Student Handbook

2026-2027

CYPRESS FAIRBANKS

INDEPENDENT SCHOOL DISTRICT

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2026-2027 STUDENT HANDBOOK/STUDENT CODE OF CONDUCT

Dear Parents or Guardians,

The 2026-2027 publication of the Student Handbook and Student Code of Conduct for Cypress-Fairbanks Independent School District (CFISD) is intended to serve as a resource to students, parents, staff, and the Board of Trustees. The information in this publication is reviewed and revised annually by a committee of parents, students, and district personnel. The Student Handbook provides general information regarding the district's policies, practices, and procedures. The Student Code of Conduct, which is approved by the Board of Trustees, specifies the expectations for student behavior, the behavior management techniques that are utilized by teachers and administrators, and the consequences for student misconduct.

It is very important that you and your child review this information. There is a shared understanding of the district's expectations for student behavior and the consequences should misconduct occur. With your support and encouragement, we are confident your child will adhere to the behavioral expectations of the Student Code of Conduct. Also, in addition to the normal communication that takes place between school and home, we are encouraging students and parents to provide any helpful information to campus or district officials that will reinforce the district's priority goal of safe schools for all students and staff.

In the best interest of children,

Douglas Killian, Ph.D.

Superintendent of Schools

Section I General Information

Foreword

The Cypress-Fairbanks ISD Student Handbook for 2026-2027 provides information regarding the operation of our schools. This publication includes a school calendar and a campus directory, along with policies, practices, and procedures of general interest to students and parents. This booklet is intended to serve as a helpful resource to students, parents, school staff, and the Board of Trustees.

Information in the 2026-2027 Student Handbook is subject to change without notice. Please contact a school administrator, counselor, or visit the CFISD website (**www.cfisd.net**) for updated information or links to school district policies and procedures.

Suggestions for improvement to the publication are welcomed. Please send them to:

Cypress-Fairbanks ISD

Assistant Superintendent for Student Services

11440 Matzke Road

Cypress, Texas 77429

Acknowledgements

Special thanks and acknowledgement are given to the students, parents, and staff who provided input to the Student Handbook.

Texas Education Code

Public Education Mission and Objectives

"The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now, and in the future, in the social, economic, and educational opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child."

Texas Education Code, Title 2, Subtitle A, Chapter 4, § 4.001 *Public Education Mission and Objectives*

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

Vision Statement

Create a thriving educational community where each student's full potential is cultivated, realized, and celebrated to ensure lifelong success.

Mission Statement

Equip students today to impact tomorrow.

Board of Trustees 2026-2027

Board of Trustees	
President	Julie Hinaman
Vice-President	Dr. Cleveland Lane, Jr.
Secretary	Lesley Gilmart
Trustee	Kendra Camarena
Trustee	Christine Kalmbach
Trustee	Todd LeCompte
Trustee	Justin Ray

School board meetings are scheduled at 6:00 p.m. and are usually held on the second Monday of each month in the Board Room at the Mark Henry Administration Building, 11440 Matzke Road, Cypress, Texas. Specific agenda information is available each month on the district's website, **www.cfisd.net**. The public is invited to attend. Meetings may be viewed live on the district's website and are archived on the district's YouTube channel.

District Administrative Personnel

(281) 897-4000

District Administrative Personnel	
Superintendent	Douglas Killian, Ph.D.
Associate Superintendent/Chief Academic Officer	Tonya Goree, Ed.D.
Associate Superintendent/Chief Financial Officer	Karen Smith
Associate Superintendent/Chief of Employee and Student Services	Deborah Stewart, Ed.D.
Associate Superintendent/Chief of Staff	Brandy Baker
Associate Superintendent/Chief Officer for School Leadership	Irene Ruiz
Associate Superintendent/Chief Operations Officer	Matthew Morgan
General Counsel	Marney Collins Sims
Assistant Superintendent/Business and Financial Services	Amanda Boles
Assistant Superintendent/Communication and Community Relations	Joel Weckerly
Assistant Superintendent/ Elementary Curriculum and Instruction	Melissa Martin
Assistant Superintendent/Secondary Curriculum and Instruction	Vivian Bennett, Ed.D.
Assistant Superintendent/District Improvement and Accountability	Ashley Clayburn, Ed.D.
Assistant Superintendent/Educational Support Services	Marchelle Peters, Ed.D.
Assistant Superintendent/Facilities and Construction	Jesse Clayburn
Assistant Superintendent/Human Resources	Chairita Franklin
Assistant Superintendent/School Leadership	Stacie Everson
Assistant Superintendent/School Leadership	Chris Hecker
Assistant Superintendent/School Leadership	Kenneth Henry
Assistant Superintendent/School Leadership	Ana Martin

District Administrative Personnel	
Assistant Superintendent/Student Services	Ify Ogwumike, Ed.D.
Assistant Superintendent/Support Services	Darin Crawford
Assistant Superintendent/Technology and Information Services	Charles Franklin
Assistant Legal Counsel	Sandra Huhn
Assistant Legal Counsel	Harry Wright
Chief of Police	Eric Mendez

Section II Admission, Attendance, and Graduation

1 Admissions Eligibility

1.1 General Eligibility for Admittance

The Board shall admit into the public free schools of the district, free of tuition, all persons who are at least five years old on September 1 of the current school year but less than 21 years old by the same date, if such person or their parent, guardian, or person having lawful control resides within the district.

The district requires that the person eligible to enroll the student provide proof of residency in the district, which may include items such as a current lease agreement, mortgage coupon/statement, closing contract on a home, a letter from their builder or realtor with an estimated closing date, along with a current utility bill (gas, light, or water) in the parent or guardian's name. For further details regarding proof of residency, please contact the Office of Student Services/Admissions at (281) 517-6342.

The district may withdraw any student who ceases to be a resident. A student who fails to attend school without parent contact or other notification to the district regarding the student's absences for 10 consecutive days may also be withdrawn.

1.2 Residency Requirement

For a person under 18 years of age to establish, for the purpose of attending the public free schools, a residence separate from their parent, guardian, or other person having lawful control of them, they must demonstrate that their presence in the district is for the primary purpose of attending the public free schools and not for the primary purpose of participation in extracurricular activities.

The Board shall determine whether an applicant for admission qualifies as a resident of the district and may adopt reasonable guidelines for making that determination as necessary to protect the best interest of students. For further details regarding proof of residency, please contact the Office of Student Services/Admissions. The school district is not required to admit a person attempting to establish residency under this section if they have:

- Engaged in conduct or misbehavior within the preceding year that resulted in removal to a disciplinary alternative education program or expulsion.
- Engaged in delinquent conduct and are on probation or other conditional release.
- Been convicted of a criminal offense and are on probation.

