

**Sec. 3.1.1. NON-DISCRIMINATION STATEMENT AS PART OF THE INTERNATIONAL LEADERSHIP OF TEXAS ADMISSION POLICY**

It is the policy of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.

**Sec. 3.1.2. APPLICATION REQUIREMENT**

**ILTexas** requires applicants to submit a complete application form in order to be considered for admission. The Superintendent or designee shall set a beginning and closing date for the application window for each school year.

In order to be eligible for admission, the applicant or qualifying occupant specified by Education Code 25.001(b) must generally reside in the geographic boundaries set by the **ILTexas** charter, and satisfy any other admissions criteria specified in this policy. See “Verification of Residency” below.

**Sec. 3.1.3. LOTTERY PROVISIONS**

A “lottery” for purposes of this policy is a non-weighted, random selection process that determines the order of enrollment of student applicants. A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place within four (4) business days after the closing date of the application period. The lottery will be conducted via lottery selection software by ILTexas District Office enrollment department or personnel. The principal or designee of each campus will conduct the computerized lottery, with supervision by at least one member of the sponsoring entity or his or her designee and a representative from the **ILTexas** Central Office. This ensures that the admissions list and the waiting list are selected randomly.

**Sec. 3.1.4. DEVELOPMENT OF WAITING LIST**

The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space become available, applicants will be called from the waiting list beginning with applicants with the lowest number assignment. Applicants selected by lottery will be “deemed admitted” and may proceed from provisional admission (Texas Education Code Section 25.002) to enrollment.

**Sec. 3.1.5. ADMISSION PROCESS OF RETURNING STUDENTS**

Returning students (students who currently attend **ILTexas** and intend to return the next school year) are exempted from the lottery if they notify **ILTexas** of their intent to return for the next school year by the deadline designated by the Superintendent or designee for the then-current school year.

**Sec. 3.1.6. SIBLINGS POLICY AND CHILDREN OF THE SCHOOL’S FOUNDERS AND EMPLOYEES**

Siblings of returning students currently enrolled at a **ILTexas** campus and who timely notify **ILTexas** of their intent to return for the next school year are exempt from the lottery and, space permitting, are automatically enrolled. For this policy “sibling” shall mean a biological or legally adopted brother or sister. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Children of **ILTexas**’ founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program and, space Permitting, are to be enrolled.

**Sec. 3.1.7. APPLICATIONS SUBMITTED OUTSIDE THE DESIGNATED APPLICATION PERIOD**

If a student applies to **ILTexas** outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

**Sec. 3.1.8. STUDENTS WITH DOCUMENTED HISTORIES OF A CRIMINAL OFFENSE AND/OR MISCONDUCT**

As authorized by Education Code § 12.111(a)(5)(A), **ILTexas** shall exclude from enrollment those students who have a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Subchapter A, Chapter 37 of the Education Code.

**Sec. 3.1.9. DOCUMENTS AND INFORMATION APPLICANTS ARE REQUIRED TO PROVIDE**

Applicants must submit a completed application form to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant’s name (first, last, and middle names)
- Applicant’s birth date
- Applicant’s current grade level and grade applied for

- Applicant’s residential address
- Phone numbers
- Applicant’s current school and district names
- Applicant’s parents’ name and signature
- Whether the applicant has a sibling already admitted to or attending **ILTexas**
- Whether the applicant has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37 of the Education Code.

Applicants are not required to provide transcripts or other academic records until after they are offered admission.

**Sec. 3.1.10. VERIFICATION OF RESIDENCY AND IMMUNIZATION RECORDS FOR ENROLLMENT**

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, no later than 30 days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit a notarized state affidavit signed by the student’s parent or guardian declining immunizations for reasons of conscience, will be excepted from this requirement. The parent or guardian must furnish records that verify the identity of the student.

A person’s “residence,” for the purpose of this policy is the true, fixed and permanent place where the qualifying occupant ordinarily lives and sleeps, not less than four nights during the school week and to which, when temporarily absent from the residence, the occupant intends to return. The qualifying occupant specified by Education Code 25.001(b) must generally reside in the authorized geographic boundaries of **ILTexas**, as described in the **ILTexas** charter. A person who is homeless, as defined by 42 U.S.C. 11302, need not reside within the geographic boundaries of **ILTexas**. In order to verify residency for enrollment, acceptable evidence of residency includes:

- Current property tax bill with parent/guardian's name and property address;
- Current rental or lease agreement with parent/guardian's name, student name, and address, as well as manager or owner's name and telephone number;
- Documents related to the purchase of the residence with the parent/guardian's name and property address;
- Mail dated within 60 days before the application date from the following sources:
  - Social Security Administration;
  - A Texas State government agency;
  - Utility companies;
  - Credit card bill;
  - Financial institutions; including checking or savings;

- Insurance companies;
- State and Federal Revenue documents;
- Paycheck information.
- Other sources or documents demonstrating residency.

If, at any time, a student's or qualifying occupant's residence is in question, **ILTexas** may ask for additional documents for verification. If the parent or legal guardian cannot provide evidence of residency because the parent or legal guardian is living with a relative or friend, a notarized statement by the relative or friend may be accepted by **ILTexas** with the following stipulation:

- Notarized statement must state that the parent or legal guardian and child are living with the relative/friend;
- Notarized statement must state the name of relative or friend who is on the relative's or friend's proof of residence;
- Notarized statement must state the same address of relative or friend who is on the relative or friend's proof of residence;
- A copy of the relative or friend's proof of residence must be attached to the notarized statement (meeting the documentation criteria described above); and
- The notarized statement must be signed by same name of relative or friend who is on the relative or friend's proof of residence.

Subsequently, within 60 days, at least one current document, **ILTexas** must be provided confirmation of residency from one or more of the following sources:

- Credit card companies;
- U. S. Treasury;
- Social Security Administration, including benefits letter;
- Texas State government agencies (including city and county agencies);
- Utility companies;
- Financial institutions including checking, savings, or investment account statements;
- Insurance companies;
- State and Federal Revenue departments.

**ILTexas** may conduct home-visits, at any time, to confirm residency of applicants and enrolled students. Falsification of residence on an enrollment form is a criminal offense.

### **Sec. 3.1.11. ADULT STUDENT ATTENDANCE REQUIREMENT FOR CONTINUED ADMISSION**

A person who voluntarily attends school after his or her 19th birthday shall attend school each school day for the entire period the program of instruction is offered. **ILTexas** may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Education Code 25.087, except that **ILTexas** may not revoke

the enrollment on a day on which the person is physically present at school. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school grounds and a criminal trespass warning may be issued. Prior to revoking the person’s enrollment, **ILTexas** shall issue a warning letter to the person, after the third unexcused absence, stating that the person’s enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester. As an alternative to revoking enrollment, **ILTexas** may impose a behavior improvement plan.

**Sec. 3.1.12. STUDENT RESIDENCY SEPARATE FROM PARENT/GUARDIAN**

In order to protect the best interests of students enrolled, for purposes of students under the age of 18 who have established a residence apart from the person’s parent, guardian, or other person having lawful control, such persons must establish their separate residency and verify it with documentation acceptable to **ILTexas** in the same manner as other students. However, a student under 18 and not living with parents or guardian, who has engaged in conduct in the preceding year that has resulted in a disciplinary removal, alternative placement or expulsion, or who has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct, or has been convicted of a criminal offense and is on probation or other conditional release, shall not be admitted to **ILTexas**. The Superintendent shall follow “Students with Documented Histories of a Criminal Offense and/or Misconduct,” above, in making such determination.

**Sec. 3.1.13. MCKINNEY-VENTO POLICY STATEMENT**

“Homelessness” means lacking a fixed, regular, and adequate nighttime residence. The Superintendent or designee shall appoint a Liaison for Homeless Children and Youths to serve as the primary contact between homeless families and school staff, shelter workers, and other service providers. The liaison will also assist in obtaining necessary immunizations, if needed. If a dispute arises over the enrollment of a homeless child, he shall be immediately admitted to **ILTexas** until resolution of the dispute.

**Sec. 3.1.14. MCKINNEY-VENTO COMPLIANCE**

**ILTexas** shall strive to enroll and have attend, homeless children who are not currently attending school and shall adopt policies and practices to ensure that students, including homeless children are not stigmatized or segregated on the basis of their homeless status. **ILTexas** shall review and revise policies which act as barriers to the enrollment of homeless children. In determining homelessness, **ILTexas** shall give consideration to factors such as transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

As a condition of receiving funds under the McKinney-Vento Homeless Education Assistance Improvements Act, **ILTexas** shall serve homeless children according to their best interests. In determining the best interest of a child, **ILTexas** shall:

1. To the extent feasible, keep a homeless child in the school of origin—the school that the child attended when permanently housed or the school in which the child was last enrolled—except when doing so is contrary to the wishes of the child’s parent or guardian;
2. Provide a written explanation to the homeless child’s parent or guardian, including a statement of appeal rights, if **ILTexas** sends the child to a school other than the school of origin or a school requested by the parent or guardian; and
3. In the case of an unaccompanied youth, consider the views of the child and provide the notice required in the event of an enrollment dispute.

The school selected for attendance in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment. **ILTexas** shall immediately contact the last school the child attended in an attempt to obtain relevant academic and other records. If the child needs immunizations, or immunization or medical records, **ILTexas** shall immediately refer the child’s parent or legal guardian to **ILTexas**’ homeless liaison for assistance.

Should a dispute arise over school identification and/or enrollment thought to be homeless, the child shall be immediately admitted to **ILTexas** pending resolution of the dispute. **ILTexas** shall provide the child’s parent or guardian with a written explanation of the decision regarding school selection or enrollment, including the right to appeal **ILTexas**’ enrollment decision. **ILTexas** shall also refer the child, parent, or guardian to the homeless liaison, who shall conduct a dispute resolution process as expeditiously as possible.

#### **Sec. 3.1.15. DISCREPANCIES IN STUDENT NAME**

The Superintendent or designee shall notify the Missing Children and Missing Persons Information Clearinghouse if a child is enrolled under a name other than the name that appears on the identifying documents. If a student’s records have not been received within 30 days of a request, the Superintendent or designee shall notify local law enforcement for a determination of whether the child has been reported as missing.

#### **Sec. 3.1.16. FOOD ALLERGY INFORMATION**

The parent of each student enrolled with **ILTexas** must complete a form provided by **ILTexas** that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to **ILTexas** to enable **ILTexas** to take any necessary precautions regarding the child’s safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term “severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

**ILTexas** may also require information from a child’s physician if the child has food allergies.

Food allergy information forms will be maintained in the child’s student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

**Sec. 3.2.1. APPLICABILITY**

This policy shall apply to the children of:

1. Active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211;
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

This policy shall not apply to the children of:

1. Inactive members of the national guard and military reserves;
2. Members of the uniformed services now retired, except as provided above;
3. Veterans of the uniformed services, except as provided in this policy; and
4. Other U.S. Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

**Sec. 3.2.2. DEFINITIONS**

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

“Children of military families” means a school-aged child, enrolled in kindergarten through twelfth grade, in the household of an active duty member.

“Deployment” means the period one month prior to the service members’ departure from their home station on military orders through six months after return to their home station.

“Transition” means:

1. The formal and physical process of transferring from school to school; or
2. The period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

“Veteran” means a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

DATE ADOPTED: June 19, 2019

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**Sec. 3.2.3. ELIGIBILITY FOR ENROLLMENT**

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

**Sec. 3.2.3.1. Continued Acceptance**

A transitioning military child, placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the child was enrolled while residing with the custodial parent.

*Education Code 162.002 art. VI, § A.*

**Sec. 3.2.4. EDUCATION RECORDS**

**Sec. 3.2.4.1. Unofficial Records**

In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

**Sec. 3.2.4.2. Official Records**

Simultaneous with the enrollment and conditional placement of the student, **ILTexas** shall request the student’s official education record from the sending district.

*Education Code 162.002 art. IV, §§ A–B.*

**Sec. 3.2.5. TUITION**

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.** is prohibited from charging tuition to:

1. A transitioning military child placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent;  
or

2. A student who is domiciled in another state and resides in military housing that is located within **ILTexas**'s boundaries.

*Education Code 25.004, 162.002 art. VI, § A.*

#### **Sec. 3.2.6. GRADE-LEVEL PLACEMENT**

Students shall be allowed to continue their enrollment at grade level in **ILTexas** commensurate with their grade level, including kindergarten, from the sending district at the time of transition, regardless of age. However, a student must be five years old on or before September 1 in order to enroll in Kindergarten. A student that has satisfactorily completed the prerequisite grade level shall be eligible for enrollment in the next highest grade level in **ILTexas**, regardless of age. A student transferring after the start of the school year shall enter **ILTexas** on his or her validated level from an accredited school in the sending state. *Education Code 162.002 art. IV, § D.*

#### **Sec. 3.2.7. COURSE PLACEMENT**

When the student transfers before or during the school year, **ILTexas** shall initially honor placement of the student in educational courses based on the student's enrollment in the sending district and/or educational assessments conducted at the sending district if the courses are offered. Course placement includes but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude **ILTexas** from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

#### **Sec. 3.2.8. EDUCATIONAL PROGRAM PLACEMENT**

**ILTexas** shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending district or participation/placement in like programs in the sending state. Such programs include, but are not limited to:

1. Gifted and talented programs; and
2. English as a second language (ESL).

This does not preclude **ILTexas** from performing subsequent evaluations to ensure appropriate placement of the student.

**Sec. 3.2.9. WAIVERS**

**ILTexas** administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered by **ILTexas**. *Education Code 162.002 art. IV, §§ A–B, D.*

**Sec. 3.3.1. STATEMENT OF NONDISCRIMINATION**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** does not exclude from participation in, deny the benefits of, or subject to discrimination on the basis of race, religion, color, national origin, sex, age, disability, or relationship or association with an individual with a disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; the Individuals with Disabilities Education Act, as amended; Title IX of the Educational Amendments of 1972, as amended; the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

**Sec. 3.3.2. GRIEVANCE PROCEDURES**

**ILTexas** shall adopt and make public grievance procedures for prompt and equitable resolution of student complaints alleging discrimination under applicable law. *34 CFR 106.8 (Title IX); 34 CFR 104.7 (Section 504).*

**Sec. 3.3.2.1. Title IX Coordinator**

**ILTexas** designates the following person(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Victor Cathey  
Executive Director of Athletics and Physical Fitness  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081 [vcathey@ILTexas.org](mailto:vcathey@ILTexas.org)

**Sec. 3.3.2.2. ADA/Section 504 Coordinator**

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. **ILTexas** designates the following person(s) to coordinate its efforts to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Angela Marcellus  
Director of Student Services  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081  
Email: [amarcellus@ILTexas.org](mailto:amarcellus@ILTexas.org)

**Sec. 3.3.2.3. Superintendent**

The Superintendent shall serve as coordinator for purposes of **ILTexas**'s compliance with all other antidiscrimination laws.

**Sec. 3.3.3. EQUAL EDUCATIONAL OPPORTUNITY**

**ILTexas** shall provide necessary services and supports to provide students equal access to educational opportunities. Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment.

If **ILTexas** has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by **ILTexas**.

**Sec. 3.3.4. COMPLAINTS**

Except as otherwise provided in Policy or Procedure, allegations of unlawful discrimination, prohibited harassment, or retaliation shall be made under PG-4.16 (Freedom from Discrimination, Harassment, and Retaliation).

Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be filed under the General Provisions of PG-1.10, except that the deadline for filing an initial Level One grievance shall be twenty (20) school days.

**Sec. 3.3.5. RETALIATION**

**ILTexas** shall not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the above laws or cooperates with investigation and enforcement proceedings under these laws.

**Sec. 3.3.6. DISABILITY DISCRIMINATION**

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of **ILTexas**, or be subjected to discrimination by **ILTexas**.

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Sec. 3.3.6.1. Student with a Disability**

A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being “regarded as” having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment one with an actual or expected duration of six months or fewer.

#### **Sec. 3.3.6.2. Qualified Individual with a Disability**

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by **ILTexas**.

#### **Sec. 3.3.6.3. Major Life Activities**

“Major life activities” include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. “Major life activity” also includes the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

#### **Sec. 3.3.6.4. Reasonable Modification**

**ILTexas** shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless **ILTexas** can

demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

#### **Sec. 3.3.6.5. Direct Threat**

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services as provided below.

**ILTexas** is not required to permit an individual to participate in or benefit from the services, programs, or activities of **ILTexas** when that individual poses a direct threat to the health or safety of others.

In determining whether an individual poses a direct threat to the health or safety of others, **ILTexas** must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

#### **Sec. 3.3.6.6. Free Appropriate Public Education (FAPE)**

**ILTexas** shall provide a free appropriate public education to each qualified student with a disability within **ILTexas**'s jurisdiction, regardless of the nature or severity of the student's disability. A student with a disability is “qualified” if he or she is between the ages of three and 21. An appropriate education is the provision of regular or special education and related services that are:

1. Designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and
2. Based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards, as set forth below.

#### **Sec. 3.3.6.7. Educational Setting**

**ILTexas** shall place a student with a disability in the regular educational environment, unless **ILTexas** demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily.

In providing or arranging for nonacademic and extracurricular services and activities, **ILTexas** shall ensure that a student with a disability participates with students who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability.

#### **Sec. 3.3.6.8. Evaluation and Placement**

**ILTexas** shall establish standards and procedures for the evaluation and placement of persons who, because of disability, need or are believed to need special education and related services. **ILTexas** shall conduct an evaluation before the initial placement, or any significant change in placement, of the student.

#### **Sec. 3.3.6.9. Military Dependents**

In compliance with the requirements of Section 504, and with Title II of the Americans with Disabilities Act (42 U.S.C. Sections 12131–12165), **ILTexas** shall make reasonable accommodations and modifications to address the needs of incoming military dependents with disabilities, subject to an existing Section 504 or Title II Plan, to provide the student with equal access to education. This does not preclude **ILTexas** from performing subsequent evaluations to ensure appropriate placement of the student.

#### **Sec. 3.3.6.10. Procedural Safeguards**

**ILTexas** shall establish a system of procedural safeguards with respect to the identification, evaluation, and educational placement of persons who need or are believed to need special instruction or related services.

The system shall include notice, an opportunity for the student’s parent or guardian to examine relevant records, an impartial hearing with the opportunity for participation by the student’s parents or guardian and representation by counsel, and a review procedure. Compliance with the procedural safeguards of IDEA is one means of meeting this requirement.

#### **Sec. 3.3.7. HOMELESS CHILDREN**

**ILTexas** shall adopt policies and practices to ensure that homeless children are not stigmatized or segregated on the basis of their homeless status.

##### **Sec. 3.3.7.1. Liaison**

**ILTexas** shall designate an appropriate staff person as the liaison for homeless children. **ILTexas** shall inform school personnel, service providers, and advocates working with homeless families of the duties of the liaison.



**Sec. 3.3.8. DISCRIMINATION ON THE BASIS OF SEX**

No person shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination by **ILTexas**.

**ILTexas** shall not provide any course or otherwise carry out any of its educational programs or activities separately on the basis of sex, or require or refuse participation therein on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses.

**Sec. 3.3.8.1. Sexual Harassment**

Sexual harassment of students is discrimination on the basis of sex under Title IX.

**Sec. 3.3.8.2. Separate Facilities**

**ILTexas** may provide separate toilet, locker room, and shower facilities on the basis of sex, but the facilities provided for one sex shall be comparable to the facilities provided for the other sex.

**Sec. 3.3.8.3. Human Sexuality Classes**

Portions of classes in elementary and secondary school that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

**Sec. 3.3.8.4. Vocal Music Activities**

**ILTexas** may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

**Sec. 3.3.8.5. Single-Sex Programs**

**ILTexas** shall not, on the basis of sex, exclude any student from admission to an institution of vocational education or any other school or educational unit operated by **ILTexas** unless **ILTexas** otherwise makes available to the student, pursuant to the same policies and criteria of admission, comparable courses, services, and facilities.

**Sec. 3.3.8.6. Pregnancy and Marital Status**

**ILTexas** shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

**Sec. 3.3.8.7. Physical Education Classes**

**ILTexas** may group students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

**Sec. 3.3.8.8. Contact Sports**

**ILTexas** may separate students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

**Sec. 3.3.8.9. Athletic Programs**

**ILTexas** shall not discriminate, on the basis of sex, in interscholastic or intramural athletics or provide any such athletics separately on such basis.

