTRONIC MAIL, OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATION, AND SOCIAL MEDIA:** All users of any electronic mail, other forms of direct electronic communication or social media either provided by the District or transmitted through the District's technology resources are required to comply with this Acceptable Use Policy. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure. Electronic communications by District employees, volunteers and staff should be consistent with the District's professional standards of conduct.

4. **DISRUPTIONS:** Do not use the District network in any way that would disrupt use of the network by others.

5. **OWNERSHIP:** Any data or communication placed on District equipment will become the property of Carrollton-Farmers Branch ISD. Intellectual property created solely for the purpose of satisfying a course requirement and/or contributing to their student learning is owned by the creator.

6. **VANDALISM:** Any attempt to alter or destroy data of another user will be subject to disciplinary or corrective action in accordance with District policy.

7. **ACCOUNTABILITY:** Users are responsible for the proper use of their system accounts, passwords and District-issued technology resources. Users must control unauthorized use of their accounts, passwords and District issued technology resources. Users should not provide their password to any person, unless authorized or directed by the

District. If you give someone else access to your account, password, or District-issued technology resources, you may be held responsible for any improper, illegal or destructive activity done by that person. Do not give others access to District technology resources unless they are authorized and authenticated to do so. Users may not extend access to District technology resources to others without permission from the District. If you believe that your account, password or District-issued technology resource may have been stolen, hacked, or compromised, you must immediately report it to the District's Technology Department.

### **INTERNET SAFETY**

The Carrollton-Farmers Branch Independent School District makes the Internet accessible in accordance with our mission to provide information resources and services to ensure that all users have free and open access to ideas and information. In this role, the District provides access to information resources available on the Internet. The District has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. All staff, students and other users access the Internet at their own discretion.

In accordance with the federal Children's Internet Protection Act (CIPA), (Pub. L. 106-554), all desktop computers, laptops, tablets, and wireless devices, that utilize the Carrollton-Farmers Branch ISD network, will be filtered by a centralized filtering appliance. This filtering appliance is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544. The District has the ability to monitor the online activities of students and staff through direct observation and/or technological means to ensure that students and staff are following the guidelines and policies set forth by the District.

The District assumes no responsibility for damages, direct, or indirect, for the use of the Internet. This includes, but is not limited to, damage to personal electronic devices or equipment caused by virus-laden material downloaded from any Internet site. Users are encouraged to purchase and use a virus detection program on their personal electronic devices.

Users should be aware that the Internet is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.

The District will provide educational opportunities for students to learn about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, as well as cyber bullying awareness and response. Student users should not arrange face-to face meetings with a person he or she "meets" on the computer network or Internet without parent permission. As with any other technology resource, restriction of a child's use of the Internet is ultimately the responsibility of the parent/legal guardian, within the confines of the law.

### **DISCLAIMERS/INDEMNIFICATION**

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology resources provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or the parents/guardians of any user arising out of the use of the District's technology resources. By signing this policy, users take full responsibility for their use of the District's technology resources, and any resulting losses, costs, claims, or damages.

### **PARENTAL RESTRICTION ON USE OF TECHNOLOGY RESOURCES**

Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their child(ren). Any parent wishing to restrict his/her child's access to such services must provide the school with this restriction in writing. For details, see the Carrollton-Farmers Branch ISD board policy governing the selection and adoption of instructional materials.

**ACKNOWLEDGMENT OF POLICY**

Users must either acknowledge this policy electronically online or submit their acknowledgment and signature of this form as a prerequisite to their use of the District’s technology resources.

**ACKNOWLEDGMENT**

I have read, understand, and agree to abide by the provisions of the District’s Acceptable Use of Technology Resources policy.

**USER NAME:** \_\_\_\_\_

**USER SIGNATURE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** (If user is a student under 18): \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

**ACT** (American College Test) is one of the two most frequently used college or university admissions examinations. The test may be required 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.

**CPS** stands for Child Protective Services.

**DAEP** stands for Disciplinary Alternative Education Program, a placement for students who have violated certain provisions of the Student Code of Conduct.

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

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

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

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

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as 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 a disability 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 objective; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

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

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

**PGP** stands for Personal Graduation Plan, which is required for any high school student and for any student in middle school who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT and serves as the basis for the awarding of National Merit Scholarships.

**SAT** stands for Scholastic Aptitude Test and is one of the two most frequently used college or university admissions exams. 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.

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

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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

**Student Code of Conduct** 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.

**TAC** stands for the Texas Administrative Code.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

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

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

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