1.3 Falsifying Enrollment Information

There are civil and criminal penalties for knowingly providing false information on a student enrollment form, including reimbursement and criminal sanctions. See Texas Penal Code Section 37.10 and Texas Education Code Section 25.001 (h). A person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled based on false information. For the time an ineligible student is enrolled, the individual responsible must pay either the amount specified in the Board Policy (see Board Policy FD [LEGAL]) or the district's budgeted per-student maintenance and operating expense, whichever is greater.

1.4 Admission Requirements for Enrollment

Social Security Number

The school district requests a social security number for each of its students. Should the parents or guardians not make this number available, a state student identification number is assigned to the student for record identification.

Child's Identity

State law (Texas Education Code Section 25.002) requires a parent or other person with legal control of a child to present, within 30 days of a child's enrollment, proof of the child's identity (birth certificate or any other acceptable documentation) and a copy of the child's records from the most recently attended school. It also requires school districts to notify the police if this information is not provided and request whether the child has been reported as missing. Also, the school district enrolling the child is required to notify the Missing Persons Clearing House at 1 (800) 346-3243 if the name on the identifying document or school records differs from the name under which the child is enrolled.

Custody Documents

It is the parent's and/or guardian's responsibility to provide the campus registrar with current legal documents when custody rights have been determined by a court of law. Possession periods will be followed in legal documents to the extent practicable. Legal documents are those that have been signed by a judge and contain the court's stamp certifying authenticity.

1.5 CFISD Virtual Pathways - Virtual Instruction

Students in grades 4, 5, and 9-12 may choose to enroll in the CFISD Virtual Academy - a fully online learning option through the CFISD Virtual Pathways program. Once accepted, families are

committing to participate for the entire year. Students in grades 11 and 12 also have the option to choose the CFISD Flex Learning model, in which they can choose to take up to two of their instructional day courses virtually through the Virtual Pathways program, at a time and place of their choosing or at a supervised location on their face-to-face campus. Additionally, students in grades 9-12 may take up to two Supplemental Courses for a fee, outside of the school day, to advance their learning or make room in their schedule for additional electives. Throughout their enrollment, students are expected to maintain consistent participation, satisfactory grades, and regular attendance as well as uphold all behavior expectations described in the CFISD Code of Conduct.

For more details visit: **virtual.cfisd.net**

All district policies, procedures, guidelines, rules, and behavior expectations remain in effect in the virtual environment and will be applied as appropriate within all three virtual learning environments - CFISD Virtual Academy, CFISD Flex Learning, and CFISD Supplemental Courses.

1.6 Address Confidentiality Program (ACP)

The ACP is available to persons who are victims of domestic violence, sexual assault, or stalking. The goal of the program is to keep the victim's location confidential through the use of a substitute address and mail-forwarding service. A substitute legal address (P.O. Box) is established for the victim and is displayed on a participation card issued by the Attorney General's Office. When presented with the participation card, our schools will accept the card in lieu of the person's actual address. The substitute address has no relation to the victim's actual location within the state.

1.7 Students Experiencing Homelessness

The enrollment process for students experiencing homelessness includes completing a Student Residency Questionnaire (SRQ) as one part of the comprehensive effort to identify students and their families. If a student is identified as experiencing homelessness, they are entitled:

- To enroll in school without providing proof of residency.
- To continue attending the school in which they were last enrolled, even if the student no longer resides in the attendance zone.
- To receive transportation from their current residence to the school of origin.
- To automatically qualify for free breakfast/lunch and other district food programs (Child Nutrition Programs).
- To participate fully in all school activities and programs for which they are eligible.
- To contact the homeless liaison to resolve disputes that arise during the enrollment process.

CFISD may also offer additional assistance to students and their families experiencing homelessness through Enrollment, Attendance, Academic Success, Education Services (EASE).

1.8 Foreign Exchange

A foreign exchange student who has graduated from any high school is not eligible for admission to the district. Foreign exchange students must meet the same course and testing requirements and will have the same guidelines for class placement and level changes as all other students in the district. An application and school acceptance form must be submitted to the Office of Student Services by email at **foreignexchangeadmissions@cfisd.net** from a nationally-recognized foreign exchange program. Texas law does not allow the district to complete I-20 forms for international students.

1.9 Foster Care

The role of the foster care liaison is to facilitate enrollment and transfers for youth in foster care. Questions regarding foster care students can be directed to the foster care liaison at (281) 517-2637.

2 Minimum State Vaccine Requirements

2.1 2026-2027 Texas Minimum State Vaccine Requirements

The Texas Department of State Health Services annually publishes immunization requirements for Texas public school students in compliance with the Texas Education Code, Chapter 38, Health & Safety Texas Subchapter A, General Provisions. For a complete listing of immunization requirements, please visit the TX DSHS website at:

https://www.dshs.texas.gov/immunizations/school/requirements

2.2 Exemptions

Texas law allows:

- Physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member.
- Parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief.

The law does not allow parents/guardians to elect an exemption simply because of inconvenience (e.g., a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of

students with exemptions, so they may be excluded in times of emergency or epidemic declared by the Commissioner of Public Health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at **www.ImmunizeTexas.com** under "School and Childcare." The original exemption affidavit must be completed and submitted to the school or childcare facility. For children claiming medical exemptions, a written statement by the physician must be submitted to the school or childcare facility. 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.

2.3 Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator 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 the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active-duty military, and students who are experiencing homelessness can be found in the Texas Administrative Code, Title 25 Health Services, Sections 97.66 and 97.69.

2.4 Documentation

Because many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

3 Enrollment and Attendance Information

3.1 Verification of Enrollment

Texas Education Code Section 25.092, Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90-percent attendance rule applies when determining Verification of Enrollment (VOE) eligibility. Thus, if the school awarded a student credit for each class the semester prior to application for the VOE form and the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90-percent rule. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes, unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. The VOE form does not have to be signed by the student in the presence of the person certifying attendance.

3.2 Driver's License Enrollment Requirement

The Texas Transportation Code requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, home, or private school, or GED program and meet specific enrollment conditions to obtain or renew a driver's license. This requirement applies to people under 18 years of age.

3.3 Withdrawal of Students from School

A student who officially ceases to be enrolled in school before the end of the school year is said to be "withdrawn from school." A student may be withdrawn only by a parent or legal guardian. In the event there are legal documents affecting custody of the student, a copy must be provided to the campus prior to withdrawal and may affect a parent's or legal guardian's ability to withdraw a student. The parent or legal guardian withdrawing the student should notify the school in writing or by phone at least 24 hours in advance to provide time for the school to complete the withdrawal procedures. The parent or guardian should be prepared to present a government-issued photo ID to school officials when withdrawing the student.