**Sec. 3.3.8.10. Single-Sex Teams**

**ILTexas** may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but not for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport.

**Sec. 3.3.8.11. Equal Athletic Opportunities**

**ILTexas** shall provide equal interscholastic and/or intramural athletic opportunity for members of both sexes.

**Sec. 3.3.9. SECTION 504 COMMITTEES**

**ILTexas** shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

#### **Sec. 3.3.9.1. Referrals**

If a teacher, school counselor, administrator, or other **ILTexas** employee has reason to believe that a student may have a disability as defined by Section 504, **ILTexas** shall evaluate the student. A student may also be referred for evaluation by the student's parent.

#### **Sec. 3.3.9.2. Notice and Consent**

**ILTexas** shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

#### **Sec. 3.3.9.3. Evaluation and Placement**

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that **ILTexas**'s procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

#### **Sec. 3.3.9.4. Review and Reevaluation Procedure**

To address the periodic reevaluation requirement of law, **ILTexas** shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other **ILTexas** employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

#### **Sec. 3.3.9.5. Examining Records**

A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records.

#### **Sec. 3.3.9.6. Right to Impartial Hearing**

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about **ILTexas**'s actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by **ILTexas** or related to a member of the Board in a degree that would be prohibited under the nepotism statute. The impartial hearing officer is not required to be an attorney. **ILTexas** and the parent shall be entitled to legal representation at the impartial hearing.

**Sec. 3.3.9.7. Records Retention**

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by **ILTexas** in accordance with law and **ILTexas**'s local records retention schedules.

**Sec. 3.4.1. SERVICE ANIMAL**

“Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition, unless otherwise allowed by Board Policy. The work or tasks performed by a service animal must be directly related to the handler’s disability. *28 C.F.R. 35.104.*

**Sec. 3.4.2. POLICIES, PRACTICES, OR PROCEDURES**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability, unless **ILTexas** can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. *28 C.F.R. 35.130(b)(7), .136(a).*

**Sec. 3.4.3. ACCESS**

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of **ILTexas** facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

**Sec. 3.4.3.1. Exceptions**

**ILTexas** may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal’s handler does not take effective action to control it; or
2. The animal is not housebroken.

*28 C.F.R. 35.136(b).*

**ILTexas** is not required to permit an individual to participate in or benefit from the services, programs, or activities of **ILTexas** when that individual poses a direct threat to the health or safety of others. *28 C.F.R. 35.139.*

If **ILTexas** properly excludes a service animal, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. *28 C.F.R. 35.135(c).*

#### **Sec. 3.4.3.2. Animal Under Handler's Control**

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control, whether by voice control, signals, or other effective means. *28 C.F.R. 35.136(d)*.

#### **Sec. 3.4.4. INQUIRIES**

**ILTexas** shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. **ILTexas** may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

**ILTexas** shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Generally, **ILTexas** may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). *28 C.F.R. 35.136(f)*.

#### **Sec. 3.4.5. CARE OR SUPERVISION OF ANIMAL**

**ILTexas** is not responsible for the care or supervision of a service animal. *28 C.F.R. 35.136(e)*.

#### **Sec. 3.4.6. SURCHARGES**

**ILTexas** shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

An individual with a disability may be charged for damage caused by his or service animal if **ILTexas** normally charges individuals for the damage they cause. *28 C.F.R. 35.136(h)*.

#### **Sec. 3.4.7. MINIATURE HORSES**

**ILTexas** shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

### **Sec. 3.4.7.1. Assessment Factors**

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, **ILTexas** shall consider:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

### **Sec. 3.4.7.2. Other Requirements**

Provisions at 28 CFR 35.136(c) through (h) shall also apply to miniature horses.

*28 C.F.R. 35.136(i).*

### **Sec. 3.4.8. ASSISTANCE ANIMALS**

“Assistance animal” means an animal that is specially trained or equipped to help a person with a disability and that:

1. Is used by a person with a disability who has satisfactorily completed a specific course of training in the use of the animal; and
2. Has been trained by an organization generally recognized by agencies involved in the rehabilitation of persons with disabilities as reputable and competent to provide animals with training of this type.

*Human Resources Code 121.002(1).*

#### **Sec. 3.4.8.1. Assistance Animal Access**

No person with a disability may be denied admittance to **ILTexas** because of the person's disability or may be denied the use of an assistance animal. **ILTexas** may not limit the use of **ILTexas** facilities to a designated class of persons and thereby prohibit the use of **ILTexas** facilities by persons with disabilities who, except for their use of assistance animals, would fall within the designated class. An assistance animal in training shall not be denied admittance to **ILTexas** when accompanied by an approved trainer who is an agent of an organization generally recognized by agencies involved in the rehabilitation of persons who are disabled as reputable and competent to provide training for assistance animals, and/or their handlers. *Human Resources Code 121.003(c), (e), (i).*

### **Sec. 3.4.8.2. Harassment and Harm Prohibited**

A person may not assault, harass, interfere with, kill, or injure in any way, or attempt to assault, harass, interfere with, kill, or injure in any way, an assistance animal. “Harass” means any conduct that is directed at an assistance animal that impedes or interferes with, or is intended to impede or interfere with, the animal’s performance of its duties or places a person with a disability who is using an assistance animal, or a trainer who is training an assistance animal, in danger of injury.

A person is not entitled to make demands or inquiries relating to the qualifications or certifications of a service animal for purposes of admittance to a **ILTexas** facility except to determine the basic type of assistance provided by the service animal to a person with a disability. If a person’s disability is not readily apparent, a staff member or administrator may inquire about whether the service animal is required because the person has a disability and what type of work or task the service animal is trained to perform. *Human Resources Code 121.002, .003(j)-(l)*.

### **Sec. 3.4.8.3. Transportation**

**ILTexas** may not refuse to provide transportation to or from school and/or school related activities to a student solely because of the student’s disability, nor may a student be required to pay a fee because of his or her use of an assistance animal. *Human Resources Code 121.003(b)*.

### **Sec. 3.4.8.4. Responsibilities of Students with Disabilities**

A student with a disability who uses an assistance animal for assistance in travel is liable for any damages done to the premises or facilities by the animal.

A student with a disability who uses an assistance animal for assistance in travel or auditory awareness shall keep the animal properly harnessed or leashed, and a person who is injured by the animal because of the failure of a person with a disability to properly harness or leash the animal is entitled to maintain a cause of action for damages in a court of competent jurisdiction under the same law applicable to other causes brought for the redress of injuries caused by animals. *Human Resources Code 121.005*.



**Sec. 3.5.1. COMPULSORY ATTENDANCE**

A student between the ages of six and 19 shall 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.

**Sec. 3.5.2. VOLUNTARY ENROLLMENT OF STUDENTS 19 AND OLDER**

A student who voluntarily enrolls in school or voluntarily attends school after the student's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. If a student 19 or older has more than five unexcused absences in a semester, **ILTexas** may revoke the student's enrollment, except that **ILTexas** may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter is unauthorized and may be considered trespassing.

Prior to revoking the student's enrollment, **ILTexas** shall issue a warning letter to the student, after the student's third unexcused absence, stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, **ILTexas** may impose a behavior improvement plan described by Education Code 29.0915.

**Sec. 3.5.3. ACCELERATED INSTRUCTION**

A student must also attend:

1. An accelerated reading instruction program to which the student has been assigned under Education Code 28.06; or
2. An accelerated instruction program to which the student is assigned under Education Code 28.0211.

**Sec. 3.5.4. EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS**

For purposes of compulsory attendance, a student shall be excused from attending school for the following purposes:

**Sec. 3.5.4.1. Observing Religious Holy Days**

A student who is observing holy days is allowed up to one day of excused travel for travelling to the site where the student will observe the holy days and up to one day of excused travel for traveling from that site.

**Sec. 3.5.4.2. Court Appearances.**

A student who is attending a required court appearance is allowed up to one day of excused travel for traveling to the site where the student will attend the required court appearance and up to one day of excused travel for traveling from that site.

**Sec. 3.5.4.3. Citizenship Paperwork.**

A student who is appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship is allowed up to one day of excused travel for travelling to the site where the student will complete the paperwork and up to one day of excused travel for traveling from that site.

**Sec. 3.5.4.4. Citizenship Proceedings.**

A student who is taking part in a United States naturalization oath ceremony is allowed up to one day of excused travel for traveling to the site where the student will take part in the ceremony and up to one day of excused travel for traveling from that site.

**Sec. 3.5.4.5. Election Clerks.**

A student who is serving as an election clerk is allowed up to one day of excused travel for traveling to the site where the student will serve as an election clerk and up to one day of excused travel for traveling from that site.

**Sec. 3.5.4.6. Children in Conservatorship of DFPS.**

A student who is in the conservatorship of the Department of Family and Protective Services and misses school:

1. To participate in an activity ordered by a court under Family Code Chapter 262 or 263, provided that it is not practicable to schedule the participation outside of school hours; or
2. To attend a mental health or therapy appointment or family visitation as ordered by a court under Family Code Chapter 262 or 263.

**Sec. 3.5.4.7. Health Care Appointments.**

Temporary absence resulting from an appointment with a health-care professional if the student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health-care professional. “Temporary absence” includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student’s appointment with a health-care practitioner to receive a generally

recognized service for persons with autism spectrum disorder, including applied behavior analysis, speech therapy, and occupational therapy.

**Sec. 3.5.4.8. TAPS at Military Funeral.**

**ILTexas** may excuse a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran.

**Sec. 3.5.4.9. Higher Education Visits.**

**ILTexas** may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and senior year for the purposes of determining the student’s interest in attending the institution of higher learning. **ILTexas** may not excuse for this purpose more than two days during the student’s junior year and two days during the student’s senior year. The student must obtain approval from the Principal to visit an institution of higher education, follow campus procedures to verify such a visit, and make up any work missed.

**Sec. 3.5.4.10. Military Dependents.**

**ILTexas** shall excuse a student whose parent, stepparent, or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides, to visit with the student’s parent, stepparent, or guardian. **ILTexas** may not excuse a student under this provision more than five days in a school year. An excused absence for this reason must be taken not earlier than the 60th day before the date of deployment or not later than the 30th day after the date of return from deployment.

**Sec. 3.5.4.11. Military Enlistment.**

**ILTexas** shall excuse a student who is 17 years of age or older from attending school to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. **ILTexas** may not excuse a student for this purpose more than four days of school during the period the student is enrolled in high school.

**Sec. 3.5.4.12. Other Excused Absences.**

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, Principal, or Superintendent.

**Sec. 3.5.5. PARENTAL CONSENT FOR ABSENCE**

A student absent from school for any portion of a school day shall provide a note to the campus office upon return, signed by the parent or medical provider (see below) that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

**Sec. 3.5.6. FAILURE TO PROVIDE NOTE**

Upon return to school, a student who has been absent and who fails within three days of the student's absence to bring a statement from a parent or medical provide verifying the illness or condition that caused the student's absence, the absence will be unexcused.

**Sec. 3.5.7. MAKE-UP WORK**

The student shall be allowed a reasonable time to make up schoolwork missed on the days described above. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. The student shall not be penalized for the absence. The Superintendent or designee shall prepare procedures for acceptance of make-up work.

**Sec. 3.5.8. NOTICES TO PARENTS**

**ILTexas** shall notify a student's parents in writing at the beginning of the school year that, if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Education Code 25.093; and the student is subject to referral to a truancy court for truant conduct under Family Code 65.003(a).

**Sec. 3.5.9. NOTICE OF ABSENCES**

**ILTexas** shall notify a student's parent if the student has been absent from school, without excuse under Education Code 25.087, on three days or parts of days within a four-week period. The notice must:

1. Inform the parent that:
  - a. It is the parent's duty to monitor the student's school attendance and require the student to attend school,
  - b. The student is subject to truancy prevention measures under Education Code 25.0915; and
2. Request a conference between school officials and the parent to discuss the absences.

**Sec. 3.5.10. FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE**

**ILTexas** 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.

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, **ILTexas** shall, within ten school days of the student’s tenth absence, refer the student to a truancy court for truant conduct under Family Code 65.003(a). **ILTexas** may also file a complaint against the student’s parent in a county, justice, or municipal court for an offense under Education Code 25.093 if **ILTexas** provides evidence of the parent’s criminal negligence.

**ILTexas** may delay a referral of a student for truant conduct or may choose to not refer a student for truant conduct, if **ILTexas** is applying truancy prevention measures to the student under Education Code 25.0915 and determines that the truancy prevention measures are succeeding and it is in the best interest of the student that a referral be delayed or not be made.

**ILTexas** shall initiate truancy prevention measures under Education Code 25.0915 on a student, if the student fails to attend school without excuse on three or more days or parts of days within a four-week period, but does not fail to attend school for the time specified above.

**Sec. 3.5.11. TRUANCY PREVENTION MEASURES**

In an effort to prevent truancy and to reduce the need for referrals to truancy court, **ILTexas** will take one or more of the following truancy prevention measures applicable to students identified as potential truants, designed to address student conduct related to truancy in the school setting before the student engages in truancy:

1. Impose a behavior improvement plan on the student signed by a **ILTexas** employee, that **ILTexas** has made a good faith effort to have signed by the student and the student’s parent or guardian, and that includes:
  - a. Specific description of the behavior that is required or prohibited for the student;
  - b. The period for which the plan will be effective, not to exceed 45 school days after the date the contract; or
  - c. The penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court; or
2. Impose school-based community service; or
3. Refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the student’s truancy.

**ILTexas** shall offer additional counseling to a student and may not refer the student to truancy court if the school determines that the student’s truancy is the result of:

1. Pregnancy;
2. Being in the state foster program;
3. Homelessness; or
4. Being the principal income earner for the student’s family.

**Sec. 3.5.12. FILING REQUIREMENTS**

Each referral to a truancy court must include a statement from **ILTexas** certifying that **ILTexas** applied truancy prevention measures to the student and that the truancy prevention measures failed to meaningfully address the student’s school attendance. The referral must also specify whether the student is eligible for or receives special education services.

**Sec. 3.5.13. PARENTAL CONSENT FOR A STUDENT TO LEAVE CAMPUS**

**ILTexas** operates a closed campus. Students are not allowed to leave for any reason during the school day without properly checking out in accordance with campus rules and procedures.

**Sec. 3.6.1. RECORDS**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall maintain records to reflect the average daily attendance for the allocation of Foundation School Program (FSP) and other funds allocated by the Texas Education Agency (TEA). **ILTexas** must maintain records and make reports concerning student attendance and participation in special programs as required by the Commissioner of Education. The Superintendent, Principals, and teachers are responsible to the Board and the state to maintain accurate, current attendance records. *19 TAC 129.21(a), (e)*.

**ILTexas** shall use the student attendance accounting standards established by the Commissioner to maintain records and make reports on student attendance and student participation in special programs. The official standards are described in TEA’s *Student Attendance Accounting Handbook (SAAH)*. *19 TAC 129.1025*.

The Superintendent is responsible for the safekeeping of all attendance records and reports. The Superintendent may determine whether the properly certified attendance records or reports for the school year are to be stored in the central office, on the respective school campuses, or at another secure location. Regardless of where such records are filed or stored, they must be readily available for audit by TEA. *19 TAC 129.21(d)*.

**Sec. 3.6.2. MINIMUM ENROLLMENT**

A student must be enrolled for at least two hours of instruction to be considered in membership for one half day, and for at least four hours of instruction to be considered in membership for one full day.

**Sec. 3.6.2.1. Full-Day Students**

Students enrolled on a full-day basis may earn one full day of attendance each school day.

**Sec. 3.6.2.2. Half-Day Students**

Students enrolled on a half-day basis may earn only one half day attendance each school day. Attendance is determined for these pupils by recording absences in a period during the half day they are scheduled to be present.

**Sec. 3.6.2.3. Alternative Attendance Accounting Program**

Students who are enrolled in and participating in an alternative attendance accounting program approved by the Commissioner shall earn attendance according to the statutory and rule provisions applicable to that program.

**Sec. 3.6.3. ATTENDANCE FOR STATE FUNDING PURPOSES**

Attendance for all grades shall be determined by the absences recorded in the second hour of the day, unless **ILTexas** has obtained permission from TEA for an alternate period to record absences, unless the Board adopts a policy for recording absences in an alternate period or hour, or unless the students for which attendance is being taken are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

The established period in which absences are recorded may not be changed during the school year.

Students absent during the daily period selected by **ILTexas** for taking attendance shall be counted absent for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program. Students present at the time attendance is taken shall be counted present for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

**Sec. 3.6.3.1. Funding for Off-Campus Programs**

Funding eligibility for a student participating in an off-campus program will include time instructed in the off-campus program. A campus may choose an alternate attendance-taking time for a group of students that is scheduled to be off-campus during the regular attendance-taking time. The alternate attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off-campus during the regular attendance-taking time (for example, for the semester or for the duration of employment). This alternate attendance-taking time may not be changed once it is selected for a particular group of students. If attendance is taken at an off-campus location, **ILTexas** must ensure that attendance is taken in accordance with the SAAH.

For **ILTexas** to receive FSP funding for a student participating in an off-campus program, **ILTexas** must have documentation of an agreement between **ILTexas** and the college. *19 TAC 129.1031(c), (d)*.

**Sec. 3.6.4. EXCEPTIONS**

A student not actually on campus when attendance is taken may be considered in attendance for Foundation School Program purposes if:

**Sec. 3.6.4.1. Board-Approved Activities**

The student is participating in a Board-approved activity under the direction of a member of **ILTexas**'s professional staff, or an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS.



**Sec. 3.6.4.2. Mentorships**

The student is participating in a mentorship approved by **ILTexas** personnel to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

**Sec. 3.6.4.3. Excused Absences**

The student is absent for one of the purposes listed in “Excused Absences for Compulsory Attendance Determinations” in Board Policy PG-3.5 (Compulsory Attendance).

**Sec. 3.6.4.4. Other Absences**

The student’s absence is permitted by other conditions related to off-campus instruction described in TEA’s SAAH.

**Sec. 3.6.5. PARENTAL CONSENT TO LEAVE CAMPUS**

A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student’s parent or, if the student is 18 or older or is an emancipated minor, by the student.

**Sec. 3.7.1. ATTENDANCE OFFICER**

The Board has designated Campus Principals/Directors to serve as the **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** Attendance Officers.

**Sec. 3.7.2. POWERS AND DUTIES**

The Attendance Officers have the following powers and duties with respect to enforcement of compulsory school attendance requirements:

1. To investigate each case of a violation of the compulsory school attendance requirements referred to the Attendance Officer;
2. To enforce compulsory school attendance requirements by:
  - a. Applying truancy prevention measures adopted under Education Code 25.0915 to a student; and
  - b. If the truancy prevention measures fail to meaningfully address the student’s conduct:
    - i. Referring a student to a truancy court if the student has unexcused absences for the amount of time specified under Family Code 65.003(a); and
    - ii. Filing a complaint in a county, justice, or municipal court against a parent who violates Education Code 25.093;
3. To monitor school attendance compliance by each student investigated by the Attendance Officer;
4. To maintain an investigative record on each compulsory school attendance requirement violation and related court action and, at the request of a court, the Board, or the Commissioner, to provide a record to the individual or entity requesting the record;
5. To make a home visit or otherwise contact the parent of a student who is in violation of compulsory school attendance requirements, except that the Attendance Officer may not enter a residence without permission of the parent or of the owner or tenant of the residence; and
6. At the request of a parent, to escort a student from any location to a school campus to ensure the student’s compliance with compulsory school attendance requirements.

**Sec. 3.8.1. ATTENDANCE FOR CREDIT**

Except as provided below and in accordance with the **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** Charter, a student shall not be given credit for a class unless the student is in attendance 90 percent of the days the class is offered. This restriction does not affect a student’s right to excused absences to observe religious holy days.