From June 1st through the first day of the new school year, it is not necessary for parents/guardians to withdraw a student. To assist with communication and the transfer of records, parents/guardians can email the registrar to let them know that the student will not be returning and inform them of where they can send records. Any questions regarding withdrawals should be directed to the current campus registrar.

Note: Notwithstanding the above, a student who fails to attend school without parent contact or other notification to the district regarding the student's absence for 10 consecutive days may be administratively withdrawn by the school district.

3.4 Compulsory Attendance Law

A student between the ages of 6 and 19 must attend school and district-required tutorial sessions unless the student is otherwise exempted or excused. Students enrolled in pre-kindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled. A student who voluntarily attends or enrolls after their 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The district is required by (§) 25 of the Texas Education Code to support students in maintaining good attendance. Parents and/or legal guardians are strongly encouraged to regularly monitor the Home Access Center (HAC). The HAC allows parents to monitor their child's attendance, grades, and schedule to ensure accuracy and take appropriate action when necessary. Information regarding the Home Access Center can be obtained by contacting the student's home campus. Parents or students who have concerns about attendance should contact the school attendance office for information.

3.5 Failure to Comply with Compulsory Attendance

The district must investigate and report violations of the state compulsory attendance law. Truancy prevention measures will be implemented to monitor school attendance requirements. A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

When a student aged 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

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

court if the student is absent from school for 10 or more days or parts of days within a six-month period in the same school year.

If a student fails to attend school without excuse as specified by Texas Education Code 25.095(a), a school district may file a complaint against the student's parent in a county, justice, or municipal court for an offense under Section 25.093 if the school district provides evidence of the parent's criminal negligence.

If a student aged 12–18 incurs 10 or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

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

3.6 Exception to Compulsory Attendance

For the following reasons, an absence will be counted as a day of compulsory attendance if the student satisfactorily completes schoolwork within a reasonable time:

- Observing religious holy days (including travel time).
- Attending a required court appearance (including travel time).
- Appearing at a government office to complete paperwork required in connection with the student's application for United States citizenship (including travel time).
- Taking part in a United States naturalization oath ceremony (including travel time).
- Serving as an election clerk or early voting clerk for up to two days per school year (travel time excluded).
- Student in the conservatorship of the Department of Family and Protective Services (DFPS) attending a mental health or therapy appointment or family visitation as ordered by a court (including travel time).
- Student in the conservatorship of DFPS participating in an activity ordered by a court if it is not practicable to schedule the participation outside of school hours (including travel time).
- Temporary absence resulting from an appointment with health care professionals for the student or the student's child if the student begins class(es) or returns to class(es) on the same mental/behavioral health days of the appointment. The student must provide a note from the health care professional upon return to school.
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, as certified by a physician.

- A temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a health care practitioner, including applied behavioral analysis, speech therapy, and occupational therapy (travel time excluded).
- Visiting an institution of higher education accredited by a generally recognized accrediting organization or visiting a professional's workplace for a career investigation day during the student's junior and/or senior years of high school for the purpose of determining the student's interest in attending the institution or pursuing a career in the professional's field. Students may take up to two college/career investigation days in their junior year and two college/career investigation days in their senior year.
- Pursuing enlistment in a branch of the United States Armed Services or the National Guard. Students who are age 17 or older may take up to four days during their high school career.
- Visiting a driver's license office for the purpose of obtaining a learner's/driver's license. Students who are age 15 or older may take one day during their high school career for the purpose of obtaining a learner's license and one day for the purpose of obtaining a driver's license.
- Sounding "Taps" at a military honors funeral held in Texas for a deceased veteran (6th through 12th-grade students) (travel time excluded).
- Visiting the student's parent, stepparent, or guardian who is an active 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. The absences may be no more than five days in a school year and 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 (travel time excluded).
- Student attending a released time course for at least one but not more than five hours a week.

3.7 Attendance Accounting

Each year, campus principals are required to establish and maintain one point in time, a snapshot, for Official Attendance-Taking Time for the campus. State law also requires that attendance be taken for each class period at the secondary level. The information below gives additional information regarding each level:

- Elementary campuses take official attendance at their official attendance-taking time. Students must be on campus and properly accounted for at the official attendance-taking time to be present for compulsory attendance purposes.
- Secondary campuses take attendance every class period. Students must be on campus and properly accounted for each class period for credit and at the official attendance-taking time for compulsory attendance purposes.
- Virtual Pathways courses will take attendance by checking student activity within the course from 12:00 am through 11:59 pm each school day.

To ensure parents are adequately notified of all absences, report cards for students in Cypress-Fairbanks ISD will reflect all absences that affect either compulsory attendance or attendance for credit issues. The total number of absences for secondary students depicts the number of class periods affected by absences, not the number of days since attendance for credit deals with each course/class individually. All absences, including those for health-care appointments and/or those due to serious or life-threatening illness or related treatment for which the student cannot be penalized under compulsory attendance, are counted on the report card.

4 Absences and Tardies

4.1 Release of Students

A student will not be released from school at times other than regular dismissal hours, except with the principal's or designee's permission, and in accordance with campus sign-out procedures. The student:

1. Must bring a note from their parent/legal guardian/supervisory adult specifying the reason for the early release, the release time, and the person picking up the student.
1. Should deliver the note to the attendance office/receptionist.
2. Will receive a pass to be released at the specified time.
3. Will be sent to the receptionist/attendance office to wait to be released to the appropriate person.
4. Is to be signed out by the appropriate person with the attendance office/receptionist.
5. Will be marked absent by teachers during their absence.
6. Must provide a parent or doctor note upon their return to school.
7. May have attendance code modified by the attendance secretary to reflect the absence.
8. Will have a note placed in the student's attendance file.

Note: High school only—The school will contact the parent, legal guardian, or supervisory adult to verify a note.

In the absence of a court order to the contrary, a student will generally be released to either parent or legal guardian of the student, unless parents/guardians are providing conflicting directives to the campus regarding release of the student. In the event there are conflicting directives from parents/guardians with equal rights and access to the student, the campus will generally maintain the status quo of the student (i.e., send the student home at the end of the day in the same way the student arrived at the campus that day) and allow the parties to seek legal intervention to resolve the conflict. In the event there is a custody order designating periods of

possession for a student, the school is required to observe these possession periods in its release of the student and will require parents/guardians to coordinate with one another outside of school and provide appropriate written authorization for any variation from the court-ordered possession periods. The only other people to whom a student will be released are those who have been given written permission in advance by the parent or legal guardian consistent with any court-ordered possession periods. See Early Release/Late Arrival for additional information on required procedures. Please note, a person's inclusion on the emergency card will not authorize that person to have access to the campus or student without separate written permission from a parent/guardian to do so, or in accordance with the established procedures for a school-initiated removal when a parent/guardian cannot be reached. In the event the school initiates removal/release of the student and a parent/guardian cannot be reached, the student will only be released to persons designated on the school's emergency card, and consistent with any court-ordered possession periods.

Note: Everyone, including parents, should be prepared to present a picture ID to school officials when requesting the release of a student.

Early Release/Late Arrival

Seniors, whose parents request early release/late arrival for reasons specified in Board Policy EED (LOCAL) and have principal approval, may be allowed to arrive on campus one hour late and/or leave campus one or two hours early. Students receiving approval for early release/late arrival must have reliable transportation to leave or arrive at the approved time, every day. Students should not return to the campus unless they have tutoring (must have a pass from the teacher), need to take a make-up test (must have a pass from the teacher), or participate in an extracurricular activity that meets or practices at the end of the day, such as athletics, band, choir, drill team, club, etc. In addition, students approved for early release/late arrival may also attend school functions such as athletic events, theater, music performances, dances, and banquets.

The principal may grant a one-hour late arrival OR one-hour early release to a junior who is enrolled in courses that complete their graduation requirements, who has passed the state assessment (STAAR/EOC), and who is enrolled in a college course on a college campus.

4.2 Excused Absences

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the principal. Students are required to provide a note from a parent or guardian for each absence within three days from the date of the absence or consecutive absences. This note may be mailed or delivered in person by the student or parent/legal guardian. For auditing purposes, the note must include student's name and grade, date of absence, reason for absence, the signature of parent/legal guardian, along with a telephone number for the

parent/legal guardian. If the student does not provide a note for being absent, the absence will be counted as unexcused. See Section 4.1 Release of Students for procedures related to students who leave school during the school day.

4.3 Absences for School-Related Activities

The district shall not schedule nor permit students to participate in any school-related extracurricular or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than 10 times during the school year (a full-year course). All University Interscholastic League (UIL)-sponsored activities are sanctioned as school-related activities and come under the provisions of Board Policy FM. Other organizations may be recognized as sanctioned activities if they have been approved by the Board of Trustees. If the activity is not approved by the Board of Trustees, any absence incurred by a student in order to participate in that organization's activities will be counted as an absence and not one of the 10 allowable days.

4.4 Make-up Work Procedures

Completing classwork and homework is crucial for academic progress; students have the opportunity to complete make-up work for all absences. For short-term absences, students will generally be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstance, teachers may grant students additional time to do their make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period (i.e., four days or more) parents may make arrangements to obtain the missed work, and campus administrators may adjust the time period for completing the make-up work, considering such factors as the amount of time the student has been absent and/or the timing of the absences (i.e., at the conclusion of a grading period or school year). Teachers may assign make-up work based on the instructional objectives for the course and the individual needs of the student in mastering the essential knowledge and skills, or for meeting course requirements. Parents should give the campus at least a 24-hour notice when requesting make-up work to allow staff adequate time to gather the missed assignments. Students who participate in extra-curricular activities will be required to meet all UIL guidelines and timelines for make-up work.

4.5 Tardiness

Elementary

At the elementary level, developing strong habits around punctuality is an important part of supporting student success. Families are encouraged to ensure that students arrive on campus with enough time to be in their classroom, seated, and ready to begin learning when the instructional bell rings. Arriving on time helps students start the day with their peers and fully engage in planned instruction.

Tardiness can also disrupt the learning environment for other students, as teachers must pause instruction to support late arrivals. Additionally, students who arrive after the state-designated attendance-taking time at their campus will be counted absent for the day in accordance with state attendance requirements. Establishing consistent morning routines that support on-time arrival helps promote a positive and productive learning environment for all students.

Secondary

Students are given a limited number of minutes between classes as determined by each secondary campus. Students are counted tardy if they are not in their classrooms before the bell rings to signify the beginning of a given class period. Being late for a class is recognized as a tardy. However, students who are more than 10 minutes tardy for a given class period will be counted absent for attendance purposes. Students who are checking out for the school day during a given class period will also be recorded as absent if the student leaves prior to the first 10 minutes of class. A student with documented tardies may be assigned to detention (including lunch detention, before or after-school detention, Saturday detention) or another appropriate disciplinary consequence, in accordance with each school's tardy procedures.

4.6 Warning Notices/Parent Notification Regarding Unexcused Absences

Texas Education Code Section 25.095 requires school districts to notify a student's parent or legal guardian in writing at the beginning of the school year if the student is absent from school for 10 or more days or parts of days within a six-month period in the same school year. In accordance with this requirement, this officially notifies the parent and/or legal guardian that:

- The student's parent is subject to prosecution under Texas Education Code Section 25.093.
- The student is subject to prosecution under Texas Education Code Section 25.094 or referral to truancy court for truant conduct under Section 65.003(a), Family Code.

If a student is absent from school three days or parts of days in a four-week period without parental consent, or is absent without an excuse for 10 or more days or parts of days in a six-month period, the district will send a notice home to inform the parent that:

- It is the parent's duty to monitor the student's school attendance and require the student to attend school.
- The student is subject to truancy prevention methods under Texas Education Code Section 25.0915.
- The school officials may request a conference to discuss the absences.

A student absent from school without permission from any class, from required special programs such as accelerated (additional special) instruction and basic skills for ninth graders, or from required tutorials, will be considered in violation of the compulsory attendance law and subject to disciplinary action.

The fact that a parent did not receive this notice does not create a defense under Texas Education Code Sections 25.093 or under Section 65.003(a), Family Code. "Parent" includes a person standing in the parental relation to a student in the absence of a parent or legal guardian.

5 Loss of Credit

5.1 Secondary Students Loss of Credit Due to Excessive Absences

Loss of credit is tabulated on an individual course basis. A student may not receive credit for a class or may be retained (up to eighth grade) unless they have been in attendance for at least 90 percent of the days the class is offered during the semester or is successful in appealing the loss of credit as provided in this policy. This applies to excused and unexcused absences. If a student is in attendance for at least 75 percent but less than 90 percent of the days, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. If the student is under the jurisdiction of a court in a criminal or juvenile justice proceeding, the student may not receive credit by completing such a plan without the consent of the presiding judge. Parents of secondary students shall be notified after the fifth absence.

5.2 Elementary Students Loss of Credit Due to Excessive Absences

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless they have been in attendance for at least

90 percent of the days during the school term or is successful in appealing the loss of credit as provided in this policy. This applies to excused and unexcused absences. If a student is in attendance for at least 75 percent but less than 90 percent of the days, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. Parents of elementary students will receive written notice following the 10th absence.

5.3 Methods for Regaining Credit Due to Excessive Absences

If a student loses credit due to excessive absences, the student may restore the credit by completing a restoration plan approved by the principal or by submitting a written petition to the Campus Attendance Committee.