**Sec. 3.8.2. ATTENDANCE REVIEW COMMITTEE**

The Board shall appoint one or more attendance review committees to hear petitions for class credit by students who have not met the 90 percent rule to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

**Sec. 3.8.2.1. Extenuating Circumstances**

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

1. All absences will be considered in determining whether a student has attended the required percentage of days.
2. If makeup work is completed, absences for the reasons listed at Board Policy PG-3.5 (Compulsory Attendance) will be considered days of attendance for this purpose.
3. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in **ILTexas**.
4. For a student transferring into **ILTexas** after school begins, only those absences after enrollment will be considered.
5. In reaching a decision about the student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
6. The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
7. The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
8. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
9. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

**Sec. 3.8.2.2. Appeal**

The student or parent may appeal the committee’s decision to the Board by filing a written request with the Superintendent in accordance with Board Policy PG-1.10 (Parent and Student Complaints and Grievances).

**Sec. 3.8.3. WITHDRAWAL FOR NONATTENDANCE**

**ILTexas** may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent on ten or more consecutive school days; and
2. Repeated efforts by the attendance officer and/or Principal to locate the student have been unsuccessful.

**Sec. 3.9.1. STATEMENT OF NONDISCRIMINATION**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of **ILTexas** policy.

**Sec. 3.9.2. DISCRIMINATION**

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

**Sec. 3.9.3. PROHIBITED HARASSMENT**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

**Sec. 3.9.4. SEXUAL HARASSMENT**

**Sec. 3.9.4.1. By an Employee**

Sexual harassment of a **ILTexas** student by a **ILTexas** employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A **ILTexas** employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and **ILTexas** employees are prohibited. Any sexual relationship between a student and a **ILTexas** employee is always prohibited, even if consensual.

#### **Sec. 3.9.4.2. By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

#### **Sec. 3.9.5. RETALIATION**

**ILTexas** prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a **ILTexas** investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

#### **Sec. 3.9.6. PROHIBITED CONDUCT**

In this policy, the term "prohibited conduct" includes discrimination, harassment, and/or retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

##### **Sec. 3.9.6.1. Reporting Procedures**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, Principal, or the appropriate Compliance Coordinator listed in this policy.

Any **ILTexas** employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate Compliance Coordinator listed in this policy, and take any other steps required by this policy.

*Sec. 3.9.6.1.1. Definition of Compliance Coordinator*

For the purposes of this policy, Compliance Coordinators are the Title IX Coordinator, the ADA/Section 504 coordinator, and the Superintendent.

*Sec. 3.9.6.1.2. Title IX Coordinator*

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. **ILTexas** designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Victor Cathey  
Executive Director of Athletics and Physical Fitness  
1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081 [vcathey@ILTexas.org](mailto:vcathey@ILTexas.org)

*Sec. 3.9.6.1.3. ADA/Section 504 Coordinator*

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. **ILTexas** designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Angela Marcellus  
Director of Student Services 1820 N. Glenville Dr., Suite 100  
Richardson, TX 75081 [amarcellus@ILTexas.org](mailto:amarcellus@ILTexas.org)

*Sec. 3.9.6.1.4. Superintendent*

The Superintendent shall serve as the Compliance Coordinator for purposes of **ILTexas's** compliance with all other antidiscrimination laws.

**Sec. 3.9.6.2. Alternative Reporting Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent. Reports concerning prohibited conduct by the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Sec. 3.9.6.3. Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair **ILTexas**'s ability to investigate and address the prohibited conduct.

#### **Sec. 3.9.6.4. Notice to Parents**

The **ILTexas** official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a **ILTexas** employee or another adult.

#### **Sec. 3.9.6.5. Investigation of the Report**

**ILTexas** may request, but shall not insist upon, a written report. If a report is made orally, the school official shall reduce the report to written form.

Upon receipt or notice of a report, the appropriate Compliance Coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Compliance Coordinator shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, **ILTexas** shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by a Compliance Coordinator or designee, or by a third party designated by **ILTexas**, such as an attorney. When appropriate, the Principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

#### **Sec. 3.9.6.6. Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten school business days from the date of the report. If the investigator determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a report, he or she shall inform the complainant in writing of the necessity to extend the time for investigating or responding and a specific date by which the report will be issued.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Compliance Coordinator overseeing the investigation.



**Sec. 3.9.6.7. School Action**

If the results of an investigation indicate that prohibited conduct occurred, **ILTexas** shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

**ILTexas** may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Sec. 3.9.6.8. Confidentiality**

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

**Sec. 3.9.6.9. Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through Board Policy PG-3.40 (Parent and Student Complaints and Grievances), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Sec. 3.9.6.10. Records Retention**

Retention of records shall be in accordance with the applicable schedule published by the Texas State Library and Archives Commission.

**Sec. 3.9.7. ACCESS TO POLICY**

Information regarding this policy shall be distributed annually to **ILTexas** employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the **ILTexas** administrative offices.

**Sec. 3.10.1. BULLYING AND CYBERBULLYING PROHIBITED**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** prohibits bullying, as well as retaliation against anyone involved in the complaint process.

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Section 3.10.2 below, and that:

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

Bullying also includes cyberbullying, which means bullying done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Sec. 3.10.2. APPLICABILITY OF POLICY**

This Policy applies to:

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

**Sec. 3.10.3. RETALIATION**

**ILTexas** prohibits retaliation against any person, including a victim, witness, or another person who, in good faith, provides information concerning an incident of bullying.

**Sec. 3.10.4. REPORTING PROCEDURES**

Reports of bullying and/or cyberbullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. Reports should generally be made to the Principal or to a student's teacher. Failure to immediately report may impair ILTexas's ability to investigate and address the prohibited conduct.

Any ILTexas employee who suspects or receives notice that a student or group of students has or may have experienced bullying and/or cyberbullying shall immediately notify the Principal or designee.

A report may be made orally or in writing. The Principal or designee shall reduce any oral reports to written form. The Superintendent or designee shall develop a written form on which incidents of suspected bullying may be reported. The form shall allow for the anonymous submission of reports of suspected bullying.

**Sec. 3.10.4.1. False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a ILTexas investigation regarding bullying and/or cyberbullying shall be subject to appropriate disciplinary action.

**Sec. 3.10.4.2. Notice to Parent or Guardian**

The Principal or designee shall provide notice of an incident of bullying to:

1. A parent or guardian of the alleged victim on or before the third school day after the date the incident is reported; and
2. A parent or guardian of the alleged bully, within a reasonable amount of time after the incident.

**Sec. 3.10.5. INVESTIGATION OF REPORT**

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited discrimination and/or harassment, and if so proceed under Board Policy PG-3.9 (Freedom from Discrimination, Harassment, and Retaliation) instead.

The Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of the investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten **ILTexas** business days from the date of the initial report. However, the Principal or designee shall take additional time if necessary to complete a thorough investigation.

Following completion of the investigation, the Principal or designee will prepare a written decision regarding the complaint. If the results of an investigation indicate that bullying and/or cyberbullying occurred, **ILTexas** shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. **ILTexas** may take action based on the results of an investigation, even if **ILTexas** concludes that the conduct did not rise to the level of bullying and/or cyberbullying as defined in this policy.

**ILTexas** may not impose disciplinary measures on a student who, after an investigation, is found to be a victim of bullying on the basis of that student’s use of reasonable self-defense in response to the bullying.

Discipline for bullying of a student with disabilities must comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act.

#### **Sec. 3.10.5.1. Confidentiality**

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

#### **Sec. 3.10.5.2. Appeal**

A parent or student who is dissatisfied with the outcome of the investigation may appeal under Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

#### **Sec. 3.10.6. ASSISTANCE FROM PRINCIPAL**

Any student who feels that he or she may be the victim of bullying should contact the Principal to obtain assistance and intervention in response to the potential bullying.

The Principal or designee shall notify the victim, the student who engaged in bullying, and any student(s) who witnessed the bullying of available counseling options.

#### **Sec. 3.10.7. ACCESS TO POLICY**

Information regarding this policy shall be distributed annually to **ILTexas** employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the **ILTexas** administrative offices.

**Sec. 3.10.8. REPORT TO LOCAL LAW ENFORCEMENT**

A Principal or the Principal's designee may make a report to local law enforcement officials if, after an investigation is completed, the Principal has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment) of the Texas Penal Code.

A Principal's designee may include any employee under the supervision of the Principal, other than a school counselor.

A report to local law enforcement officials may include the name and address of each student the Principal or designee believes may have participated in the conduct.

**Sec. 3.11.1. PART 1: EDUCATION RECORDS**

**Sec. 3.11.1.1. “Education Records” Defined**

For the purposes of this policy, the term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** or by a person acting for **ILTexas**.

The term “education records” does not include:

1. Records that are created or received by **ILTexas** after an individual is no longer a student in attendance, and that are not directly related to the individual’s attendance as a student.
2. Records made by **ILTexas** personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of **ILTexas** that were created by that law enforcement unit for the purpose of law enforcement.
4. Records on a student who is eighteen years of age or older, or who is attending an institution of postsecondary education, that are:
  - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - b. Made, maintained, or used only in connection with treatment of the student; and
  - c. Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

State and federal law safeguard educational records from unauthorized inspection or use. All information relating to student performance, including grades, test results, and disciplinary records are considered confidential educational records. Release of those records are restricted to parents or guardian; school staff members with a legitimate educational interest; various governmental agencies or in response to a subpoena or court order; or a school to which the student transfers or subsequently enrolls. Release to any other person or agency will occur only with prior written consent of the parent or guardian.

**Sec. 3.11.1.2. Screening Records**

The Principal of each **ILTexas** campus shall maintain records of screening for special senses and communication disorders, spinal screening, and assessment for type 2 diabetes for each student in **ILTexas**. Records shall be open for inspection by the state or local health department. The Texas-Mexico Border Health Coordination Office may, directly or through local health departments,

enter a school and inspect records relating to assessment for type 2 diabetes. Individual screening records may be transferred among schools in accordance with provisions below concerning “Access by Other Persons.”

#### **Sec. 3.11.1.3. Immunization Records**

**ILTexas** shall maintain an individual immunization record during the period of attendance for each student admitted. The records shall be open for inspection at all reasonable times by the Texas Education Agency or by representatives of local health departments or the Texas Department of State Health Services. **ILTexas** shall cooperate with other districts and schools in transferring students’ immunization records between other schools. Specific approval from students, parents, or guardians is not required prior to making such record transfers.

#### **Sec. 3.11.1.4. Medical Records**

The parent or guardian of a student is entitled to access to the student’s medical records maintained by **ILTexas**. On request of a student’s parent or guardian, **ILTexas** shall provide a copy of the student’s medical records to the parent or guardian. **ILTexas** may not impose a charge that exceeds the amount authorized by Section 552.261 of the Government Code.

##### *Sec. 3.11.1.4.1. Privacy Rule for Non-“Education Records”*

To the extent **ILTexas** is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), **ILTexas** must comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

#### **Sec. 3.11.1.5. Food Allergy Information**

Information regarding a child’s food allergy, regardless of how it is received by **ILTexas**, shall be retained in the child’s student records, but may not be placed in the health record maintained for the child by **ILTexas**.

##### *Sec. 3.11.1.5.1. Exceptions*

If **ILTexas** receives documentation of a food allergy from a physician, that documentation shall be placed in the health record maintained for the child by **ILTexas**. A registered nurse may enter appropriate notes about a child’s possible food allergy in the health record maintained for the child by **ILTexas**, including a notation that the child’s student records indicate that a parent has notified **ILTexas** of the child’s possible food allergy.

#### **Sec. 3.11.1.6. Assessment Instruments**

The results of individual student performance on basic skills assessment instruments or other achievement tests administered by **ILTexas** are confidential and may be made available only to the student, the student’s parent or guardian, and to **ILTexas** personnel directly involved with the student’s educational program. However, overall student performance data shall be aggregated by ethnicity, sex, grade level, subject area, campus, and school system, and made available to the public, with appropriate interpretations, at regularly scheduled Board meetings. The information may not contain the names of individual students or teachers.

#### **Sec. 3.11.1.7. Academic Achievement Records (Grades 9–12)**

**ILTexas** shall use the academic achievement record (transcript) form adopted by the State Board. This form shall serve as the academic record for each student and shall be maintained permanently by **ILTexas**. Copies of the record shall be made available to students transferring to another district. The information may be provided to the student or to the receiving district or to both. **ILTexas** shall respond promptly to all requests for student records from receiving districts.

#### **Sec. 3.11.1.8. Enrollment Records**

If a parent or other person with legal control of a child enrolls the child in **ILTexas**, the parent or other person, or district in which the child most recently attended school, shall furnish to **ILTexas** all of the following:

1. The child’s birth certificate, or another document suitable as proof of the child’s identity as defined by the Commissioner in the Student Attendance Accounting Handbook.
2. A copy of the child’s records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state.

**ILTexas** must furnish information under items 1 and 2 not later than the tenth working day after the date **ILTexas** receives a request for the information.

If a parent or other person with legal control of a child under a court order requests that **ILTexas** transfer a child’s student records, **ILTexas** shall notify the parent or other person as soon as practicable that the parent or other person may request and receive an unofficial copy of the records for delivery in person to a school in another district.

### **Sec. 3.11.2. PART 2: ACCESS, DISCLOSURE, AND AMENDMENT**

#### **Sec. 3.11.2.1. Definitions**

##### *Sec. 3.11.2.1.1. Attendance*

“Attendance” includes, but is not limited to:



1. Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and
2. The period during which a person is working under a work-study program.

Sec. 3.11.2.1.2. *Disclosure*

“Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Sec. 3.11.2.1.3. *Parent*

“Parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Sec. 3.11.2.1.4. *Personally Identifiable Information*

“Personally identifiable information” includes, but is not limited to:

1. The student’s name;
2. The name of the student’s parent or other family members;
3. The address of the student or student’s family;
4. A personal identifier, such as the student’s biometric record, defined as a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); social security number; or student number;
5. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the **ILTexas** community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who **ILTexas** reasonably believes knows the identity of the student to whom the education record relates.

Sec. 3.11.2.1.5. *Record*

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

*Sec. 3.11.2.1.6. Authorized Representative*

“Authorized representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 C.F.R. 99.31(a)(3) to conduct—with respect to federal- or state-supported education programs—any audit, evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

*Sec. 3.11.2.1.7. Education Program*

“Education program” means any program that is principally engaged in the provision of education, including but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

*Sec. 3.11.2.1.8. Signed and Dated Written Consent*

“Signed and dated written consent” may include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent; and
2. Indicates such person’s approval of the information contained in the electronic consent.

**Sec. 3.11.2.2. Access by Parents**

Access to the education records of a student who is or has been in attendance at **ILTexas** shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes.

**ILTexas** shall presume that a parent has authority to inspect and review the student’s records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. A court may order the custodian of records to delete all references in a child’s records to the place of residence of either party appointed as conservator before their release to another party appointed as conservator.

**Sec. 3.11.2.3. Access by Student**

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

Nothing in this section prevents **ILTexas** from disclosing education records, or personally identifiable information from education records, to a parent without prior written consent of an eligible student if the disclosure meets the conditions in 34 C.F.R. 99.31(a), including if the student is a dependent for tax purposes or in the case of a health or safety emergency.

If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed.

#### **Sec. 3.11.2.4. Access by Other Persons**

Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following:

##### *Sec. 3.11.2.4.1. School Officials*

School officials, including teachers, who have legitimate educational interests. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by **ILTexas** for reasons determined in **ILTexas** policy.

A contractor, consultant, volunteer, or other party to whom **ILTexas** has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party:

1. Performs an institutional service or function for which **ILTexas** would otherwise use employees;
2. Is under the direct control of **ILTexas** with respect to the use and maintenance of education records; and
3. Is subject to the requirements of 34 CFR 99.33(a) governing the use and redisclosure of personally identifiable information from education records.

**ILTexas** must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

##### *Sec. 3.11.2.4.2. Officials of Other Schools*

Officials of other schools or school systems in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer, provided that **ILTexas** either:

1. Includes in its policies a statement that notifies the parent or student that it forwards education records on request of the other school to such officials; or
2. Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent).

In either case, **ILTexas** shall furnish a copy of the transferred records to the parent if requested and shall give the parent an opportunity for a hearing to challenge the content of the record.

*Sec. 3.11.2.4.3. Authorized Governmental Representatives*

Authorized representatives of the officials or agencies headed by the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.

**ILTexas** may not refuse to report information concerning a student holding an F, J, or M visa on the basis of the Family Educational Rights and Privacy Act (FERPA) and any regulation implementing FERPA. **ILTexas** is authorized and required to report information that would ordinarily be protected by FERPA only to the extent required by 8 U.S.C. 1372, 8 CFR 214.3, or any corresponding regulation.

*Sec. 3.11.2.4.4. Financial Aid Personnel*

Personnel involved with a student's application for, or receipt of, financial aid.

*Sec. 3.11.2.4.5. Juvenile Justice Officials*

State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute if:

1. The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released; and
2. The officials and authorities to whom such information is disclosed certify in writing to **ILTexas** that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent or the student.

The Superintendent or designee shall disclose information contained in a student's educational records to a juvenile service provider as required by Family Code 58.0051.

*Sec. 3.11.2.4.6. Organizations Conducting Surveys*

Organizations conducting studies for, or on behalf of, **ILTexas** for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies who have legitimate interests in the information. Such information must be destroyed when no longer needed for the original purposes of the studies.

**ILTexas** must enter into a written agreement with the organization that:

1. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
2. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;
3. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests; and
4. Requires the organization to destroy or return to **ILTexas** all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed.

If **ILTexas** enters into an agreement with an organization conducting a study, it may redisclose personally identifiable information from education records on behalf of educational agencies and institutions that disclosed the information to **ILTexas** in accordance with the requirements of 34 C.F.R. 99.33(b).

**ILTexas** is not required to initiate a study or agree with or endorse the conclusions or results of the study.

*Sec. 3.11.2.4.7. Accrediting Organizations*

Accrediting organizations that require the information for purposes of accreditation.

*Sec. 3.11.2.4.8. Health & Safety Emergency*

Appropriate persons, including the student's parents, who, in an emergency, must have such information in order to protect the health or safety of the student or other person.

In making a determination, **ILTexas** may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If **ILTexas** determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

*Sec. 3.11.2.4.9. Secretary of Agriculture*

The Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of schools receiving funding or providing benefits of programs authorized under the National School Lunch Act or the Child Nutrition Act.

*Sec. 3.11.2.4.10. State or Local Child Welfare Agency*

An agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan when the agency is legally responsible, in accordance with state law, for the care and protection of the student.

*Sec. 3.11.2.4.11. Directory Information*

Any person requesting directory information after **ILTexas** has given public notice of that definition

*Sec. 3.11.2.4.12. Written Consent*

The parent shall provide a signed and dated written consent before **ILTexas** discloses personally identifiable information from a student's education records to any individual, agency, or organization other than the parent, the student, or those listed above. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released.

**Sec. 3.11.2.5. Information Collection**

*Sec. 3.11.2.5.1. U.S. DOE Funded Surveys*

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education (DOE), to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

*Sec. 3.11.2.5.2. Information Collection Funded by Other Sources*

Except as provided by 20 U.S.C. 1232h(a) or (b), as a condition of receiving funds from programs funded in whole or in part by the U.S. DOE, **ILTexas** shall develop and adopt policies, in

consultation with parents, pursuant to 20 U.S.C. 1232h(c)(1), and provide for parent notification in accordance with 20 U.S.C. 1232(c)(2).

#### **Sec. 3.11.2.6. Subpoenaed Records**

**ILTexas** shall release student records to an entity or persons designated in a subpoena. **ILTexas** shall not disclose to any person the existence or contents of the subpoena if a court orders **ILTexas** to refrain from such disclosure. Unless the court or other issuing agency orders **ILTexas** to refrain from such disclosure or the order is an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331, **ILTexas** shall make a reasonable effort to notify the parents and the student of all such subpoenas in advance of compliance, except when a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding.

#### **Sec. 3.11.2.7. Sex Offenders**

**ILTexas** may disclose personally identifiable information without consent if the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to **ILTexas** under 42 U.S.C. 14071 and applicable federal guidelines.

#### **Sec. 3.11.2.8. Request Procedure**

Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. **ILTexas** shall respond to reasonable requests for explanations and interpretations of the records.

#### **Sec. 3.11.2.9. Destruction of Records**

**ILTexas** shall not destroy any education records if there is an outstanding request to inspect and review the records.

#### **Sec. 3.11.2.10. De-Identified Records**

**ILTexas**, or a party that has received education records or information from education records, may release the records or information without the parent's written consent after the removal of all personally identifiable information provided that **ILTexas** or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

*Sec. 3.11.2.10.1. Education Research*

**ILTexas**, or a party that has received education records or information from education records, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

1. **ILTexas** or other party that releases de-identified data under this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;
2. The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
3. The record code is not based on a student's social security number or other personal information.

**Sec. 3.11.2.11. Authenticating Requestors' Identities**

**ILTexas** must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom **ILTexas** discloses personally identifiable information from education records.

**Sec. 3.11.2.12. Transfer Not Permitted**

Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student's parent. If a third party permits access to information in violation of this policy, **ILTexas** shall not permit access to information from education records to that third party for a period of not less than five years.

**ILTexas** shall inform a party to whom a disclosure is made of the requirements of 34 CFR 99.33, unless the disclosure is made pursuant to a court order, lawfully issued subpoena, or litigation; the disclosed information is directory information; the disclosure concerns sex offenders; or the disclosure is made to a parent of a student who is not an eligible student or to a student.

**ILTexas** may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of **ILTexas** if:

1. The disclosures meet the requirements of 34 CFR 99.31; and
2. **ILTexas** has complied with the requirements of 34 CFR 99.32(b) regarding the record of disclosure; or a state or local educational authority or federal official or agency listed



requesting information through a subpoena or ex parte order has complied with the requirements of 34 CFR 99.32(b)(2).

### **Sec. 3.11.2.13. Record of Access to Student Records**

Each campus shall maintain a record, kept with the education record of each student, that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records, as well as the names of state and local educational authorities and federal officials and agencies listed in 34 CFR 99.31(a)(3) that may make further disclosures of personally identifiable information from the student's education records without consent. **ILTexas** must obtain a copy of the record of further disclosures maintained by the named authorities, officials, and agencies under 34 CFR 99.32(b)(2) and make it available in response to a parent's request to review the record.

**ILTexas** must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception (see "Health & Safety Emergency," above):

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom **ILTexas** disclosed the information.

The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as **ILTexas** maintains the student's education record. The record of access shall be available only to parents, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system.

The record shall not include requests for access by, or access granted to, parents of the student or officials of **ILTexas**, requests accompanied by prior written consent of the parent, requests for directory information, or a party seeking or receiving records in accordance with a subpoena or ex parte order.

### **Sec. 3.11.2.14. Right to Amend Records**

The parent of a student whose records are covered by this policy may ask **ILTexas** to amend the student's record if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights. If **ILTexas** decides not to amend the education records requested, it shall inform the parent of its decision and his or her right to a hearing to challenge the content of the student's education records.

If **ILTexas** decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, **ILTexas** decides not to amend the records, it shall inform the

parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of **ILTexas**. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

#### **Sec. 3.11.2.15. Fees for Copies**

No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for the parents or students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis.

#### **Sec. 3.11.2.16. Records of Students with Disabilities**

**ILTexas** shall permit parents to inspect and review education records collected, maintained, or used for purposes of identifying, evaluating, placing, or educating students with disabilities.

##### *Sec. 3.11.2.16.1. Access Rights*

In addition to policies applicable to all student records, the following guidelines shall apply when parents of a student with disabilities request to review or inspect **ILTexas** records relating to the education of their child:

1. Parents may request that a representative inspect and review the records.
2. **ILTexas** shall comply with a request without unnecessary delay and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or placement of the child, and in no case longer than 45 days after the request.
3. **ILTexas** shall keep a record of persons obtaining access to these student records (except access by parents and authorized employees), including name, date of access, and the purpose for which the person is authorized to use the records.

##### *Sec. 3.11.2.16.2. List of Types and Locations of Information*

**ILTexas** shall provide parents on request a list of types and locations of education records.

##### *Sec. 3.11.2.16.3. Parental Consent*

Parental consent must be obtained before personally identifiable information is used for any purpose other than meeting a requirement under the Individuals with Disabilities Education Act or disclosed to anyone other than officials of agencies collecting or using this information. **ILTexas** may not release information from these records without parental consent except as provided in FERPA.

*Sec. 3.11.2.16.4. Confidentiality*

**ILTexas** shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in **ILTexas** shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. **ILTexas** shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information.

*Sec. 3.11.2.16.5. Destruction of Information*

**ILTexas** shall inform parents when personally identifiable information collected, maintained, or used to provide special education and related services is no longer needed to provide educational services to the student. Such information shall be destroyed at the request of the parents.

A permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

**Sec. 3.11.2.17. Annual Notification of Rights**

**ILTexas** shall give parents of students in attendance and eligible students in attendance annual notification of their rights under FERPA. For purposes of FERPA and student information confidentiality under this policy, a student is considered "in attendance" from the time **ILTexas** receives a completed Lottery Information Form or completed Admissions Application packet from the student or, otherwise, from the time the student first attends classes at **ILTexas** and is enrolled, until the student withdraws or graduates from **ILTexas**.

The notice must inform parents or eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and 34 CFR 99.31 authorize disclosure without consent; and
4. File with the United States Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by **ILTexas** to comply with the requirements of the Act and 34 CFR part 99.

The notice must include all of the following:

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1. The procedure for exercising the right to inspect and review education records.
2. The procedure for requesting amendment of records under 34 CFR 99.20.
3. If **ILTexas** has a policy of disclosing education records under 34 CFR 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

**ILTexas** may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights. **ILTexas** shall effectively notify parents who are disabled and parents of students who have a primary or home language other than English.

#### **Sec. 3.11.2.18. Custodian of Records**

The Superintendent or designee is designated as the custodian of all student records. The Principal of each campus is designated as an agent of the Superintendent or designee for the purposes of the receipt of requests concerning the disclosure of student records.

#### **Sec. 3.11.2.19. Parental Rights and Student Privacy Local Policy**

As a condition of receiving funds under any applicable program, **ILTexas** adopts the following policies, pursuant to 20 U.S.C. 1232h(c)(1):

1. Parents have a right to inspect any survey created by a third party before the survey is administered or distributed by **ILTexas** to the student. Parents should submit such a request to the Principal, and shall be provided an opportunity to inspect the survey within a reasonable period of time as determined by Principal. Upon a parent's request to inspect a survey, the parent's child shall not participate in the survey until the parent has had a reasonable opportunity to inspect the survey, as determined by the Principal.
2. In the event a survey contains the items listed above, and is administered or distributed to students, **ILTexas** shall comply with FERPA and other applicable law to protect student privacy.
3. Parents have a right to inspect any instructional material used in the educational curriculum for the student. Parents should submit such a request to the Principal. The Principal shall provide reasonable access to parents within a reasonable period of time, as determined by the Principal.
4. **ILTexas** may administer physical examinations or other screenings to students as required and/or authorized by state or federal law and in accordance with other applicable policy.
5. **ILTexas** shall not collect, disclose, or use a student's personal information for the purpose of marketing or selling that information to third parties. This policy does not apply to or restrict the use of personal information collected from students for the purpose of developing, evaluating, or providing educational products or services offered by **ILTexas**, for or to students or educational institutions, such as recruiters,

- book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs, or as otherwise required by law. This policy is also subject to state and federal public information laws and FERPA, that makes some student personal information, defined above as Directory Information, public.
6. Parents have a right to inspect any instrument used in collection of personal information, described above, before the instrument is administered to the student. Parents should submit such a request to the Principal. The Principal shall provide reasonable access to parents within a reasonable period of time, as determined by the Principal. Upon a parent’s request to inspect such an instrument, the parent’s child shall not participate until the parent has had a reasonable opportunity to inspect the instrument, as determined by the Principal.

The Superintendent shall ensure that parents are provided reasonable notice of the adoption or continued use of these policies. Such notice shall be provided directly to the parents of the students in attendance at **ILTexas**. At a minimum, **ILTexas** shall:

1. Provide notice at least annually, at the beginning of the school year and within a reasonable time after any substantive change in the policies; and
2. Offer an opportunity for the parent to opt the student out of participation in an activity described above.

#### **Sec. 3.11.2.20. Notice of Scheduled Activities**

The Superintendent shall ensure that **ILTexas** directly notifies parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when activities, described below, are scheduled or expected to be scheduled. The following activities require notification under this section:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.
2. The administration of any survey containing one or more items described above.
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled by **ILTexas** in advance, and not necessary to protect the immediate health and safety of the student or of other students.

#### **Sec. 3.11.3. PART III: DIRECTORY INFORMATION**

Certain information about students is considered “directory information” and will be released to anyone who follows procedures for requesting it unless the parent or eligible student objects in writing to its release within ten calendar days of receiving notice of FERPA rights. A parent or eligible student may also choose to opt out of the release of directory information at any time

during the school year. At any time after restricting the release of directory information, a parent or eligible student may in writing authorize **ILTexas** to release directory information.

**Sec. 3.11.3.1. Definition**

**ILTexas** has designated the following categories of information as directory information for purposes of disclosure relating to school-sponsored/school-affiliated purposes:

1. student's name;
2. address;
3. telephone listing;
4. electronic mail address;
5. photograph (including video image);
6. date and place of birth;
7. major field of study;
8. degrees, honors, and awards received;
9. dates of attendance;
10. grade level;
11. most recent educational institution attended;
12. participation in officially recognized activities and sports; and
13. weight and height of members of athletic teams.

Directory information does not include a student's:

1. Social security number; or
2. Student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

School-sponsored/school-affiliated purposes are those events or activities that **ILTexas** conducts and/or sponsors to support the educational mission of **ILTexas**. Examples include, but are not limited to:

1. extracurricular programs or events (e.g., school plays, concerts, athletic events, graduation ceremony);
2. publications (e.g., newsletters, yearbook, etc.);
3. honor roll and other student recognition lists; and
4. marketing materials of **ILTexas** (e.g., print media, website, videos, newspaper, etc.).

**ILTexas** has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. student's name;
2. address;
3. e-mail address; and
4. telephone listing.

**ILTexas** shall not release directory information except for the purposes indicated above, namely:

1. disclosure relating to school-sponsored/school-affiliated purposes; and
2. disclosure to military recruiters and institutions of higher education, but only for secondary students. As such, there is no directory information available to any persons not meeting the above requirements and purposes.

**ILTexas** will comply with a request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone listings unless a parent or eligible student has advised **ILTexas** in writing not to release a student's information without prior written consent.

#### **Sec. 3.11.3.2. In Class**

A parent or eligible student may not use the right of refusal to opt out of directory information disclosures to prevent **ILTexas** from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

#### **Sec. 3.11.3.3. Former Students**

**ILTexas** may disclose directory information about former students without satisfying the public notice conditions above. However, **ILTexas** must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request.

#### **Sec. 3.11.3.4. Confirmation of Identity or Records**

**ILTexas** may not disclose or confirm directory information without meeting the written consent requirements in 34 CFR 99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

#### **Sec. 3.11.4. PART IV: INFORMATION FROM LAW ENFORCEMENT**

**Sec. 3.11.4.1. Oral Notice of Arrest or Referral**

Upon receipt of oral notice from a law enforcement agency that it has arrested a student or referred a student to the juvenile board for a specified offense, the Superintendent shall promptly notify all instructional and support personnel who have responsibility for supervising the student. All personnel shall keep the information received confidential.

**Sec. 3.11.4.2. Written Notice of Arrest or Referral**

Upon subsequent receipt of confidential, written notice of the arrest or referral, the Superintendent or designee may send the information in the confidential notice to a **ILTexas** employee having direct supervisory responsibility over the student if the Superintendent or designee determines that the employee needs the information for educational purposes or for the protection of the person informed or others.

**Sec. 3.11.4.3. Oral Notice of Conviction or Adjudication**

Upon receipt of oral notice from a prosecuting attorney of a student's conviction, deferred prosecution, or adjudication of a specified offense, including a statement as to whether the student is required to register as a sex offender, the Superintendent shall, within 24 hours of receiving the notice, notify all instructional and support personnel who have regular contact with the student.

**Sec. 3.11.4.4. Notice of Transfer or Reenrollment**

Upon receipt of notice from a parole, probation, or community supervision office having jurisdiction over a student that a student has transferred or reenrolled, the Superintendent shall, within 24 hours of receiving the notice, notify all instructional and support personnel who have regular contact with the student.

A person who receives information described above shall not disclose it except as specifically authorized by Code of Criminal Procedure 15.27.

Required oral or written notice must include all pertinent details of the offense or conduct, including details of any assaultive behavior or other violence; weapons used in the commission of the offense or conduct; or weapons possessed during the commission of the offense or conduct.

Information received by **ILTexas** under this provision shall not be attached to the permanent academic file of the student who is the subject of the report. **ILTexas** shall destroy the information at the end of the academic year in which the report was filed.

**Sec. 3.11.4.5. Duty to Flag Records**



Upon receipt of notification from a law enforcement agency or the missing children and missing persons information clearinghouse that a child under 11 years of age who attended or who is enrolled in **ILTexas** is missing, **ILTexas** shall flag the child's records and maintain the records in its possession so that on receipt of a request regarding the child, **ILTexas** will be able to notify law enforcement or the missing children and missing persons information clearinghouse that a request for a flagged record has been made.

*Sec. 3.11.4.5.1. Request in Person*

When a request for a flagged record is made in person, **ILTexas** may not advise the requesting party that the request concerns a missing child and shall:

1. Require the person requesting the flagged record to complete a form stating the person's name, address, telephone number, and relationship to the child for whom a request is made, and the name, address, and birth date of the child;
2. Obtain a copy of the requesting party's driver's license or other photographic identification, if possible;
3. If the request is for a birth certificate, inform the requesting party that a copy of a certificate will be sent by mail; and
4. Immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and include a physical description of the requesting party, the identity and address of the requesting party, and a copy of the requesting party's driver's license or other photographic identification.

After providing the information listed above, **ILTexas** shall mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

*Sec. 3.11.4.5.2. Request in Writing*

When a request for a flagged record is made in writing, **ILTexas** may not advise the requesting party that the request concerns a missing child and shall immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and provide to the law enforcement agency a copy of the written request. After providing the notification, **ILTexas** shall mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

*Sec. 3.11.4.5.3. Removal of Flag*

On the return of a missing child under 11 years of age, the law enforcement agency shall notify each school that has maintained flagged records for the child that the child is no longer missing. On receipt of this notification, **ILTexas** shall remove the flag from the records.

A school that has reason to believe that a missing child has been recovered may request confirmation that the missing child has been recovered from the appropriate law enforcement agency or the missing children and missing persons information clearing-house. If a response is not received after the 45th day after the date of the request for confirmation, **ILTexas** may remove the flag from the record and shall inform the law enforcement agency or the missing children and missing persons information clearing-house that the flag has been removed.

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall participate in an electronic student records system that satisfies standards approved by the Commissioner.

The electronic student records system must permit an authorized state or **ILTexas** official to electronically transfer to and from an educational institution in which the student is enrolled and retrieve student transcripts, including information concerning a student’s:

1. Course or grade completion;
2. Teachers of record;
3. Assessment instrument results;
4. Receipt of special education services, including placement in a special education program and the IEP developed; and
5. Personal graduation plan as described by Education Code 28.0212.

Any person involved in the transfer and retrieval of student information is subject to any state or federal law governing the release of or providing access to any confidential information to the same extent as the educational institution from which the data is collected. A person may not release or distribute the data to any other person in a form that contains confidential information.

**Sec. 3.13.1. WELLNESS**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

**Sec. 3.13.2. NUTRITION GUIDELINES**

**ILTexas** shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy.

**Sec. 3.13.3. WELLNESS GOALS**

**Sec. 3.13.3.1. Nutrition Education**

**ILTexas** shall implement, in accordance with law, a coordinated health program with a nutrition education component and shall use health course curriculum that emphasizes the importance of proper nutrition.

In addition, **ILTexas** establishes the following goals for nutrition education:

1. Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. Nutrition education will be a **ILTexas**-wide priority and will be integrated into other areas of the curriculum, as appropriate.
3. Staff responsible for nutrition education will be adequately prepared and will participate in professional development activities to effectively deliver the program as planned.
4. The food service staff, teachers, and other school personnel will coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
5. Educational nutrition information will be shared with families and the general public to positively influence the health of students and community members.

**Sec. 3.13.3.2. Physical Activity**

**ILTexas** shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the amount of physical activity for all grades required by the Texas Education Code or Commissioner Rule.

In addition, **ILTexas** establishes the following goals for physical activity:

1. **ILTexas** will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.

2. Physical education classes will regularly emphasize moderate to vigorous activity.
3. **ILTexas** will encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. **ILTexas** will encourage parents to support their children’s participation, to be active role models, and to include physical activity in family events.

**Sec. 3.13.4. IMPLEMENTATION**

The Superintendent shall ensure that **ILTexas** adopts goals for nutrition education, physical activity, and other school activities that promote student health and wellness as deemed appropriate by **ILTexas**. The Superintendent or designee shall also ensure that nutrition guidelines for foods served by **ILTexas** during the school day are adequate to advance student health and reduce childhood obesity and shall meet or exceed federal regulations and guidance, and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy and **ILTexas**-established standards.

The Superintendent or designee shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy, as may be necessary. **ILTexas** shall also seek to involve parents, students, representatives of the school food authority, the Board, administrators, and the public in the continued development and implementation of this school wellness policy.

**Sec. 3.14.1. STANDARDS FOR ADMINISTERING MEDICATIONS**

All medications administered to students shall be FDA-approved pharmaceuticals administered within their approved dosage and within standards of acceptable medical regimen. Research pharmaceuticals may be administered if they are a part of a University Institutional Review Board-approved protocol. Intravenous (IV) medications and treatments shall not be administered by school personnel.

**Sec. 3.14.2. AUTHORIZED PERSONNEL**

Only employees authorized by the Superintendent or designee shall give any student prescription medication, herbal substances, anabolic substances, or dietary supplements of any type.

Employees authorized by the Superintendent or designee may administer to students:

**Sec. 3.14.2.1. Prescription Medication in Accordance with Legal Requirements**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** must have received a written request to administer the medication from the student’s parent, guardian, or other person having legal control of the student.

When administering prescription medication, the medication is administered either:

1. From a container that appears to be from the original container and properly labeled; or
2. From a properly labeled unit dosage container filled by a registered nurse from a container that appears to be the original container and to be properly labeled.

All prescription medications shall have been prescribed by a physician licensed to practice medicine in the United States. All medications shall have been manufactured in the United States.

**Sec. 3.14.2.2. Nonprescription Medication**

Nonprescription medication may be administered by authorized **ILTexas** personnel only if required by the individualized education program or Section 504 plan of a student with disabilities.

**Sec. 3.14.2.3. Herbal Substances or Dietary Supplements**

Herbal substances or dietary supplements may be administered by authorized **ILTexas** personnel **only if** required by the individualized education program or Section 504 plan of a student with disabilities.

**Sec. 3.14.2.4. Provision of Medication Off-Campus at School-Sponsored Events**

For any **ILTexas** student attending a field trip or off-campus school-sponsored event, any prescription medication that **ILTexas** is required to administer under this policy shall be sent with the student's teacher, if the teacher is trained in the proper administration of medication and has been authorized to administer medication by the Superintendent and/or the school nurse, along with instructions on the administration of the medication.

In addition to trained and authorized **ILTexas** teacher(s) and/or nurse(s), a licensed physician in Texas, a registered nurse licensed in Texas, or a vocational nurse licensed in Texas may serve as a **ILTexas** volunteer to administer prescription and non-prescription medication in accordance with this policy when on field trips and/or off-campus, school-sponsored events. Prior to being allowed to do so, such individuals must meet with the school nurse for instruction and training on administration of medication for applicable students.

Nonprescription medication(s) are not provided by **ILTexas** during field trips and/or off-campus, school-sponsored events.

In the event of an emergency medical situation involving a **ILTexas** student for which no **ILTexas** employee was previously aware and that occurs during a field trip and/or during an off-campus, school-sponsored event when no school nurse is present, emergency medical services shall immediately be notified by any **ILTexas** employee in attendance.

**Sec. 3.14.3. ENTERAL FEEDINGS**

All enteral feeding formulas must be commercially prepared in the United States, provided by the student's parent/guardian, and be in the original sealed and unopened container when brought to the **ILTexas** clinic. If a physician orders a noncommercial formula, all ingredients must be provided in their original unopened containers, or in their natural state together with instructions for preparation.