- Principal-Approved Credit Restoration Plan

  A student who is in attendance for at least 75 percent, but less than 90 percent of the days a class is offered, may complete a principal-approved credit restoration plan. This plan must meet the instructional requirements of the class.

- Written Petition

  A student who fails to successfully complete the approved credit restoration plan or whose attendance drops below 75 percent of the days the class is offered may petition the Campus Attendance Committee no later than 30 days after the last day of classes to request credit restoration. Classroom teachers shall comprise a majority of the Campus Attendance Committee.

5.4 Attendance Committee Considerations

The following extenuating circumstances may be considered in reviewing student absences:

- Medical or dental appointment (absent for entire day)
- Family emergencies or unforeseen or unavoidable instances requiring immediate attention
- Approved college or career exploration visitations
- Personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous
- Days of suspension for which the student has satisfactorily completed assignments for the suspension period
- Participation in a court proceeding or a child abuse/neglect investigation in accordance with Texas Education Code Section 37.055
- The late enrollment and/or early withdrawal of a migratory student as defined by Code of Federal Regulations 201.3

- Days missed by a runaway as defined by Texas Family Code 51.03 (relating to delinquent conduct, conduct indicating a need for supervision)
- Completion of a competency-based education program for students identified as at-risk in Section 75.195 of Grade-Level Retention (related to alternatives to social promotion) and dropouts
- The late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission
- The absences of a teen parent due to caring for their child
- Participation in a substance abuse rehabilitation program
- Other circumstances deemed appropriate by the Attendance Review Committee

5.5 Restoring Lost Credit

Students restore credit through multiple options provided and assigned by the campus administrator or Campus Attendance Committee. Some examples include:

- Completing additional assignments, as specified by the committee or teacher.
- Attending tutorial sessions as scheduled, which may include Saturday classes or before and after-school programs.
- Maintaining the attendance standards for the rest of the semester.
- Taking an examination to earn credit (See EHDC [LOCAL] [LEGAL]).
- Attending a flexible school day program.
- Completing contracts for independent study.

In all cases, the student must also earn a passing grade to receive credit.

6 Semester Examination Exemptions

All students are scheduled and expected to participate in all semester examinations. A semester examination shall be defined as the teacher/team-designed comprehensive examination administered during semester exam week. As part of an attendance and behavior incentive program, some students may earn the opportunity to exempt one or more semester exams.

6.1 Fall and Spring Semester Exam Exemption

All students in grades 9-12 shall have the opportunity to earn exemptions from fall and spring semester exams. Freshmen shall be allowed one exemption per semester; sophomores, two exemptions per semester; juniors, three exemptions per semester; and seniors, four exemptions during the fall semester and seven exemptions during the spring semester.

Note: A Leonard Brautigam Center senior may exempt all exams during the student's final semester in high school regardless of the semester (fall, spring, mid-fall, or mid-spring).

Semester Exam Exemptions are offered as attendance and behavior incentives for each semester. To qualify for an exam exemption in a class/course, a student must have per semester:

- Three or fewer absences.
- Three or fewer tardies.
- An average of 80 or higher for the semester.
- An E, S, or I in conduct.
- No OSS, ALC, or JJAEP Placements.
- All fees and fines clear.

Beginning with the 2025-26 school year, seniors seeking an exam exemption must have also met their CCMR requirement or be "on track" to earn their CCMR point based on their current course schedule.

Even when a student has earned an exemption, they may elect to take the exam. If a student chooses to exempt an exam, they should still attend school. If the student chooses not to attend school, they will be marked absent, and the absence will be reflected on the student's report card.

6.2 Conduct

A student receiving a grade of "U" (Unsatisfactory) for conduct shall lose eligibility for exemptions; however, a student shall not receive a "U" unless the teacher has referred that student to the assistant principal's office for misconduct.

6.3 Revoking Exemptions

Exemptions shall be determined prior to the calculation of final grades. When a student's grade falls below the qualifying threshold, the teacher shall notify the counselor and the student that their exemption has been revoked. When an exemption has been revoked, the student shall not be allowed to acquire a different exemption after the deadline.

7 Student Transfers

Students requesting a district transfer are required to submit an application for transfer. Transfer applications are available in the registrar's office on all campuses and on the district website, **www.cfisd.net** (See Board Policies FDA and FDB [LOCAL]). The application will be reviewed by the

Office of Student Services/Admissions, and the parent/legal guardian will be notified of the decision in writing.

On the request of a parent or person standing in parental relation to a student who is a peace officer or serviceman (defined as an active-duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the Texas National Guard), who is a parent of or person standing in a parental relation to a student, may request that their student be moved to another district campus by contacting The Office of Student Services to submit documentation and complete a transfer form. In addition, students who are victims of a violent criminal act or bullying/cyberbullying may request a transfer through The Office of Student Services/Admissions.

If approved, a transfer is valid for the current school year and may be reviewed on a yearly basis. In accordance with law, the district shall not provide transportation for a transfer student unless the parent designates a child-care facility or the residence of the student's other parent, legal guardian, or grandparent within the boundaries of the student's approved school of attendance, and the location is an approved stop on an approved route. A high school student shall not be guaranteed parking privileges. Transfer students in grades 9 through 12 are generally ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.

If a student with an approved transfer is withdrawn from the requested campus, the transfer will no longer be in effect if the student re-enrolls in the district. Future transfers for siblings to attend the same requested campus are dependent on the open/closed status for a specific school year.

If the student's transfer is revoked, the student is not eligible to apply to transfer to another campus for the remainder of the year. The student will attend their home campus of residence.

7.1 Child of An Employee Transfer

Eligible district employees may apply to transfer their child (biological child, stepchild, foster child, or child in judge-signed custody) to most schools in the district between the first weekday of April and the last weekday of June. Employees must submit a transfer request form to the Office of Student Services/Admissions via email to: **studenttransferforms@cfisd.net.** Transfer applications for children of a newly hired employee or an employee with a new building transfer will be accepted within 10 days of hire or transfer.

7.2 Open Campus Transfer

The Board approves a limited number of openings on certain campuses for transfer each year. A parent/guardian of a student may request a transfer for their child to attend an open campus between the first weekday of April and the last weekday of June. Transfers will be approved on a first-come, first-served basis.

After the Open Campus Transfer Window closes each June, students may be eligible for an transfer to a campus outside of their zoned campus. Prior to a transfer being approved, the following shall be considered:

- Reason for transfer
- Receiving campus's enrollment
- Receiving campus's class size
- Time of the school year (e.g., state testing, end of year)

The Board's designee will review the transfer application. See Board Policy (FDB [LOCAL]) for transfer guidelines.