Students requiring enteral feeding must have current orders for the enteral feedings from a physician licensed to practice medicine in the State of Texas, an active duty military physician in the State of Texas, or a civilian practitioner working at a military treatment facility in the State of Texas. Out-of-state physician's orders for enteral feedings may be accepted for a transitional 30-day period if the orders are complete. In order to be considered complete, the out-of-state physician's orders must contain the student's name, date of birth, diagnosis/condition for which the enteral feeding is prescribed, amount of enteral formula to be administered, frequency of administration, specific time and method of administration, length of time the feedings are to continue, special instructions, and precautions/untoward reactions, physician's name, signature, address, telephone number, and the date the order was written.

If after 30 days, orders from a Texas licensed physician, active duty military physician in the State of Texas, or civilian practitioner working at a military treatment facility in the State of Texas are not received, the enteral feeding will not be administered during the school day by a **ILTexas** employee. No exceptions to this policy shall be made. A parent or guardian or designated adult may administer the enteral feeding until orders are received from a physician licensed to practice in Texas, an active duty military physician in the State of Texas, or a civilian practitioner working at a military treatment facility in Texas.

**Sec. 3.14.4. PSYCHOTROPICS**

Except as permitted by Education Code 38.016, a **ILTexas** employee shall not:

1. Recommend to a student or parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Sec. 3.14.5. DO-NOT-RESUSCITATE (DNR) ORDERS**

**ILTexas** employees who are health-care professionals shall comply with properly formed and executed Out-of-Hospital Do-Not-Resuscitate Orders as provided in the Texas Health and Safety Code and 25 TAC 157.25. **ILTexas** employees who are not health-care professionals shall comply with Out-of-Hospital Do-Not Resuscitate Orders only if such order has been issued by a court of competent jurisdiction. If an Out-of-Hospital Do-Not-Resuscitate Order is presented to a Section 504 or ARD committee, the order shall be provided to the Superintendent. In addition, emergency medical services personnel and other health-care professionals who may be called to the school should be presented with the DNR order should a student with such an order experience medical difficulties.



**Sec. 3.15.1. ANTIVICTIMIZATION PROGRAM**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall provide child abuse antivictimization programs in elementary and secondary schools. *Education Code 38.004.*

**Sec. 3.15.2. DUTY TO REPORT**

**Sec. 3.15.2.1. By Any Person**

Any person who has cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101(a).*

**Sec. 3.15.2.2. Abuse of Persons with Disabilities**

A person having cause to believe that a person with a disability who is over the age of 18 or who has had the disabilities of minority removed is in a state of abuse, neglect, or exploitation shall report the information immediately to the Texas Department of Family and Protective Services (DFPS).

A person filing a report or testifying or otherwise participating in any judicial proceeding arising from a petition, report, or investigation is immune from civil or criminal liability on account of his or her petition, report, testimony, or participation, unless the person acted in bad faith or with a malicious purpose. *Human Resources Code 48.051, .054.*

**Sec. 3.15.2.3. By A Professional**

Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect. A professional may not delegate to or rely on another person to make the report.

A “professional” is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and juvenile detention or correctional officers. *Family Code 261.101(b).*

**Sec. 3.15.2.4. Adult Victims of Abuse**

A person or professional shall make a report in the manner required above if the person or professional has cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly person or person with a disability. *Family Code 261.101(b-1).*

**Sec. 3.15.3. CONTENTS OF REPORT**

The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

*Family Code 261.103, .104.*

**Sec. 3.15.4. TO WHOM REPORTED**

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to the Texas Department of Family and Protective Services (DFPS), unless the report is made under item 3, below, or the report involves a juvenile justice program or facility.

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. The DFPS, including a local office where available;
3. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

*Family Code 261.103(a); 19 TAC 61.1051(a)(1).*

**Sec. 3.15.5. IMMUNITY FROM LIABILITY**

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. *Family Code 261.106.*

ILTexas may not suspend or terminate the employment of, or otherwise discriminate against, a professional who makes a good faith report of abuse or neglect. *Family Code 261.110*.

**Sec. 3.15.6. CRIMINAL OFFENSES**

**Sec. 3.15.6.1. Failure to Report**

A person commits a class A misdemeanor if he or she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate, as addressed in 19 TAC 249. *Family Code 261.109; 19 TAC 61.1051(a)(2)(A)*.

**Sec. 3.15.6.2. False Report**

A person commits an offense if, with the intent to deceive, the person knowingly makes a report of abuse and neglect that is false. The offense is a state jail felony, except that it is a felony of the third degree if the person has previously been convicted of the offense. *Family Code 261.107(a)*.

**Coercion**

A school employee who coerces another into suppressing or failing to report child abuse or neglect to a law enforcement agency may be subject to Class C misdemeanor penalties. *Penal Code 39.06*.

**Sec. 3.15.7. CONFIDENTIALITY**

A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential and not subject to release under Government Code Chapter 552 (Public Information Act). Such information may be disclosed only for purposes consistent with federal or state law or under rules adopted by an investigating agency. *Family Code 261.201*.

Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only to a law enforcement officer for the purposes of a criminal investigation of the report, or as ordered by a court under Family Code 261.201. *Family Code 261.101(d)*.

**Sec. 3.15.8. INVESTIGATIONS**

**Sec. 3.15.8.1. Reports to the School**

If the DFPS initiates an investigation and determines that the abuse or neglect involves a **ILTexas** employee, and that the child is a student at **ILTexas**, the department shall orally notify the Superintendent. *Family Code 261.105(d)*.

The DFPS shall send a written report of its investigation, as appropriate, to the Principal, unless the Principal is alleged to have committed the abuse or neglect, to the Board, and to the Superintendent. *Family Code 261.406(b)*.

**Sec. 3.15.8.2. Interview of Student**

The investigating agency shall be permitted to interview the child at any reasonable time and place, including at the child's school. *Family Code 261.302(b)*.

**Sec. 3.15.8.3. Interference with Investigation Confidentiality**

A person may not interfere with an investigation of a report of child abuse or neglect conducted by the DFPS. *Family Code 261.303(a)*.

A photograph, videotape, audiotape, or other audio or visual recording, depiction, or documentation of a child that is made by DFPS in the course of an inspection or investigation is confidential, is not subject to release under the Texas Public Information Act, and may be released only as required by state or federal law or rules adopted by the DFPS. *Human Resources Code 42.004*.

**Sec. 3.15.9. REPORTING POLICY**

The Board shall establish and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261.

The policies must require every school employee, agent, or contractor who suspects child abuse or neglect to submit a written or oral report to at least one of the authorities listed above (see "To Whom Reported") within 48 hours or less, as determined by the Board, after learning of facts giving rise to the suspicion.

The policies must also be consistent with 40 TAC Chapter 700 regarding investigations by the DFPS, including regulations governing investigation of abuse by school personnel and volunteers.

The policies must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 TAC 249 (actions against educator’s certificate) for failure to submit a required report of child abuse or neglect;
2. Prohibitions against interference with an investigation of a report of child abuse or neglect, including:
  - a. The prohibition, under Family Code 261.302 and 261.303, against denying an investigator’s request to interview a student at school; and
  - b. The prohibition, under Family Code 261.302, against requiring the presence of a parent or school administrator during an interview by an investigator.
3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;
4. Confidentiality provisions relating to a report of suspected child abuse or neglect;
5. Any disciplinary action that may result from noncompliance with **ILTexas**’s reporting policy; and
6. The current toll-free number for the DFPS.

The policies must not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above. *19 TAC 61.1051(a)*.

**Sec. 3.15.10. ANNUAL DISTRIBUTION AND STAFF DEVELOPMENT**

The policies shall be distributed to all personnel at the beginning of each school year and shall be addressed in staff development programs at regular intervals determined by the Board. *19 TAC 61.1051(b)*.

Each school year, **ILTexas** shall provide training as required by Education Code 38.0041 to all new school employees as part of new employee orientation. *Education Code 38.0041; 19 TAC 61.1051(c)*.

**Sec. 3.15.11. REQUIRED POSTER**

**ILTexas** shall place a poster of the following specifications at every campus in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. The poster must:

1. Be in a format and language that is clear, simple, and understandable to students;
2. Be in English and in Spanish;
3. Be 11x17 inches or larger;
4. Be in large print;
5. Be placed at eye-level to the student for easy viewing; and

6. Include the following information:
  - a. The current toll-free DFPS abuse Hotline telephone number (in bold print);
  - b. Instructions to call 911 for emergencies; and
  - c. Directions for accessing the DFPS website (<http://www.txabusehotline.org>) for more information on reporting abuse, neglect, and exploitation.

*Education Code 38.0042; 19 TAC 61.1051(e), (f).*

The Superintendent shall develop and publish a plan for addressing sexual abuse and other maltreatment of children, Plan for Addressing Sexual Abuse and Other Maltreatment of Children, as required by Texas Education Code 38.0041, to include:

1. Methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or other maltreatment, using resources developed by the Texas Education Agency;
2. Actions that a child who is a victim of sexual abuse or other maltreatment should take to obtain assistance and intervention; and
3. Available counseling options for students affected by sexual abuse or other maltreatment.

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall provide employee training regarding the plan for addressing sexual abuse and other maltreatment of children. Such training:

1. Must be provided, as part of a new employee orientation, to new **ILTexas** educators, including counselors and coaches, and other **ILTexas** professional staff members;
2. May be provided annually to any **ILTexas** staff member; and
3. Must include training concerning:
  - a. Factors indicating a child is at risk for sexual abuse or other maltreatment;
  - b. Likely warning signs indicating a child may be a victim of sexual abuse or other maltreatment;
  - c. Internal procedures for seeking assistance for a child who is at risk for sexual abuse or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;
  - d. Techniques for reducing a child’s risk of sexual abuse or other maltreatment; and
  - e. Community organizations that have relevant existing research-based programs that are able to provide training or other education for school district or open-enrollment charter school staff members, students, and parents.

**ILTexas** shall maintain records that include the name of each staff member who participated in the training.

If the Superintendent or designee determines that **ILTexas** does not have sufficient resources to provide the training required under this policy, **ILTexas** shall work in conjunction with a community organization to provide the training at no cost to **ILTexas**.

*Education Code 38.0041.*

### **Sec. 3.17.1. REPORTS**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** authorities, including the Superintendent, Principals, teachers, school health officials, or counselors, shall report to the local health authority those students attending school who are suspected of having a notifiable condition, as defined by state law and the Texas Department of State Health Services (TDSHS). If there is no local health authority appointed or if PC is outside the jurisdiction of a local health authority, the report shall be made to the regional director. *25 TAC 97.2(d), .5(a); Health and Safety Code 81.041–.042.*

#### **Sec. 3.17.1.1. Sexually Transmitted Diseases and HIV**

**ILTexas** shall report a child attending school who is suspected, based on medical evidence, of having a sexually transmitted disease (STD) and/or is an HIV-exposed infant in accordance with 25 TAC 97.131–.135. If **ILTexas**, or an individual listed under 25 TAC 97.132(1), (3), or (4), does not make the required report, an individual listed under 25 TAC 97.132(2), including a professional nurse, a health professional, a peace officer, and a parent or guardian, must report a person who has or is suspected of having an STD and/or is an HIV-exposed infant. *25 TAC 97.5(a)(3), .132(2), (5).*

“School authority” means the Superintendent or the Superintendent’s designee. *Health and Safety Code 81.003(10).*

#### **Sec. 3.17.1.2. Penalties**

A person commits a Class B misdemeanor if the person knowingly fails to report a reportable disease or health condition under Health and Safety Code Chapter 81, Subchapter B. *Health and Safety Code 81.049.*

### **Sec. 3.17.2. EXCLUSION**

#### **Sec. 3.17.2.1. Communicable Condition Defined by Rule**

Principals shall exclude from attendance any student suffering from a communicable condition listed in 25 TAC 97.7(a) until one of the criteria for readmittance is fulfilled. *25 TAC 97.7(a).*

#### **Sec. 3.17.2.2. Readmittance**

Students excluded for reason of communicable disease shall be readmitted by one or more of the following methods, as determined by the local health authority or the TDSHS regional director if no local health authority has been appointed:



1. Submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting.
2. Submitting a permit for readmission issued by a local health authority.
3. Meeting readmission criteria as established by the commissioner of health.

*25 TAC 97.7(b)-(c).*

**Sec. 3.17.3. BACTERIAL MENINGITIS**

In accordance with guidelines provided by the Texas Education Agency, **ILTexas** shall provide information relating to bacterial meningitis to its students and their parents each school year in a manner ensuring that the information is reasonably likely to come to the attention of the parents of each student. *Education Code 38.0025.*

**Sec. 3.18.1. PHYSICAL FITNESS ASSESSMENT**

Annually, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall assess the physical fitness of students in grades 3 through 12, using an assessment instrument adopted by the Commissioner (currently FitnessGram®). *Education Code 38.101(a), .102(a)*.

**ILTexas** is not required to assess a student for whom, as a result of disability or other condition identified by Commissioner rule, the assessment instrument is inappropriate. *Education Code 38.101(b)*.

The assessment instrument must be based on factors related to student health, including aerobic capacity; body composition; and muscular strength, endurance, and flexibility, unless a particular factor is inappropriate for that student because of a health classification defined in 19 TAC 74.31. *Education Code 38.102(b)(1); 25 TAC 103.1001(b)*.

**Sec. 3.18.1.1. Report**

**ILTexas** shall compile the results of the physical fitness assessment and provide summary results, aggregated by grade level and any other appropriate category identified by Commissioner rule, to TEA. The summary results may not contain the names of individual students or teachers.

**Sec. 3.18.1.2. Confidentiality**

The results of individual student performance on the physical fitness assessment instrument are confidential and may be released only in accordance with state and federal law. *Education Code 38.103*.

**Sec. 3.18.2. VISION AND HEARING SCREENING**

As soon as possible after admission and within a period set by rule, a student required to be screened shall undergo approved screening for vision and hearing disorders and any other special senses and communication disorders specified by the Texas Department of State Health Services (TDSHS). *Health and Safety Code 36.005(a)*.

**Sec. 3.18.2.1. School Responsibility**

The Superintendent shall ensure that each student admitted to **ILTexas** complies with the screening requirements set by TDSHS or submits an affidavit of exemption. *Health and Safety Code 36.005(c)*.

**Sec. 3.18.2.2. Screening Schedule: Routine Screening**

Children enrolled in prekindergarten and kindergarten must be screened each year within 120 days of enrollment. Children enrolled in the first, third, fifth, and seventh grades must receive vision and hearing screening in each of those grade years (can be done at any time during each of those years). Upon written request approved by TDSHS, the screening of vision and hearing may instead occur in prekindergarten; kindergarten; and first, second, fourth, and sixth grades. *25 TAC 37.25(a)(2), (3), (6).*

**Sec. 3.18.2.3. Screening Schedule: Screening on Enrollment**

Students four years of age and older, who are enrolled in **ILTexas** for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If the student is enrolled within 60 days of the date school closes for the summer, the student must be tested within 120 days of the beginning of the following school year. Students enrolled who turn four years of age after September 1 of that year are exempt from screening until the following September. *25 TAC 37.25(a)(1), (5).*

**Sec. 3.18.2.4. Outside Screening**

Except for students enrolled in prekindergarten, kindergarten, or first grade, **ILTexas** shall exempt a student from screening if the student's parent, managing conservator, or legal guardian, or the student under Family Code 32.003 submits a record showing that a professional examination was properly conducted during the grade year in question or during the previous year. The record must be submitted during the grade year for which the screening would otherwise be required. *25 TAC 37.25(a)(4).*

**Sec. 3.18.2.5. Provisional Admission**

A parent, managing conservator, or legal guardian, or the student under Family Code 32.003 may execute an affidavit stating that a person, other than the screener used by **ILTexas**, shall conduct the screening (or that a licensed professional shall conduct an examination) as soon as is feasible. **ILTexas** may admit the student on a provisional basis for up to 60 days, or may deny admission until the screening record(s) are provided to **ILTexas**. *25 TAC 37.25(b).*

**Sec. 3.18.2.6. Exemption – Religions Beliefs**

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. To qualify for the exemption, the student or minor student's parent, managing conservator, or guardian must submit on or before the day of admission an affidavit stating the objections to screening. *Health and Safety Code 36.005(b); 25 TAC 37.25(c).*

**Sec. 3.18.2.7. Records**

The Superintendent shall maintain on a form prescribed by TDSHS in accordance with TDSHS rules, screening records for each student in attendance, and the records are open for inspection by TDSHS or the local health department. *Health and Safety Code 36.006; 25 TAC 37.26.*

A student's screening records may be transferred among districts without the consent of the student or minor student's parent, managing conservator, or guardian. *Health and Safety Code 36.006(c); 25 TAC 37.26(b)(4).*

**Sec. 3.18.2.8. Annual Report**

On or before June 30 of each year, **ILTexas** shall submit to TDSHS a report on the vision and hearing screening status of its aggregate population screened during the reporting year. **ILTexas** shall report in the manner specified by TDSHS. *Health and Safety Code 36.006(d); 25 TAC 37.26(b)(6).*

**Sec. 3.18.3. RISK ASSESSMENT FOR TYPE 2 DIABETES**

As soon as possible after admission and as required by rule, each student required to be assessed shall undergo approved risk assessment for type 2 diabetes. The risk assessment should:

1. Identify students with acanthosis nigricans; and
2. Further assess students identified under paragraph 1 to determine the students':
  - a. Body mass index; and
  - b. Blood pressure.

The risk assessment shall be performed at the same time hearing and vision screening or spinal screening is performed.

*Health and Safety Code 95.002(d), .003(a).*

**Sec. 3.18.3.1. School Responsibility**

The Superintendent shall ensure that each student admitted to **ILTexas** complies with the risk assessment requirements or submits an affidavit of exemption. *Health and Safety Code 95.003(c).*

**Sec. 3.18.3.2. Applicability**

Students who attend public schools located in TEA Regional Education Service Centers 1, 2, 3, 4, 10, 11, 13, 15, 18, 19, and 20 shall be subject to risk assessment. *Health and Safety Code 95.002(b).*

### **Sec. 3.18.3.3. Outside Screening**

The student or minor student’s parent, managing conservator, or guardian may substitute a professional examination for the risk assessment.

### **Sec. 3.18.3.4. Exemption – Religious Beliefs**

A student is exempt from risk assessment if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. To qualify for the exemption, the student or minor student’s parent, managing conservator, or guardian must submit to the Superintendent on or before the day of the risk assessment process, an affidavit stating the objections to the risk assessment. *Health and Safety Code 95.003(b)*.

### **Sec. 3.18.3.5. Records**

The Superintendent shall maintain the risk assessment records for each student in attendance and enter the risk assessment information for each student on the surveillance software selected by the University of Texas—Pan American Border Health Office (the Office). The risk assessment records are open for inspection by the Office or the local health department. *Health and Safety Code 95.004(a)*.

A student’s risk assessment records may be transferred among schools without the consent of the student or, if the student is a minor, the student’s parent, managing conservator, or guardian. *Health and Safety Code 95.004(c)*.

### **Sec. 3.18.3.6. Annual Report**

**ILTexas** shall submit to the Office an annual report on the risk assessment status of the students in attendance during the reporting year and shall include in the report any other required information. *Health and Safety Code 95.004(e)*.

## **Sec. 3.18.4. SPINAL SCREENING**

Each student required by TDSHS rule to be screened shall undergo approved screening for abnormal spinal curvature. *Health and Safety Code 37.002(a)*.

### **Sec. 3.18.4.1. School Responsibility**

The Superintendent shall ensure that each student admitted to **ILTexas** complies with the screening requirements or submits an affidavit of exemption. *Health and Safety Code 37.002(c), 25 TAC 37.144(b)*.