7.3 Moves During the Summer

If a student moves to another attendance zone within the district or moves out of the district during the summer, the student is eligible to continue at their current campus. The parent/guardian must submit a transfer application and provide current proof of residency (utility bill and a lease agreement or closing documents) to a campus registrar.

7.4 Moves into the District

Students moving into the district within 18 weeks of enrollment may submit a transfer application and be enrolled in the district. A transfer application and a letter from the builder, executed lease, or contract agreement with estimated move-in date must be submitted with the transfer application.

7.5 Moves Out of School Attendance Zone

If a student moves from one CFISD attendance zone into another CFISD attendance zone after the first day of school, the student may choose to attend the school in either zone for the remainder of the current school year. If the choice is made to stay at the school zoned to the previous residence, the parent/guardian must submit a transfer application and current proof of residency (utility bill and lease agreement or closing documents).

7.6 Moves Out of CFISD Attendance Boundaries

If a current CFISD student moves outside of the district during the school year, the student may continue attending their current campus for the remainder of the school year when a parent/guardian applies for a transfer and receives approval from the Office of Student Services.

7.7 Out-of-District Transfer

Parents/Guardians of students living outside of CFISD attendance boundaries will have an opportunity to apply for a transfer to selected CFISD schools each year through our Out-of-District Transfer option. Applications are open to students entering grade K-12. The approved transfer is supported by a signed transfer agreement for the student to enroll for one school year. Applications are reviewed and approved annually.

7.8 School Choice

All students enrolled in a Title 1; Part A campus that has been identified for improvement are eligible to exercise the school choice option.

7.9 Safe School of Choice Option

Students who are a victim of a violent criminal act or bullying/cyberbullying may request a transfer. Additional information regarding these types of transfers can be found in the Code of Conduct under Policies/Practices/Procedures Related to Student Conduct and Safe Schools.

7.10 Revocation of Transfer

The receiving principal may recommend revoking a student's transfer to the Office of Student Services/Admissions for the following school year if the student's attendance or discipline has created health, safety, or academic concerns. If the student's transfer is revoked, the student is not eligible to apply to transfer to another campus for the remainder of the year. The student will attend their home campus of residence.

7.11 Transfer Appeal Process

If a transfer request is denied, the parent/guardian may appeal the decision to the Board's designee. An appeal must be submitted in writing to the Office of Student Services/Admissions within five business days of receiving the denial notification. The Board's designee shall make a ruling on the transfer request and will advise the parent/guardian in writing. Further appeals shall be in accordance with FDB (LEGAL).

8 Promotion Standards

According to Texas Education Code 28.02124, students in pre-kindergarten through eighth grade may be retained upon parent request. Students in grades 9-12 who meet the academic standards for promotion may not be retained by the school or parent/guardian. For courses taken for high school credit, a parent may request for a student to repeat any course in which the student was

enrolled in during the previous school year. A parent may not elect for a student to repeat a course if the student has met all the requirements for graduation.

8.1 Elementary School Promotion Standards

To be promoted at the end of kindergarten and first grade, a student must earn an end-of-year grade of satisfactory in language arts and mathematics. To be promoted at the end of grades 2–5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies.

8.2 Middle School Promotion Standards

To be promoted from one grade level to the next, students in grades 6, 7, and 8 must meet both of the following academic requirements:

- Students must attain an overall average of 70 or above for the year in all courses taken (including electives).
- Students must attain a yearly average of 70 or above in three of the following subjects: language arts, mathematics, social studies, and science.

8.3 High School Promotion Standards

Students shall be promoted from one grade level to the next solely on the basis of academic achievement.

Students must learn the Texas Essential Knowledge and Skills (TEKS) for each course of study well enough to earn an average of at least 70.

Students unable to earn a passing average in a course of study during the regular school year may repeat the course in summer school or during the following school year.

All students entering grade 9 in the 2011-12 school year and thereafter shall be promoted from one grade level to the next based upon the following criteria:

- 9th grade—promotion from middle school
- 10th grade—one year of attendance and five credits earned, including English I and Algebra I
- 11th grade—two years of attendance and 11 credits earned
- 12th grade—three years of attendance and 17 credits earned; or the student has a plan in place for early graduation

Reclassification—Students who are retained in grades 9, 10, or 11 may be reclassified at the end of the first semester if they meet the standards for promotion to the next grade level.

Note: To be classified as a senior, students who move to the district after completing their 11th grade year must be able to develop a schedule that allows them to complete all requirements for graduation by the end of the spring term or summer school.

8.4 Accelerated Instruction

House Bill 1416, passed in the 88th Regular Legislative Session June of 2023, updated the requirements for accelerated instruction for students who do not pass the State of Texas Assessments of Academic Readiness (STAAR) originally set by House Bill 4545. 15 hours of accelerated instruction are required for students who are unsuccessful on the STAAR or EOC exam, prioritizing Math and RLA. 30 hours of accelerated instruction and an Accelerated Learning Plan are required for students who are unsuccessful on the Math and/or RLA STAAR or EOC exam for two consecutive years.

Parents and/or guardians will receive information about STAAR assessments for grades 3–8 through newsletters and the district and school website throughout the school year. Please contact your school administration with any questions.

9 High School Graduation

See the High School Course Offerings and Descriptions booklet for specific and detailed information on graduation requirements and on other learning opportunities available for students. This booklet can be found on the district website by searching for High School Course Offerings and Descriptions. For questions and additional information, see the campus counselor.

Section III Policies, Procedures, and Practices of General Interest

1 Family Educational Rights and Privacy Act (FERPA)—Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a federal statute affording parents and adult students (students who are 18 years of age or older) certain rights regarding student records. The primary purposes of FERPA are to:

- Protect the confidentiality of student records.
- Provide parents with access to their student's records.
- Provide parents an opportunity to challenge the accuracy of student records.

FERPA prohibits a school district that receives federal funds from unauthorized disclosures to third parties of any personally identifiable information contained in student records, without the written consent of the parent or adult student. The statute identifies certain exceptions to the release of information, which include the release to other school officials with a legitimate educational interest and release of information pursuant to a subpoena or court order.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. Unless modified by court order, both parents, whether married, separated, or divorced, have the right to inspect and review the records of a student who is a minor or a dependent for tax purposes. Adult students also retain this right. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating those rights.

For the purpose of this policy, "educational records" means those records, files, documents, and other information directly related to a student that are maintained by the educational institution. This does not include records made by district personnel that are kept in the sole possession of the maker and are not generally accessible or revealed to others.

The director of general administration is the designated custodian of all general education records for currently enrolled students and for students who have withdrawn or graduated. The director of special education is the custodian of records for all special education records. Records may be reviewed during regular school hours.

The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Custodians of Records	
Records Department	**Special Education Department**
11330 Falcon Road Houston, TX 77064	11440 Matzke Road Cypress, TX 77429
(281) 897-4580	(281) 897-6400

Parents of a minor or of an adult student who is a dependent for tax purposes, an adult student, and school officials with legitimate educational interests are the only people who have general access to a student's records. “School officials with legitimate educational interests” include any employee, agents, or trustees of the district; co-operatives of which the district is a member or facilities with which the district contracts for the placement of students with disabilities; school district attorneys; independent contractors, consultants; law enforcement units contracting with the district to monitor safety and security on district campuses and/or district events, who are:

- Working with or assisting with the student or a matter involving the student.
- Considering disciplinary or academic actions, the student's case, or the Individual Education Plan (IEP) of a student with a disability.
- Compiling statistical data.
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records.

State law also provides that parents are entitled to access all written records of the school district concerning the parent's child, including:

- Attendance records.
- Test scores.
- Grades.
- Disciplinary records.
- Counseling records.
- Psychological records.
- Applications for admission.
- Health and immunization information.

- Teacher and counselor evaluations.
- Reports of behavioral patterns.

Students over 18 and parents of minor students or of an adult student who is a dependent for tax purposes may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the principal in accordance with Board Policy FNG [LOCAL] if they feel that the district is not in compliance with the law regarding student records and can be referred to Section III Policies, Procedures, and Practices of General Interest, 2.1 Student/Parent Complaint. Copies of student records are available at a cost of 10 cents per page. Parents may be denied copies of a student's records:

- After the student reaches age 18 and is no longer a dependent for tax purposes.
- When the student is attending an institution of post-secondary education.
- If the parent fails to follow proper procedures in requesting records.
- When the district is notified that the court has terminated the parents' rights.

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular business hours, upon written request of the parent, one copy of the record may be provided at no charge.

2 Communication Between Home and School

Communication between home and school is essential for the student to make the most of the opportunities provided. **Parents are asked to update phone/address/email changes to facilitate daily and emergency communication.** To receive calls or text messages to a cell phone, parents must opt in. This can be done through the campus registrar or by texting Y to 67587.

School communication starts with informational documents such as handbooks, newsletters, progress reports, report cards, and student work. This communication continues with messages and phone calls between parents and school staff, information on campus web pages, school open houses, and back-to-school nights. Communication might also include requests for conferences initiated by the school or the parent. **Phone communication and conferences are encouraged whenever school staff members or parents have concerns regarding a student's academic or behavioral progress.** Every year following the first reporting period, each elementary campus principal designates a timeframe for individual parent/teacher conferences.

If an interpreter is required for a parent or legal guardian who is deaf, hard of hearing, or speaks another language to effectively participate in a parent conference or a meeting for parents, a request for an interpreter should be made at least three school days in advance to the campus administrator to ensure effective communication. The campus will follow the district process to request the needed interpreter.

In accordance with Texas law, parents/guardians enrolling a student in the district shall provide the parent's address, phone number, and email address no later than two weeks after the beginning of each school year. In addition, if the contact information changes during the school year, the parent shall provide the updated information no later than two weeks after the date the information changes. Proof of residency (e.g., current electric, gas, or water bill) must be presented for an address change.

2.1 Student/Parent Complaint

Usually, student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the district has adopted a standard complaint policy, FNG (LOCAL). FNG (LOCAL) specifies that a student or parent who has not resolved a problem with a teacher or sponsor should submit a written complaint form to the campus principal. If unresolved, an appeal and a request for a conference should be addressed to the appropriate central office administrator. If still unresolved by the central office administrator, an appeal and a request for a conference should be addressed to the Superintendent. If still unresolved by the Superintendent or designee, the district provides a process for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. The CFISD website, the Superintendent's office, or campus principal's office can provide the specific policy or process for the following:

- Discrimination, or harassment on the basis of race, color, religion, sex, gender, national origin, age, or disability FFH [LOCAL])
- Retaliation related to discrimination and harassment (FFH [LOCAL])
- Dating Violence (FFH [LOCAL])
- Bullying or retaliation related to bullying (FFI [LOCAL])
- Identification, evaluation, or educational placement of a student under 504 (FB [LOCAL]) and the procedural safeguards handbook
- Sexual harassment of a student (FFH [LOCAL])
- Failure to award credit or a final grade on the basis of attendance (FEC [LOCAL])
- Teacher removal of a student for disciplinary reasons (FOA [LEGAL])
- Removal of a student to a Disciplinary Alternative Educational Program (FOC [LEGAL])

- Expulsion of a student (FOD [LEGAL])
- Identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act (EHBAE [LEGAL]), (FOF [LEGAL]), and the procedural safeguards handbook
- Instructional materials (EFA [LOCAL])
- Complaints concerning district police officers (CKEA [LOCAL]).
- Intradistrict transfers or campus assignments (FDB [LOCAL])
- Admission, placement, or services provided for a student experiencing homelessness (FDC [LOCAL])

3 Student Dress and Grooming

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

Our district values and needs the support of parents in upholding the district and campus dress and grooming guidelines. The student and their parent(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming:

- Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Shall not create a health problem or safety hazard for the student or others.

Using these general guidelines and the specific guidelines listed below, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing student dress and grooming standards at school and at all school-related activities. Individual campuses may develop and enforce additional or standardized dress codes and grooming guidelines that meet the standards of the campus (see additional information on standardized dress codes in Section 3.3 School Uniforms or Standardized Dress Code). These campus guidelines or standardized dress codes may be more restrictive than those established by the district. However, these additional campus guidelines or standardized dress codes must be developed in accordance with the district's procedures and regulations regarding adoption of additional campus guidelines or standardized dress codes and must be publicized to the students and parents in a timely manner, so that students and parents can select the appropriate clothing that will meet the individual campus guidelines or standardized dress codes. All students are required to adhere to the district dress and grooming guidelines, as well as to any additional guidelines developed and approved for the campus. Exceptions will be permitted for bona fide religious reasons. **Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines.**

3.1 Specific Guidelines/Restrictions for Student Dress and Grooming

Students should wear garments, shoes, jewelry, accessories, and hairstyles that:

- Are appropriate and modest in length and coverage.
- Reflect a positive image of the school and contribute to a distraction-free learning environment.
- Lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, sagging, baggy, revealing, spaghetti-strap, backless, low cut, or short. Students are also prohibited from wearing tear-away type apparel, dusters, overcoats, and trench coats.