**Sec. 3.18.4.2. Screening Schedule: Routine Screening**

Students in grades six and nine shall be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grades six or nine may be met if the student has been screened for spinal deformities during the previous year. *25 TAC 37.144(b)(1), (2).*

**Sec. 3.18.4.3. Screening Schedule: Screening on Enrollment**

If a student is enrolled within 60 days of the date **ILTexas** closes for the summer, the student's screening must be conducted within 120 days of the beginning of the following school year. **ILTexas** may offer a student enrolling in grades 10, 11, or 12 the opportunity for spinal screening if the student has no record of having been screened previously. *25 TAC 37.144(b)(3), (4).*

**Sec. 3.18.4.4. Outside Screening**

The screening requirements may also be met by a professional examination as defined in 25 TAC 37.142(7). *25 TAC 37.144(b)(1).*

**Sec. 3.18.4.5. Provisional Admission**

A parent, managing conservator, or legal guardian, or the student under Family Code 32.003 may execute an affidavit stating that a person, other than the screener used by **ILTexas**, shall conduct the screening as soon as is feasible. **ILTexas** may admit the student on a provisional basis for up to 60 days, or may deny admission until the screening record(s) are provided to **ILTexas**. The 60-day time period is from November 30 to January 30 of each school year. *25 TAC 37.144(c).*

**Sec. 3.18.4.6. Exemption – Religious Beliefs**

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Superintendent on or before the day of the screening procedure an affidavit stating the objections to screening. *Health and Safety Code 37.002(b); 25 TAC 37.144(d).*

**Sec. 3.18.4.7. Records**

**ILTexas** must comply with recordkeeping and reporting requirements set out in 25 TAC 37.145(b).

**Sec. 3.18.4.8. Transfer of Records**

Spinal screening records are transferrable between districts if written consent of the student or minor student’s parent, managing conservator, or legal guardian is obtained. *25 TAC 37.145(b)(3)*.

**Sec. 3.18.4.9. Annual Report**

On or before June 30 of each year, **ILTexas** shall submit to TDSHS a report on the spinal screening status of its aggregate population screened during the reporting year. **ILTexas** shall report in the manner specified by TDSHS. *25 TAC 37.145(b)(5)*.

**Sec. 3.18.5. UIL PARTICIPATION**

A student desiring to participate in the UIL athletic program shall submit to **ILTexas** a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and grades 9 and 11 of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

**Sec. 3.18.6. REFERRALS**

Parents of students identified through screening programs as needing treatment or further examination shall be referred to health agencies as appropriate.

**Sec. 3.18.7. ADDITIONAL POLICIES**

As a condition of receiving funds under a program funded in whole or in part by the U.S. Department of Education (DOE), **ILTexas** shall develop and adopt policies, in consultation with parents, pursuant to 20 U.S.C. 1232h(c)(1), regarding the administration of physical examinations or screenings that **ILTexas** may administer to the student. **ILTexas** shall provide notice of the policies at least annually, at the beginning of the school year and within a reasonable time after any substantive change in the policies.

At least annually at the beginning of the school year, **ILTexas** shall directly notify the parent of a student of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening, described below, is scheduled or expected to be scheduled. The required notification applies to nonemergency, invasive physical examinations or screenings that are:

1. Required as a condition of attendance;
2. Administered and scheduled by **ILTexas** in advance; and
3. Not necessary to protect the immediate health and safety of the student or of other students.

At a minimum, **ILTexas** shall offer an opportunity for the parent to opt the student out of participation in the examination or screening.

These provisions do not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

*20 U.S.C. 1232h.*



**Sec. 3.19.1. IMMUNIZATION REQUIREMENTS**

Each student shall be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, and poliomyelitis. The Texas Department of State Health Services (TDSHS) may modify or delete any of these immunizations or may require immunizations against additional diseases as a requirement for admission to any elementary or secondary school. *Education Code 38.001(a), (b)*.

Students in kindergarten through twelfth grade shall have the following additional vaccines, according to the immunization schedules set forth in TDSHS regulations: pertussis, hepatitis B, hepatitis A, and varicella (chickenpox). TDSHS requires students enrolling in seventh through twelfth grades to have one dose of meningococcal vaccine on or after the student’s 11th birthday. *25 TAC 97.63*.

Under Health and Safety Code Chapter 81, Subchapter E, additional vaccinations may be required by TDSHS and/or the local health authority in specific situations under the mechanism of a control order containing control measures.

**Sec. 3.19.2. IMMUNIZATION AWARENESS PROGRAM**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall post prominently on its Web site:

1. A list, in English and Spanish, of:
  - a. The immunizations required by TDSHS for admission to public school;
  - b. Any immunizations or vaccines recommended for public school students by TDSHS. The list must include the influenza vaccine, unless TDSHS requires the influenza vaccine for admission to public school; and
  - c. Health clinics in **ILTexas**’s geographic boundaries that offer the influenza vaccine, to the extent those clinics are known to **ILTexas**; and
2. A link to the TDSHS Internet Web site where a person may obtain information relating to the procedures for claiming an exemption from the immunization requirements. The link must be presented in the same manner as the information provided under paragraph 1.

**Sec. 3.19.3. APPLICABILITY**

The vaccine requirements apply to all students entering, attending, enrolling in, and/or transferring to **ILTexas**. *25 TAC 97.61(a)*.

**Sec. 3.19.3.1. Exceptions**

Immunization is not required for admission to **ILTexas** if the student submits to the admitting official:

*Sec. 3.19.3.1.1. Medical Reasons*

An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student. The affidavit or certificate must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

or

*Sec. 3.19.3.1.2. Reasons of Conscience*

An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief. The affidavit will be valid for a two-year period. The affidavit must be on a form obtained from the TDSHS and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized. A student who has not received the required immunizations for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of state health services.

or

*Sec. 3.19.3.1.3. Military Duty*

If the student can prove that he or she is a member of the armed forces of the United States and is on active duty.

*Education Code 38.001(c), (c-1), (f); Health and Safety Code 161.004(a), (d)(2), .0041; 25 TAC 97.62.*

**Sec. 3.19.4. PROVISIONAL ENROLLMENT**

A student may be provisionally admitted or enrolled if the student has begun the required immunizations. The student must have an immunization record that indicates the student has received at least one dose of each age-appropriate vaccine specified in the regulations.

#### **Sec. 3.19.4.1. Completion of Vaccinations**

To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible. The student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to **ILTexas**.

#### **Sec. 3.19.4.2. Review of Status**

**ILTexas** shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and **ILTexas** shall exclude the student from school attendance until the required dose is administered.

*Education Code 38.001(e); 25 TAC 97.66(a).*

#### **Sec. 3.19.4.3. Homeless Students**

A student who is homeless, as defined in the McKinney-Vento Homeless Assistance Act, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. **ILTexas** shall promptly refer the student to appropriate health provider to obtain the required vaccinations. *25 TAC 97.66(b); 42 U.S.C. 11302.*

#### **Sec. 3.19.4.4. Child in Foster Care**

A student who is a “child in foster care” as defined by 45 C.F.R. 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. **ILTexas** shall promptly refer the student to an appropriate health provider to obtain the required vaccinations. *25 TAC 97.66(c).*

#### **Sec. 3.19.4.5. Transfer Students**

A student can be enrolled provisionally for no more than 30 days if the student transfers from one Texas school to another, and is awaiting the transfer of the immunization record. *25 TAC 97.69(a).*

#### **Sec. 3.19.4.6. Military Dependents**

A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations shall be subject to confidentiality provisions prescribed by federal law. *Education Code 162.002 art. IV, C; 25 TAC 97.69(b).*

#### **Sec. 3.19.4.7. Evidence of Immunization**

A student shall show acceptable evidence of vaccination before entry, attendance, or transfer to **ILTexas**.

Vaccines administered after September 1, 1991, shall include the month, day, and year each vaccine was administered. The following documentation is acceptable:

1. Documentation of vaccines administered that includes the signature or stamp of the physician or his or her designee, or public health personnel (immunization records generated from electronic health record systems must include clinic contact information and the provider's signature/stamp);
2. An official immunization record generated from a state or local health authority; or
3. A record received from school officials including a record from another state.

*25 TAC 97.68.*

Serologic confirmations of immunity to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella are acceptable. Evidence of measles, rubella, mumps, hepatitis A, hepatitis B, or varicella illnesses must consist of a valid laboratory report that indicates either confirmation of immunity or infection. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. *25 TAC 97.65.*

#### **Sec. 3.19.5. IMMUNIZATION RECORDS**

**ILTexas** shall keep an individual immunization record during the period of attendance for each student admitted. The records shall be sufficient for a valid audit or other assessment to be completed. The records shall be open for inspection at all reasonable times by TEA, local health departments, or the TDSHS. Immunization records may be maintained in paper and/or electronic form. *Education Code 38.002(a); 25 TAC 97.67.*

##### **Sec. 3.19.5.1. Transfer of Records**

**ILTexas** shall cooperate in transferring students' immunization records to other schools. Specific approval from students, parents, or guardians is not required before transferring those records. *Education Code 38.002(b).*

##### **Sec. 3.19.5.2. Annual Report**

**ILTexas** shall submit annual reports of the immunization status of students, in a format prescribed by and at the time and in the manner indicated by TDSHS, to monitor compliance with immunization requirements. *Education Code 38.002(c); 25 TAC 97.71.*

**Sec. 3.19.6. CONSENT TO IMMUNIZATION**

In addition to persons authorized to consent to immunization under Family Code Chapters 151 (parents) and 153 (conservators), the following persons may consent to the immunization of a child:

1. A guardian of the child; and
2. A person authorized under the law of another state or a court order to consent for the child.

*Family Code 32.101(a).*

**ILTexas** may give consent to the immunization if:

1. The persons listed above are not available; and
2. **ILTexas** has written authorization to consent from a person listed above.

*Family Code 32.101(b)(5).*

**ILTexas** may not consent for the child if it has actual knowledge that a person listed above has:

1. Expressly refused to give consent to the immunization;
2. Been told not to consent for the child; or
3. Withdrawn a prior written authorization for **ILTexas** to consent.

*Family Code 32.101(c).*

**Sec. 3.19.6.1. Consent by Child**

A child may consent to the child's own immunization for a disease if the child is pregnant or is the parent of a child and has actual custody of that child, and the Centers for Disease Control and Prevention recommend or authorize the initial dose of an immunization for that disease to be administered before seven years of age. Consent by a child to immunization is not subject to disaffirmance because of minority.

*Family Code 32.1011.*

**Sec. 3.19.6.2. Duty to Provide Information**

If **ILTexas** consents to immunization of a child, it shall provide the health-care provider with sufficient with sufficient and accurate health history and other information necessary for the health-care provider to determine adequately the risks and benefits inherent in the proposed immunization and to determine whether immunization is advisable.

**Sec. 3.19.6.3. Form of Consent**

Consent to immunization must be in writing, signed by the person giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment.

The consent must include:

1. The name of the child;
2. The name of one or both parents, if known, and the name of any managing conservator or guardian of the child; the name of the person giving consent and the person's relationship to the child;
3. A statement of the nature of the medical treatment to be given; and
4. The date the treatment is to begin.

**ILTexas** has the responsibility to ensure that the consent, if given, is an informed consent. **ILTexas** is not required to be present when the immunization is requested if a consent form has been given to the health-care provider.

*Family Code 32.101(f), .102.*

**Sec. 3.19.6.4. Liability**

**ILTexas** is not liable for damages arising from an immunization administered to a child authorized under Family Code Subchapter B except for injuries resulting from **ILTexas's** own acts of negligence. *Family Code 32.103.*

The Superintendent shall develop and implement a student food allergy management plan for students at risk for anaphylaxis that satisfies the requirements of Education Code 38.0151 and that incorporates the following components:

**Sec. 3.20.1. GENERAL PROCEDURES**

Procedures to limit the potential health risks to students with food allergies will include:

1. Specialized training for the employees responsible for the development, implementation, and monitoring of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)**’s food allergy management plan;
2. Training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction;
3. General strategies to reduce the risk of exposure to common food allergies;
4. Methods for requesting and obtaining food allergy information from the parent of a student with a diagnosed food allergy; and
5. The annual review of **ILTexas**’s food allergy management plan.

**Sec. 3.20.2. STUDENTS AT RISK FOR ANAPHYLAXIS**

Procedures for the care of students with diagnosed food allergies who are at risk for anaphylaxis will include:

1. Development and implementation of food allergy action plans, emergency action plans, and Section 504 plans, as appropriate;
2. Training, as necessary, for employees, including strategies for reducing student risk of exposure to diagnosed allergens; and
3. Periodic review of general procedures to limit the potential health risks to students.

**Sec. 3.20.3. DISTRIBUTION**

The Superintendent shall distribute information regarding this policy and **ILTexas**’s food allergy management plan annually in the student handbook. Information will also be made available at each **ILTexas** campus.

**Sec. 3.21.1. CONSENT TO MEDICAL TREATMENT**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** may consent to medical, dental, psychological, and surgical treatment of an enrolled student provided all of the following conditions are met:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.
3. Written authorization to consent has been received from that person.

*Family Code 32.001(a)(4).*

**Sec. 3.21.2. FORM OF CONSENT**

Consent to medical treatment shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the person giving consent and the person’s relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

*Family Code 32.002.*

**Sec. 3.21.3. MINOR’S CONSENT TO TREATMENT**

A minor may consent to medical, dental, psychological, and surgical treatment furnished by a licensed physician or dentist if the minor:

1. Is 16 years of age and residing separate and apart from the minor’s parents, managing conservator, or guardian, with or without the consent of the parents, conservator, or guardian and regardless of the duration of the residence, and is managing his or her own financial affairs, regardless of the source of the income;
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of State Health Services, including all reportable diseases under Health and Safety Code 81.041;
3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or



4. Consents to examination and treatment for drug or chemical addiction, drug or chemical dependency, or any other condition directly related to drug or chemical use.

*Family Code 32.003.*

**Sec. 3.21.4. ADMINISTERING MEDICATION**

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

**Sec. 3.19.4.1. Provided by Parent**

Employees authorized by the Superintendent or designee may administer to students, in accordance with administrative procedures:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication only if required by the individualized education program or Section 504 plan of a student with disabilities, and when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities. A written request by a physician or other health-care professional with authority to write prescriptions shall be required when herbal substances or dietary supplements must be administered.

**Sec. 3.19.4.2. Purchasing Medication**

**ILTexas** shall not purchase nonprescription medication to administer to a student.

**Sec. 3.21.5. SUNSCREEN PRODUCTS**

A student may possess and use a topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun and not for the medical treatment of an injury or illness if the product is approved by the federal Food and Drug Administration for over-the-counter use. *Education Code 38.021.*

**Sec. 3.21.6. SELF-ADMINISTRATION OF ASTHMA OR ANAPHYLAXIS MEDICINE**

A student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

1. The medicine has been prescribed for that student as indicated by the prescription label on the medicine;

2. The student has demonstrated to the student’s physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider; and
4. A parent of the student provides to **ILTexas**:
  - a. Written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and
  - b. A written statement, signed by the student’s physician or other licensed health care provider, that states:
    - (1) That the student has asthma or anaphylaxis and is capable of self-administering the medicine;
    - (2) The name and purpose of the medicine;
    - (3) The prescribed dosage for the medicine;
    - (4) The times at which or circumstances under which the medicine may be administered; and
    - (5) The period for which the medicine is prescribed.

The physician’s statement must be kept on file in the school nurse’s office, or, if there is no school nurse, in the office of the Principal of the school the student attends.

*Education Code 38.015.*

#### **Sec. 3.21.7. DIETARY SUPPLEMENTS**

A **ILTexas** employee commits a Class C misdemeanor offense if the employee:

1. Knowingly sells, markets, or distributes a dietary supplement that contains performance enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee’s school duties; or
2. Knowingly endorses or suggests the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by a primary or secondary education student with whom the employee has contact as part of the employee’s school duties.

*Education Code 38.011(a), (c).*

#### **Sec. 3.21.8. PRESCRIPTION MEDICATION AND SPECIAL EDUCATION STUDENTS**

A **ILTexas** employee is prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of

attending school, receiving an evaluation for special education, or receiving special education and related services. An employee is not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services. *20 U.S.C. 1412(a)(25)*.

**Sec. 3.21.9. PSYCHOTROPIC DRUGS AND PSYCHIATRIC EVALUATIONS**

Except as permitted by Education Code 38.016, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

*Education Code 38.016.*

**Sec. 3.21.10. STUDENT ILLNESS**

The Superintendent or designee shall establish procedures to ensure that proper attention is given to a student who becomes ill during the school day.

**Sec. 3.21.11. ACCIDENTS INVOLVING STUDENTS**

The Superintendent or designee shall establish emergency procedures to ensure appropriate attention for a student injured at school. **ILTexas** shall maintain records on all accidents requiring the attention of a medical doctor.

**Sec. 3.21.12. EMERGENCY TREATMENT FORMS**

Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.

**Sec. 3.22.1. PURCHASING INSURANCE**

The Board may purchase insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus. Such insurance shall be purchased from a reliable insurance company authorized to do business in Texas and shall be on forms approved by the commissioner of insurance. The amount shall be in keeping with the financial condition of **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** and shall not exceed the amount that the Board considers reasonably necessary to afford adequate medical treatment of students so injured.

**Sec. 3.22.2. PAYMENT OF PREMIUMS**

The cost of student insurance shall constitute a legitimate part of the total cost of operating **ILTexas**.

**Sec. 3.22.3. NO LIABILITY FOR FAILURE TO PURCHASE**

The failure of the Board to purchase student insurance shall not be construed as placing any legal liability upon **ILTexas** or its officers, agents, or employees, for any injury that may result. *Education Code 38.024.*

**Sec. 3.22.4. OTHER COVERAGE**

**ILTexas** is not authorized to spend public funds on insurance to benefit persons to whom it owes no legal duty and shall not expend public funds for that purpose.

The Superintendent or designee shall ensure that the notice regarding legal restrictions on anabolic steroids required by Education Code 38.008 is posted in a conspicuous location in the gymnasium of each school in which there is a grade level of seven or higher and in each other place in a building where physical education classes are conducted.

**Sec. 3.24.1. APPLICABILITY OF UIL RULES AND SCHOOL POLICIES**

A student enrolled in **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** who participates in an extracurricular activity or a University Interscholastic League (UIL) competition is subject to **ILTexas** policy and UIL rules regarding participation only when the student is under the direct supervision of a **ILTexas** employee or at any other time specified by resolution of the Board. *Education Code 33.081(b)*.

**Sec. 3.24.1.1. Athletic Activities: UIL Forms**

Each student participating in an UIL extracurricular athletic activity must complete the UIL forms entitled “Preparticipation Physical Evaluation — Medical History” and “Acknowledgement of Rules.” Each form must be signed by both the student and the student’s parent or guardian. *Education Code 33.203(a)*.

If **ILTexas** offers an extracurricular athletic activity, it shall:

1. Prominently display at its administrative offices the telephone number and electronic mail address that the Commissioner maintains for reporting violations of Education Code Chapter 33, Subchapter F; and
2. Provide each student participant and the student’s parent or guardian a copy of the text of Education Code 33.201–33.207 and a copy of the UIL’s parent information manual. The document may be provided in an electronic format unless otherwise requested.

*Education Code 33.207(b), .208.*

**Sec. 3.24.1.2. Athletic Activities: Safety Training**

**ILTexas** shall provide training to students participating in athletic extracurricular activities related to:

1. Recognizing the symptoms of potentially catastrophic injuries, including head and neck injuries, concussions, injuries related to second impact syndrome, asthma attacks, heatstroke, cardiac arrest, and injuries requiring use of a defibrillator; and
2. The risks of using dietary supplements designed to enhance or marketed as enhancing athletic performance.

The training may be conducted by **ILTexas**, the American Red Cross, the American Heart Association, or a similar organization, or by the UIL. *Education Code 33.202(d)–(e)*.

Sec. 3.24.1.2.1. *Records*

The Superintendent shall maintain complete and accurate records of **ILTexas**'s compliance, and **ILTexas** shall make available to the public proof of compliance for each person enrolled in **ILTexas** who is required to receive safety training.

A campus that is determined by the Superintendent to be out of compliance with the safety training requirements or the requirements regarding unsafe practices and safety precautions (see below) shall be subject to the range of penalties determined by the UIL.

*Education Code 33.206.*

**Sec. 3.24.1.3. Athletic Activities: Safety Precautions**

A coach, trainer, or sponsor for an extracurricular athletic activity shall at each athletic practice or competition ensure that:

1. Each student participant is adequately hydrated;
2. Any prescribed asthma medication for a student participant is readily available to the student;
3. Emergency lanes providing access to the practice or competition area are open and clear; and
4. Heatstroke prevention materials are readily available.

If a student participating in a practice or competition becomes unconscious during the activity, the student may not:

1. Return to the activity during which the student became un-conscious; or
2. Participate in any extracurricular athletic activity until the student receives written authorization for such participation from a physician.

*Education Code 33.205.*

**Sec. 3.24.1.4. Prevention, Treatment, and Oversight of Concussions**

Sec. 3.24.1.4.1. *Concussion Oversight Team*

If student participate in interscholastic athletic activity, the Board shall appoint or approve a concussion oversight team. *Education Code 38.153(a).*

Each concussion oversight team must include at least one physician and, to the greatest extent practicable, considering factors including the population of the metropolitan statistical area in which **ILTexas** is located, **ILTexas** enrollment, and the availability of and access to licensed

health-care professionals, must also include one or more of the following: an athletic trainer, an advanced practice nurse, a neuropsychologist, or a physician assistant. If **ILTexas** employs an athletic trainer, the athletic trainer must be a member of the concussion oversight team.

Each member of the concussion oversight team must have had training in the evaluation, treatment, and oversight of concussions at the time of appointment or approval as a member of the team. The members also must take a training course at least once every two years and submit proof of timely completion to the Superintendent or designee in accordance with Education Code 38.158.

*Education Code 38.154, .158.*

*Sec. 3.24.1.4.2. Return-to-Plan Protocol*

Each concussion oversight team shall establish a return-to-play protocol, based on peer-reviewed scientific evidence, for a student's return to interscholastic athletics practice or competition following the force or impact believed to have caused a concussion. *Education Code 38.153(b).*

*Sec. 3.24.1.4.3. Required Annual Form*

A student may not participate in an interscholastic athletic activity for a school year until both the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed a form for that school year that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form must be approved by the UIL. *Education Code 38.155.*

A student shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition: a coach; a physician; a licensed health-care professional, as defined by Education Code 38.151(5); or the student's parent or guardian or another person with legal authority to make medical decisions for the student. *Education Code 38.156.*

*Sec. 3.24.1.4.4. Return to Play*

A student removed from an interscholastic athletics practice or competition under Education Code 38.156 may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence, by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;



2. The student has successfully completed each requirement of the return-to-play protocol established under Education Code 38.153 necessary for the student to return to play;
3. The treating physician has provided a written statement indicating that, in the physician’s professional judgment, it is safe for the student to return to play; and
4. The student and the student’s parent or guardian or another person with legal authority to make medical decisions for the student have acknowledged that the student has completed the requirements of the return-to-play protocol necessary for the student to return to play, have provided the treating physician’s written statement to the person responsible for compliance with the return-to-play protocol and the person who has supervisory responsibilities, and have signed a consent form indicating that the person signing:
  - a. Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;
  - b. Understands the risks associated with the student re- turning to play and will comply with any ongoing requirements in the return-to-play protocol;
  - c. Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191, of the treating physician’s written statement and, if any, the re- turn-to-play recommendations of the treating physician; and
  - d. Understands the immunity provisions under Education Code 38.159.

A coach of an interscholastic athletics team may not authorize a student’s return to play.

The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. The person who has supervisory responsibilities may not be a coach on an interscholastic athletics team.

*Education Code 38.157.*

### **Sec. 3.24.2. MILITARY DEPENDENTS**

**ILTexas** shall facilitate the opportunity for transitioning military children’s inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified. *Education Code 162.002 art. VI, § B.*

### **Sec. 3.24.3. SUSPENSION FROM EXTRACURRICULAR ACTIVITIES**

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by **ILTexas** or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than a course described below at “Exempt Courses.”

*Sec. 3.24.3.1.1. Length of Suspension*

A suspension continues for at least three school weeks and is not removed during the school year until the conditions of “Reinstatement,” described below, are met. A suspension shall not last beyond the end of a school year.

*Sec. 3.24.3.1.2. Grade Evaluation Period*

“Grade evaluation period” means:

1. The six-week grade reporting period; or
2. The first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

*Education Code 33.081(c).*

*Sec. 3.24.3.1.3. School Week*

For purposes of this policy, the school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays. *19 TAC 76.1001(b).*

*Sec. 3.24.3.1.4. Exempt Courses*

The suspension and reinstatement provisions of Education Code 33.081(c) and (d) do not apply to an advanced placement or international baccalaureate course, or to 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.

The following are honors classes for purposes of eligibility to participate in extracurricular activities:

1. All College Board Advanced Placement courses and International Baccalaureate courses in all disciplines;
2. English language arts: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
3. Languages other than English: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and languages other than English courses Levels IV–VII;
4. Mathematics: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and precalculus;

5. Science: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”; and
6. Social Studies: Social Studies Advanced Studies, Economics Advanced Studies, high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One).”

**ILTexas** may identify additional honors courses in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English for the purposes of extracurricular eligibility, but must identify such courses before the semester in which any exemptions related to extracurricular activities occur.

**ILTexas** is neither required to nor restricted from considering courses as honors for the purpose of grade point average calculation.

*Education Code 33.081(d-1); 19 TAC 74.30.*

#### **Sec. 3.24.4. STUDENTS WITH DISABILITIES**

In the case of a student with a disability that significantly interferes with the student’s ability to meet regular academic standards, suspension must be based on the student’s failure to meet the requirements of the student’s individualized education program (IEP). The determination of whether the disability substantially interferes with the student’s ability to meet the requirements of the student’s IEP must be made by the admission, review, and dismissal (ARD) committee.

For the purposes of this provision, “student with a disability” means a student who is eligible for **ILTexas**’s special education program under Education Code 29.003(b).

*Education Code 33.081(e).*

#### **Sec. 3.24.5. PRACTICE OR REHEARSAL**

A student suspended under Education Code 33.081 may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.  
*Education Code 33.081(f).*

#### **Sec. 3.24.6. REINSTATEMENT**

Until the suspension is removed or the school year ends, **ILTexas** shall review the grades of a student at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student’s grade in each class, other than a course described above at “Exempt Courses,” is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student’s teachers shall make the determination concerning the student’s grades. *Education Code 33.081(d).*

**Sec. 3.24.7. ATTENDANCE AND PARTICIPATION**

**ILTexas** shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

**Sec. 3.24.8. STATE BOARD OF EDUCATION RULES**

The following provisions apply to any UIL activity.

Other organizations requiring student participation that causes a student to miss a class may request sanction from the Board. If sanctioned by resolution of the Board, student participation in the organization's activities shall be subject to all provisions of statute and to 19 TAC 76.1001. If the Board does not grant sanction, any absences incurred by a student while participating with that organization's activities shall be subject to the attendance provisions of the Education Code. *19 TAC 76.1001(f)*.

**Sec. 3.24.9. EXTRACURRICULAR ACTIVITIES**

An extracurricular activity is an activity sponsored by the UIL, the Board, or an organization sanctioned by Board resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills, but may have an indirect relation to some areas of the curriculum.

Extracurricular activities include public performances (except as described below), contests, demonstrations, displays, and club activities. In addition, an activity is subject to this policy if any one of the following criteria applies:

1. The activity is competitive;
2. The activity is held in conjunction with another activity that is considered extracurricular;
3. The activity is held off-campus, except in a case in which adequate facilities do not exist on campus;
4. The general public is invited; or
5. An admission is charged.

**Sec. 3.24.9.1. Exception – Public Performances**

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance if:

1. Only item 4, above, applies; and
2. The requirement for student participation in public is stated in the essential knowledge and skills of the course.

*19 TAC 76.1001(a).*

### **Sec. 3.24.9.2. Limits on Participation and Practice**

#### *Sec. 3.24.9.2.1. During the School Week*

Limitations on practice, rehearsal, and student participation during the school week shall be as follows:

1. For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in item 2, below.
2. A student may also participate in a tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.
3. For each extracurricular activity, **ILTexas** must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.
4. If possible, **ILTexas** should avoid scheduling extracurricular activities or public performances on the day or evening immediately preceding the day on which the statewide student assessment program is scheduled for grades 3–11.

*19 TAC 76.1001(d); Education Code 33.081(a).*

#### *Sec. 3.24.9.2.2. During the School Day*

Limitations on practice and rehearsal during the school day shall be as follows:

1. **ILTexas** must limit a student to one period of practice during the regularly scheduled school day for practice of extracurricular activities, such as athletics, drill team, or cheerleading.
2. The limit in item 1 does not prohibit a student from enrolling in any state-approved class. A student who is enrolled in a state-approved class that includes essential knowledge and skills that relate to the preparation for an extracurricular activity may practice that extracurricular activity for no more than one period during the school day.
3. A student may not be permitted to miss a scheduled academic class to practice for an unrelated extracurricular activity.
4. **ILTexas** must limit extracurricular practice during the school day to ensure that class periods for extracurricular practice do not exceed the time allotted for other class periods.

5. **ILTexas** may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week.

*19 TAC 76.1001(d); Education Code 33.081(a).*

**Sec. 3.24.9.3. Record of Absences**

**ILTexas** shall maintain an accurate record of extracurricular absences for each student each school year. *19 TAC 76.1001(c).*

**Sec. 3.24.10. APPLICABILITY OF SCHOOL POLICY STUDENT CODE OF CONDUCT**

Students are subject to **ILTexas** policies and rules, including the Student Handbook and Student Code of Conduct, at any time the student is traveling to, participating in, attending an extracurricular or school-related event or activity on or off **ILTexas** property, or when under the direct supervision of a **ILTexas** employee.

**Sec. 3.25.1. SCHOOL-SPONSORED PUBLICATIONS**

All publications edited, printed, or distributed in the name of or within the **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** system shall be under the control of the school administration and the Board. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and shall be carefully edited to reflect the ideals and expectations of the citizens of the school’s geographical area for their schools. The Principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the Superintendent’s approval.

**ILTexas** may refuse to disseminate or sponsor student speech that:

1. Would substantially interfere with the work of **ILTexas**.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates **ILTexas** with any position other than neutrality on matters of political controversy.

**Sec. 3.25.2. ADVERTISING**

Advertising in individual school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

**Sec. 3.25.3. COMPLAINTS**

Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

**Sec. 3.26.1. DISTRIBUTION OF NON-SCHOOL LITERATURE**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** or by a **ILTexas**-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any **ILTexas** premises by any **ILTexas** student, except in accordance with this policy.

**ILTexas** does not endorse, and shall not be responsible for, the contents of any non-school literature distributed by students.

For purposes of this policy, “distribution” means the circulation of more than ten printed copies of material from a source other than **ILTexas**.

Each school campus shall designate an area where materials that have been approved for distribution by students in accordance with this policy may be made available or distributed. The Superintendent may develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas.

**Sec. 3.26.2. PRIOR REVIEW**

All non-school literature intended for distribution by students under this policy shall be submitted to the Principal or designee for prior review according to the following procedures:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards below at “Limitations on Content,” the Principal or designee shall approve or reject submitted materials within three school days of the time the materials were received.

**Sec. 3.26.3. POLICY VIOLATIONS**

Failure to comply with this policy shall result in appropriate administrative action, including but not limited to confiscation of non-approved materials, suspension of a student group’s use of **ILTexas** facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

**Sec. 3.26.4. LIMITATIONS ON CONTENT**

Non-school literature shall not be distributed by students on **ILTexas** property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.



3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others. **ILTexas** may not demonstrate reasonable cause to believe that the expression would engender material and substantial interferences solely because other students, teachers, administrators, or parents may disagree with its content.

**Sec. 3.26.5. APPEALS**

Administrative decisions regarding this policy may be appealed in accordance with Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

**Sec. 3.27.1. AUTHORIZED FEES**

The Board may require payment of:

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1. Fees for materials used in any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of materials.
  2. Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
  3. Security deposits for the return of materials, supplies, or equipment.
  4. Fees for personal physical education and athletic equipment and apparel. However, any student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the Board.
  5. Fees for items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, and graduation announcements.
  6. Fees specifically permitted by any other statute.
  7. Fees for an authorized, voluntary student health and accident benefit plan.
  8. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by **INTERNATIONAL LEADERSHIP OF TEXAS ("ILTexas")**.
  9. Fees for personal apparel that become the property of the student and that are used in extracurricular activities.
  10. Parking fees and fees for identification cards.
  11. Fees for driver training courses, provided that such fees shall not exceed the actual **ILTexas** cost per student in such programs for the current school year.
  12. Fees for courses offered for credit that require the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option.
  13. Fees for courses offered during summer school, except that the Board may not charge a fee for a course required for graduation unless the course is also offered without a fee during the regular school term.
  14. A reasonable fee for transportation of a student who lives within two miles of the school the student attends to and from that school, except that the Board may not charge a fee for transportation for which **ILTexas** receives funds under Education Code 42.155(d).
  15. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required under Education Code 25.092. **ILTexas** shall provide a written form to be signed by the student's legal guardian stating that this fee would not create a financial hardship or discourage the student from attending the program. **ILTexas** may assess the fee only if the student returns the signed form.
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16. If **ILTexas** does not receive any funds under Section 42.155 and does not participate in a county transportation system for which an allotment is provided under Section 42.155(i), a reasonable fee for the transportation of a student to and from the school the student attends.
  17. A fee for enrollment in an electronic course provided through the Texas virtual school network (TxVSN) in accordance with Education Code 30A.155.
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*Education Code 11.158, 30A.155.*

**Sec. 3.27.2. PROHIBITED FEES**

The Board may not charge fees for:

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1. Instructional materials, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course except as authorized under the Education Code.
  2. Field trips required as part of a basic educational program or course.
  3. Any specific form of dress necessary for any required educational program or diplomas.
  4. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
  5. Library materials required to be used for any educational course or program. However, fines may be assessed for lost, damaged, or overdue materials.
  6. Admission to any activity the student is required to attend as a prerequisite to graduation.
  7. Admission or examination in any required educational course or program.
  8. Lockers.
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**Sec. 3.27.3. PERSONAL SUPPLIES**

Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks. Students may be required to furnish school uniforms, subject to the provisions of Education Code 11.162 regarding educationally disadvantaged students.

**Sec. 3.27.4. WAIVER OF FEES**

**ILTexas** shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility, in the school policy manual, and in the student handbook.

**Sec. 3.27.5. POST-SECONDARY INSTRUCTIONAL PROGRAMS**

The Board may charge reasonable fees for goods and services provided in connection with any postsecondary instructional program, including career and technology, adult, veterans, or

continuing education, community service, evening school, and high school equivalency programs.  
*Education Code 11.158(b)-(c), (e)-(g).*

**Sec. 3.27.6. DISSEMINATION OF FEE SCHEDULE**

The Superintendent or designee shall ensure that the Student Fee Schedule is provided, as appropriate, to all students and parents.

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**Sec. 3.28.1. ALCOHOL**

In order to provide a safe alcohol-free environment for students and employees, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** prohibits alcoholic beverages on **ILTexas** property at any time, and at all school-sanctioned activities occurring on or off **ILTexas** property.

**Sec. 3.28.1.1. Cooperative Efforts**

The Board may cooperate with local law enforcement officials and the Texas Alcoholic Beverage Commission in attempting to provide an alcohol-free environment and in enforcing the alcohol-free zone provisions in the Alcoholic Beverage Code. *Education Code 38.007(b)*.

**Sec. 3.28.2. DRUG-FREE ZONES**

In order to provide a safe drug-free environment for students and employees, **ILTexas** prohibits drugs and/or controlled substances (as defined in Health and Safety Code, Chapter 481) on **ILTexas** property at any time, and at all school-sanctioned activities occurring on or off **ILTexas** property.

A person commits a criminal offense (enhanced) if the person knowingly or intentionally possesses a controlled substance listed in the Health and Safety Code, Chapter 481:

1. In, on, or within 1,000 feet of any real property that is owned, rented, or leased to **ILTexas** or a playground; or
2. On a school bus.

*Education Code 37.122.*

**Sec. 3.28.3. ENFORCEMENT**

**ILTexas** personnel shall enforce this policy on **ILTexas** property. Any student found in violation of this Policy shall be subject to disciplinary action in accordance with the Student Code of Conduct.

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** prohibits students from smoking, using, or possessing e-cigarettes or tobacco products at school-related or school-sanctioned activity on or off **ILTexas** property.

“E-cigarette” means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

The term includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

*Health and Safety Code 161.081(1-a).*

**ILTexas** personnel shall enforce this policy on **ILTexas** property. Any student found in violation of this Policy shall be subject to disciplinary action in accordance with the Student Code of Conduct. *Education Code 38.006.*

**Sec. 3.30.1. PURPOSE**

The **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

**Sec. 3.30.2. GENERAL GUIDELINES**

The Superintendent or designee shall establish dress and grooming standards for all students. Violations of dress and grooming standards shall be described in the Student Code of Conduct. Principals may, at their discretion, impose additional reasonable dress and grooming standards.

**Sec. 3.30.3. EXTRACURRICULAR ACTIVITIES**

Principals, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the Principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

**Sec. 3.30.4. UNIFORMS**

If the Board determines that requiring school uniforms would improve the learning environment at a **ILTexas** campus, the Board may adopt rules that require students at that school to wear school uniforms. Students shall wear uniforms beginning on the 90th day after the date on which the Board adopts the rules.

**Sec. 3.30.4.1. Funding**

The rules adopted by the Board must designate a source of funding to be used to provide uniforms for educationally disadvantaged students.

**Sec. 3.30.4.2. Exemptions**

A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempted from the uniform requirement. In order to exercise this option, the parent or guardian must provide a written statement that states a religious or philosophical objection to the uniform requirement that the Board determines is bona fide.

**Sec. 3.31.1. LIABILITY**

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least ten years of age but under 18 years of age.

*Family Code 4.001.*



**Sec. 3.32.1. PERSONAL USE**

**Sec. 3.32.1.1. Telecommunications Devices**

An authorized **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A confiscated personal telecommunications device may be released for an administrative fee, not to exceed \$15, as determined by the Superintendent or designee.

If a personal telecommunications device is not retrieved, **ILTexas** shall dispose of the device after providing notice required by law.

**Sec. 3.32.1.2. Other Electronic Devices**

Guidelines regarding personal electronic devices shall be addressed in the Student Handbook.

**Sec. 3.32.2. INSTRUCTIONAL USE**

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements.

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**  
**BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND**  
**HAZING**

PG-3.33

Gang-related behavior and hazing shall be prohibited by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)**. The consequences for gang-related behaviors and hazing shall be addressed in the Student Code of Conduct.

The Principal or designee shall document and update as needed known or suspected gang-related apparel, gang hand signals, gang signatures, mottoes, graffiti, or persistent gang involvement and activity. The Student Handbook shall include notice to parents and students in this regard.

DATE ADOPTED: June 19, 2019

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**Sec. 3.34.1. GENERAL GUIDELINES**

**ILTexas** personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.

Disciplinary consequences shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, age, or national origin.

**Sec. 3.34.2. STUDENT CODE OF CONDUCT**

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Made available for review in the Principal’s office; and
2. Made available on the **ILTexas** website and/or as hard copy to students, parents, teachers, administrators, and to others on request.

**Sec. 3.34.2.1. Revisions**

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Sec. 3.34.3. CORPORAL PUNISHMENT**

The Board prohibits the use of corporal punishment in **ILTexas**. Students shall not be spanked, paddled, or otherwise physically disciplined for violations of the Student Code of Conduct.

**Sec. 3.34.4. EXTRACURRICULAR STANDARDS OF BEHAVIOR**

Sponsors and coaches of extracurricular activities may develop and submit for approval standards of behavior that are higher than the **ILTexas**-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off **ILTexas** property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, age, or national origin.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or when the students first begin participation in the activity. Students and their parents

shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**Sec. 3.35.1. EXPULSION**

The Superintendent or designee shall determine conduct for which students may be expelled from school. Expellable offenses shall be described in the Student Code of Conduct, which shall be distributed to students and parents on an annual basis, as well as made available at each **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** campus and posted on the **ILTexas** website.

**Sec. 3.35.2. FEDERAL FIREARM PROVISION**

In accordance with the Gun-Free Schools Act, **ILTexas** shall expel from the student’s regular program, for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to any **ILTexas** campus. The Superintendent may modify the term of expulsion for a student or assess another comparable penalty that results in the student’s exclusion from the regular school program on a case-by-case basis.

For the purposes of this provision, “firearm” means:

1. Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any destructive device. “Destructive device” means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

**Sec. 3.35.3. EXPULSION PROCEEDINGS**

**Sec. 3.35.3.1. Due Process**

Before a student may be expelled, the Board or its designee shall provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution.

The minimum procedural requirements necessary to satisfy due process depend upon the circumstances and the interests of the parties involved. Federal due process requires notice and some opportunity for hearing.

**Sec. 3.35.3.2. Notice**

The notice should contain a statement of the specific charges and grounds that, if proven, would justify expulsion. In some cases, the student should be given the names of the witnesses against him or her and an oral or written report on the facts to which each witness testifies.

**Sec. 3.35.3.3. Hearing**

The rights of the student may properly be determined upon the hearsay evidence of school administrators who investigate disciplinary infractions.

**Sec. 3.35.3.4. Representative**

At the hearing, the student is entitled to be represented by the student's parent, guardian, or another adult who can provide guidance to the student and who is not an employee of **ILTexas**. If **ILTexas** makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, **ILTexas** may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

**Sec. 3.35.3.5. Term of Expulsion**

If the period of expulsion is inconsistent with the guidelines on length of expulsion in the Student Code of Conduct, the order must give notice of the inconsistency.

**Sec. 3.35.4. APPEALS**

A decision by the Board's designee to expel a student may be appealed to the Board.

**Sec. 3.36.1. STUDENTS WITH DISABILITIES UNDER SECTION 504**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall conduct an evaluation in accordance with 34 C.F.R. 104.35(b) before taking any action with respect to any significant change in placement of a student with a disability who needs or is believed to need special education and related services.

**ILTexas** may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that **ILTexas** would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to such disciplinary action.

**Sec. 3.36.2. SPECIAL EDUCATION STUDENTS**

Except as set forth below, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal (ARD) committee. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations.

**Sec. 3.36.3. REMOVAL FOR TEN DAYS OR LESS**

A student with a disability who violates the Student Code of Conduct may be moved from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days, to the extent those alternatives are applied to children without disabilities.

**Sec. 3.36.3.1. Services During Removal**

**ILTexas** is required to provide services during the period of removal if **ILTexas** provides services to a child without disabilities who is similarly removed.

**Sec. 3.36.4. SUBSEQUENT REMOVALS OF TEN DAYS OR FEWER**

**ILTexas** personnel may remove the student for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement.

**Sec. 3.36.4.1. Services During Removal**

After a student has been removed from his or her current placement for ten school days in the same school year, during any subsequent removal of ten consecutive school days or less, school personnel, in consultation with at least one of the student’s teachers, shall determine the extent to

which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s IEP.

**Sec. 3.36.4.2. Notice of Procedural Safeguards**

Not later than the date on which the decision to take the disciplinary action is made, **ILTexas** shall notify the student’s parents of the decision and of all procedural safeguards.

**Sec. 3.36.5. CHANGES IN PLACEMENT**

Any disciplinary action that would constitute a change in placement may be taken only after the student’s ARD committee conducts a manifestation determination review.

For purposes of disciplinary removal of a student with a disability, a change in placement occurs if a student is:

1. Removed from the student’s current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
  - a. The series of removals total more than ten school days in a school year;
  - b. The student’s behavior is substantially similar to the student’s behavior in the previous incidents that resulted in the series of removals; and
  - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

**ILTexas** determines, on a case-by-case basis, whether a pattern of removals constitutes a change in placement. **ILTexas**’s determination is subject to review through due process and judicial proceedings.

**ILTexas** personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student who violates the Student Code of Conduct.

**Sec. 3.36.6. MANIFESTATION DETERMINATION**

Within ten school days of any decision to change the placement of a student because of a violation of the Student Code of Conduct, **ILTexas**, parents, and relevant members of the ARD committee (as determined by the parent and **ILTexas** shall review all relevant information in the student’s file, including the student’s IEP, any teacher observations, and any relevant information provided by the parents to determine whether the conduct in question was:

1. Caused by, or had a direct and substantial relationship to, the student’s disability; or



2. The direct result of **ILTexas**'s failure to implement the IEP.

If **ILTexas**, the parent, and relevant members of the ARD committee determine that either of the above is applicable, the conduct shall be determined to be a manifestation of the student's disability.

#### **Sec. 3.36.6.1. Not a Manifestation**

If the determination is that the student's behavior was not a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as for students without disabilities. The ARD committee shall determine the interim alternative educational setting.

##### *Sec. 3.36.6.1.1. Services During Removal*

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

##### *Sec. 3.36.6.1.2. Manifestation*

If **ILTexas**, the parents, and relevant members of the ARD committee determine that the conduct was a manifestation of the student's disability, the ARD committee shall:

1. Conduct a functional behavioral assessment (FBA), unless **ILTexas** had conducted an FBA before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a BIP has already been developed, review the BIP and modify it, as necessary, to address the behavior.

Except as provided at "Special Circumstances" below, the ARD committee shall return the student to the placement from which the student was removed, unless the parent and **ILTexas** agree to a change in placement as part of the modification of the BIP.

### **Sec. 3.36.6.2. Special Circumstances**

**ILTexas** personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of TEA or **ILTexas**; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of TEA or **ILTexas**;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of TEA or **ILTexas**.

The ARD committee shall determine the interim alternative education setting.

### **Sec. 3.36.6.3. Services During Removal**

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

### **Sec. 3.36.7. APPEALS**

A parent who disagrees with a placement decision or the manifestation determination may request a hearing. Additionally, **ILTexas** may request a hearing if it believes that maintaining a current placement of a student is substantially likely to result in injury to the student or others.

#### **Sec. 3.36.7.1. Placement During Appeals**

When an appeal has been requested by a parent or **ILTexas**, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the student’s assignment to the alternative setting, whichever occurs first, unless the parent **ILTexas** agree otherwise.

**Sec. 3.36.8. REPORTING CRIMES**

Federal law does not prohibit **ILTexas** from reporting a crime committed by a student with a disability to appropriate authorities. If **ILTexas** reports a crime, **ILTexas** shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom **ILTexas** reported the crime. **ILTexas** may transmit records only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

**Sec. 3.36.9. STUDENTS NOT YET IDENTIFIED**

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated the Student Code of Conduct may assert any of the protections provided for in the IDEA if **ILTexas** had knowledge that the student had a disability before the behavior that precipitated that disciplinary action occurred.

**Sec. 3.36.9.1. School Knowledge**

**ILTexas** shall be deemed to have knowledge that a student has a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to **ILTexas** supervisory or administrative personnel, or to the teacher of the student, that the student was in need of special education and related services;
2. The parent requested an evaluation of the student for special education and related services;  
or
3. The student's teacher, or other **ILTexas** personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the special education director or to other **ILTexas** supervisory personnel.

**Sec. 3.36.9.2. Exception**

**ILTexas** shall not be deemed to have knowledge that the student had a disability if:

1. The parent has not allowed an evaluation of the student;
2. The parent has refused services; or
3. The student has been evaluated and it was determined that the student did not have a disability.

If **ILTexas** does not have knowledge, before taking disciplinary measures, that a student has a disability, the student may be subjected to the same disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

**Sec. 3.36.10. BEHAVIOR MANAGEMENT TECHNIQUES**

It is **ILTexas**'s policy to treat all students with dignity and respect, including students with disabilities who receive special education services. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities.

**Sec. 3.36.10.1. Exceptions**

Education Code 37.0021 (regarding use of confinement, seclusion, restraint, and time-out) does not apply to:

1. A peace officer, while performing law enforcement duties;
2. An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in a **ILTexas** educational program.

Further, Education Code 37.0021 does not prevent a student's locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if:

The student possesses a weapon; and

The confinement is necessary to prevent the student from causing bodily harm to the student or another person.

For these purposes, "weapon" includes any weapon described under Education Code 37.007(a)(1).

**Sec. 3.36.10.2. Confinement**

A student with a disability who receives special education services may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique.

**Sec. 3.36.10.3. Seclusion**

A **ILTexas** employee or volunteer or an independent contractor of **ILTexas** may not place a student in seclusion. "Seclusion" means a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that:

1. Is designed solely to seclude a person; and
2. Contains less than 50 square feet of space.

**Sec. 3.36.10.4. Restraint**

A **ILTexas** employee, volunteer, or independent contractor may use restraint only in an emergency and with the following limitations:

1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
2. Restraint shall be discontinued at the point at which the emergency no longer exists.
3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
4. Restraint shall not deprive the student of basic human necessities.

“Restraint” means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

*Sec. 3.36.10.4.1. Training*

Training for **ILTexas** employees, volunteers, or independent contractors regarding the use of restraint shall be provided according to the requirements set forth at 19 TAC 89.1053(d).

*Sec. 3.36.10.4.2. Documentation*

In a case in which restraint is used, **ILTexas** employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 TAC 89.1053(e).

**Sec. 3.36.10.5. Time-Out**

A **ILTexas** employee, volunteer, or independent contractor may use time-out with the following limitations.

1. Physical force or threat of physical force shall not be used to place a student in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques and must be included in the student’s IEP and/or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.

3. Use of time-out shall not be implemented in a fashion that precludes the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student’s IEP.

“Time-out” means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

*Sec. 3.36.10.5.1. Training*

Training for **ILTexas** employees, volunteers, or independent contractors regarding the use of time-out shall be provided according to the requirements set forth at 19 TAC 89.1053(h).

*Sec. 3.36.10.5.2. Documentation*

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

Each student is expected to respect the rights and privileges of other students, teachers, and **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** staff. All teachers, administrators, and other **ILTexas** personnel are expected to respect the rights and privileges of students.

**Sec. 3.37.1. STUDENT HANDBOOK**

The Superintendent or designee shall develop student handbooks with information on curriculum, grading, extracurricular activities, and other such topics that students and parents are likely to need during the school year. The Superintendent or designee shall ensure that no student handbook information is in conflict with policy or the Student Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail.

**Sec. 3.37.2. DISTRIBUTION**

Student handbooks shall be made available on the **ILTexas** website at the beginning of the school year; hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students and parents.

**Sec. 3.38.1. SEARCHES OF STUDENTS**

Students shall be free from unreasonable searches and seizures by **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** officials. **ILTexas** officials may search a student’s outer clothing, pockets, or property by establishing reasonable cause or securing the student’s voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**Sec. 3.38.2. INTERROGATIONS**

**Sec. 3.38.2.1. By School Officials**

Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

**Sec. 3.38.2.2. By Police or Other Authorities**

*Sec. 3.38.2.2.1. Child Abuse Investigations*

When a representative of the Department of Family and Protective Services or another lawful authority requests to question or interview a student at school as part of a child abuse investigation, the Principal shall cooperate fully with the official’s requests regarding the conditions of the interview or questioning.

*Sec. 3.38.2.2.2. Other Questioning of Students*

When law enforcement officers or other lawful authorities request to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The Principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.



2. The Principal ordinarily shall make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the Principal considers to be a valid objection to the notification, the parent shall not be notified.
3. The Principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the Principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

*Sec. 3.38.2.2.3. Students Taken into Custody*

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the Principal shall verify the official's identity. To the best of his or her ability, the Principal shall verify the official's authority to take custody of the student and then shall deliver over the student.

The Principal shall immediately notify the Superintendent and ordinarily shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the Principal considers to be a valid objection to notifying the parent at that time, the Principal shall not notify the parent.

**Sec. 3.38.2.3. Desks and Lockers**

Desks, lockers, and similar items are the property of **ILTexas** and are provided for student use as a matter of convenience. **ILTexas** will make periodic inspections of lockers and desks at any time, with or without notice or student consent. **ILTexas** officials will remove any item that violates **ILTexas** policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's desk or locker, or on the student's person, as a result of a search conducted in accordance with this policy.

**Sec. 3.38.2.4. Vehicles**

Vehicles parked on **ILTexas** property and property under **ILTexas** control are under the jurisdiction of **ILTexas** and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, **ILTexas** may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on **ILTexas** property or at a school-related event.

#### **Sec. 3.38.2.5. Use of Trained Dogs**

**ILTexas** may use or contract for specially trained nonaggressive dogs to sniff out and alert **ILTexas** officials to the presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to **ILTexas** may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on **ILTexas** property. The dogs shall not be asked to alert on students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by **ILTexas** officials.

#### **Sec. 3.38.3. PARENT NOTIFICATION**

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

**Sec. 3.39.1. MARRIED STUDENTS**

Married students shall have the same rights and responsibilities as unmarried students. This includes the right to participate in any extracurricular activities on the same basis, and subject to the same requirements, as unmarried students.

If **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** receives federal funds, it shall not apply any rule concerning a student’s actual or potential marital status that treats students differently on the basis of sex. *20 U.S.C. 1681; 34 CFR 106.40.*

Except as expressly provided by law, a student who has been married in accordance with Texas law has the capacity and power of an adult, regardless of age. *Family Code 1.104.*

**Sec. 3.39.2. PREGNANT STUDENTS**

**ILTexas** shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of **ILTexas**’s program or activity.

Pregnant students have the right to continue their education during pregnancy and may choose to exercise that right by:

1. Remaining in the regular school program.
2. Participating in any other special program **ILTexas** may provide for pregnant students.

The student may also choose to request a leave of absence. Such request shall be accompanied by a licensed physician’s certification that the leave is a medical necessity. Students who avail themselves of this option are exempt from compulsory attendance during the period certified by the physician as necessary for the leave of absence.

**Sec. 3.39.2.1. Medical Certification**

**ILTexas** may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

**Sec. 3.40.1. GUIDING PRINCIPLES**

**Sec. 3.40.1.1. Informal Process**

**INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

A parent or student may request an informal conference with the Principal within five school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the parent or student is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal.

**Sec. 3.40.1.2. Formal Process**

If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**Sec. 3.40.1.3. Freedom from Retaliation**

Neither the Board nor any **ILTexas** employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

**Sec. 3.40.1.4. Notice to Parents and Students**

The Superintendent or designee may develop more detailed grievance procedures. The Superintendent or designee shall ensure that all students and parents are informed of this policy.

**Sec. 3.40.2. COMPLAINTS**

In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student and parent complaints, except as provided below.

This policy shall not apply to:

1. Complaints concerning discrimination or harassment based on race, color, gender, national origin, disability, or religion. See PG-3.9 (Freedom from Discrimination, Harassment, and Retaliation).
2. Complaints concerning retaliation related to discrimination and harassment. See PG-3.9 (Freedom from Discrimination, Harassment, and Retaliation).
3. Complaints concerning bullying or retaliation related to bullying. See PG-10 (Freedom from Bullying and Cyber-Bullying).
4. Complaints concerning loss of credit on the basis of attendance. See PG-3.8 (Attendance for Credit).
5. Complaints concerning expulsion. See PG-3.35 (Student Discipline: Expulsion).
6. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504. See PG-3.36 (Equal Educational Opportunity) and the procedural safeguards handbook.
7. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act. See PG-36 (Student Discipline: Students with Disabilities) and the procedural safeguards handbook.
8. Complaints regarding the Free and Reduced Price Meal Program. See this Policy.

**Sec. 3.40.3. GENERAL PROVISIONS**

**Sec. 3.40.3.1. Filing**

Student and/or parent complaints shall be submitted in writing on a form provided by **ILTexas**, and may be delivered to the designated **ILTexas** representative by hand-delivery, electronic communication (including e-mail and fax), or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication marked by **ILTexas**'s technology resources /electronic communications system. Mail filings shall be timely filed if they are both postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

**Sec. 3.40.3.2. Days**

For purposes of this policy, “days” shall mean **ILTexas** business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.” Announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision. If an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a decision, the administrator shall

inform the complainant in writing of the necessity to extend the time for investigator or responding a specific date by when a decision will be issued.

**Sec. 3.40.3.3. Scheduling Conferences**

**ILTexas** shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, **ILTexas** may hold the conference and issue a decision in the student’s or parent’s absence.

**Sec. 3.40.3.4. Response**

At Levels One, Two, and Three, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s or parent’s e-mail address of record, or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication marked by **ILTexas**’s technology resources/electronic communications systems.

**Sec. 3.40.3.5. Representative**

“Representative” shall mean any person or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the **ILTexas** at any level of this process. If the student or parent designates a representative with fewer than one week’s notice to **ILTexas** before a scheduled conference or hearing, **ILTexas** may reschedule the conference or hearing to a later date, if desired, in order to include **ILTexas**’s counsel. **ILTexas** may be represented by counsel at any level of the process.

**Sec. 3.40.3.6. Consolidating Complaints**

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

**Sec. 3.40.3.7. Untimely Filings**

All time limits shall be strictly followed unless modified by mutual written consent.

If a written complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Sec. 3.40.3.8. Costs Incurred**

Each party shall pay its own costs incurred in the course of the complaint.

**Sec. 3.40.4. WRITTEN COMPLAINT AND APPEAL**

Complaints and appeals under this policy shall be submitted in writing.

Copies of any documents that support the complaint should be attached to the written complaint. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A written complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.

**Sec. 3.40.4.1. Level One**

The student or parent shall file a written Level One within the later of (1) ten days from the time the event(s) causing the complaint were or should have been known; or (2) within five days after the date a letter is sent to the parent or student after completion of the informal grievance process notifying the parent or student of the formal complaint process.

The Principal or designee shall serve as the Level One Grievance Officer, and will schedule a conference with the parent or student within ten days of receipt of the written complaint to consider the grievance. The Level One Grievance Officer will provide a written response to the complaint within ten days of the meeting.

**Note:** In accordance with PG-3.36 (Equal Educational Opportunity), Level One complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be filed within twenty school days.

**Sec. 3.40.4.2. Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Director of Student Services to appeal the Level One decision. The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the date of the Level One response deadline.

The Director of Student Services shall serve as the Level Two Grievance Officer and shall schedule a conference within ten days after the appeal notice is filed. The Level Two Grievance Officer shall have ten days following the conference to issue a decision.

**Sec. 3.40.1.1. Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level Two decision. The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the date of the Level Two response deadline.

The Superintendent or Designee shall serve as the Level Three Grievance Officer and shall schedule a conference within ten days after the appeal notice is filed. The Level Three Grievance Officer shall have ten days following the conference to issue a decision.

**Sec. 3.40.1.2. Level Four**

If the student or parent did not receive the relief requested at Level Three or if the time for a response has expired, the student or parent may appeal the decision to the Board. The appeal notice must be filed in writing within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.

**ILTexas** shall place the matter on the agenda for a future Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

The Board of Directors shall hear the student or parent complaint and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and **ILTexas** will be considered.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the previous decision shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board is final and may not be appealed.



If the complaint involves concerns or charges regarding a **ILTexas** student or employee, it shall be heard by the Board in closed meeting unless the parent or guardian of the child and/or the employee to whom the complaint pertains requests that it be heard in public.

**Sec. 3.40.2. COMPLAINTS REGARDING THE FREE AND REDUCED PRICE MEAL PROGRAM**

The following procedures apply to all complaints made by parents regarding **ILTexas's** administration of the Free and Reduced-Price Meal Program:

1. Parents with concerns or complaints will be directed to the Child Nutrition Director for the appropriate campus.
2. The parent will complete a Complaint Form that is available in the front office.
3. Completed forms must be returned to the campus Child Nutrition Director.
4. The campus Child Nutrition Director will provide completed forms to a Hearing Officer who is designated by the Principal.
5. The campus Hearing Officer will forward the completed form to the Texas Department of Agriculture.

**Sec. 3.41.1. HEAD LICE**

When a student is suspected of having head lice, the school nurse or other school official shall inspect the child. Children shall be inspected by the school nurse or other school official with consideration for privacy and confidentiality.

**Sec. 3.41.2. PARENT NOTICE**

When the school nurse or other school official determines or otherwise becomes aware that a child enrolled in an elementary grade has lice, **INTERNATIONAL LEADERSHIP OF TEXAS (“ILTexas”)** shall:

1. Provide written or electronic notice of that fact to the parent of the child with lice as soon as practicable, but not later than 48 hours after the administrator or nurse, as applicable, determines or becomes aware of that fact; and
2. Provide notice to the parent of each child assigned to the same classroom as the child with lice not later than the fifth school day after the date on which the administrator or nurse, as applicable, determines or becomes aware of that fact.

The notices provided to parents will include the recommendations of the Centers for Disease Control and Prevention for the treatment and prevention of lice, and the notice to the parent of each child assigned to the same classroom as the child with lice (as described in item 2 above) may not identify the child with lice.

**Sec. 3.41.3. RESPONSE TO LIVE LICE**

Any student identified with live lice will be sent home after the school contacts the parent/guardian. The parent/guardian will be advised to treat the child for head lice. Educational materials about treatment and prevention may be given to the parent/guardian.