Dress Code	
Bottoms	Bottoms must fit at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.
Tops	Tops must not reveal underclothing, midsection, torso, or back.
Shoes	Shoes must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed.
Head Coverings	Hats and other headwear, including hoods, are not to be worn at school with the exception of: • A cap or hat that is part of a uniform worn at a school activity. • Headwear worn for religious or medical purposes.
Underclothing	Students must wear appropriate underclothing.
Pajamas/Loungewear	Any and all pajamas/loungewear are prohibited.
Jewelry/Piercings	Noisy, distracting, and excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/piercings must not detract from or interfere with the learning environment or present a safety or health hazard.
Tattoos	Tattoos that are gang-related, offensive, or that distract from or interfere with the learning environment of the school must be covered at all times.
Hair/Make-up	Hair must be well groomed, neat, and clean at all times; hair style and makeup must not detract from or interfere with the learning and school environment.

Dress Code	
Backpacks	CFISD requires all high school and middle school students to use clear backpacks. Students participating in a campus-approved extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (e.g., band, athletics). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All non-transparent bags are subject to search. Additionally, the maximum size for non-transparent bags that students may carry during the day, such as lunch kits, pencil bags, purses (permitted in grades 6–12) is approximately 6" x 9" x 5". Students may carry multiple transparent bags but will be limited to two non-transparent bags. Elementary school students will be allowed to continue using traditional backpacks.
ID Badges	The badges and the unique student number will be used to account for students utilizing transportation services, checking out library books and textbooks, purchasing food items from the cafeteria, providing a means for easy identification of students in common areas of the school and for other uses as determined by campus administration. All secondary students grade 6-12 shall wear a visible student ID badge on school-approved lanyards during the instructional day.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.

3.2 Dress and Grooming Violations

Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in Discipline Management Class (DMC/In-school suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents may be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

3.3 School Uniforms or Standardized Dress Code

Campuses may, in accordance with district regulations and procedures, develop and publish a standardized dress code or adopt a school uniform. Campuses implementing a standardized dress code are required to re-survey their communities, school staff, and Campus Performance Objectives Committee (CPOC) committees every five years to obtain a favorable vote for

standardized dress. Compliance with a standardized dress code or a school uniform is expected every day, including the first day at that campus. Students who are new to the campus, or students with extenuating circumstances, will be expected to comply after a reasonable grace period. The students at these campuses are expected to follow the appropriate district dress and grooming guidelines, as well as the specific campus guidelines. Exceptions to school uniforms will be permitted for bona fide religious and philosophical reasons. Students assigned to a secondary Disciplinary Alternative Education Program (DAEP) will be required to wear a uniform each day.

4 Transportation

4.1 Transportation by Bus - Eligibility

District bus transportation is a privilege and is provided for eligible students to and from school within their campus of attendance boundary. These students may receive transportation to one eligible AM address and one eligible PM address within their attendance boundary. Parents may designate a consistent AM and PM address at the following eligible locations:

- The student's primary residence
- A state-recognized childcare provider (including in-home care providers)
- The residence of the grandparent or parent who provides before- and after-school care for the student

Note: For safety reasons, district bus service to and/or from different locations on different days is not allowed. Pre-kindergarten and kindergarten students are to be met at the school bus to be released. If no one is available to meet the student, the student will be returned to their campus.

Students who are eligible for transportation service are only allowed to ride their assigned bus to and from their assigned bus stop. Any change in that assignment can only be made on an emergency basis if a request is submitted by the parent in writing and it is approved by school personnel or designee. Requests related to after-school activities, such as sports and scouts, cannot be approved. Students who are waiting at bus stops shall not loiter, trespass, litter, or create nuisance conditions for residents of the community.

4.2 Transportation by Bus - Conduct

District-provided student transportation by bus is a privilege that may be revoked by the campus or transportation administrator for misconduct.

In accordance with CNC (LEGAL), students must properly wear seat belts while being transported in any seat belt-equipped vehicle that is owned, leased, or utilized by the district. Removal of bus-riding privileges may result if a student does not comply with the seat belt policy.

Note: Each elementary and secondary student is required to have a student ID badge to utilize CFISD transportation. All CFISD students will be issued a student ID badge, and IDs will be required each time your child enters and exits their assigned bus.

It is the student's responsibility to have their ID badge in their possession and report any malfunction to their campus staff as soon as possible. Students may not be allowed to ride the bus if they do not have their student ID or an appropriate, school-provided temporary badge.

Please help us enforce this requirement so that your child may take advantage of the privilege of riding the bus. Students who lose or damage their IDs must purchase a new card at the designated area of their home campus. Failure to use the supplied ID will ultimately result in disciplinary action.

Parents may sign up to receive notifications for their student's ridership and bus location at **www.cfisd.net** (parent portal—Transportation), **What Bus Do I Ride?** (My Ride K-12).

Band instruments, backpacks, class projects, etc. on the bus can be a concern because large items inhibit the safe evacuation of students in an emergency. The guideline is to transport the item if the student carries it with them to their seat. Students must either place the item in their lap or immediately in front of them on the bus floor. Carry-on items cannot be allowed to block the aisle, service stairs, or emergency door. If an object is too large, the parent will be responsible for transporting it.

Any type of object carried onto the bus that the driver determines may be dangerous or cause student disruption may be refused. Only approved service animals will be permitted. There should be no glass brought onto the bus. Drivers will not be responsible for a student's personal belongings left on the bus. The school bus is considered an extended part of the school day. Students violating bus rules are subject to disciplinary consequences, which may include having a re-assigned seat on the bus, removal of bus-riding privileges, and/or a Class C ticket issued by the CFISD Police Department for disruption of transportation in accordance with state law. When a disruption occurs on a CFISD bus that rises to the level of a criminal offense, students may be removed from the bus and be transported to the CFISD Police Department for processing in accordance with state law and Departmental policy.

Parents, guardians, and people acting in loco parentis will:

- Be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop.
- Understand and support district guidelines, policies, regulations, and principles of school bus safety, including ensuring their child has a district-issued student identification badge to ride the school bus.
- Assist students in understanding safety rules and encourage them to abide by them.
- Be cognizant of their own responsibilities for the actions of their children.

Understanding this, parents or guardians must always be responsible and accountable for the conduct and safety of their children prior to the arrival and after the departure of the school bus at the assigned school bus stop. Transportation safety and service may be jeopardized by student non-compliance.

In accordance with CNC (LEGAL) and Texas Education Code 37.126, any person other than a primary or secondary grade student who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school on a vehicle owned or operated by a district or to or from activities sponsored by a school on a vehicle owned and/or operated by a district shall be guilty of a misdemeanor. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age.

4.3 Student Vehicle Regulations

The following requirements and controls are to be implemented at each high school. In addition, rules and information may be issued when a vehicle is registered with the school. The term “motor vehicle” applies not only to automobiles, but to all types of motor-driven vehicles (fuel or electric).

- Student must present a valid driver’s license and proof of insurance. Being 16 years of age and having a valid driver’s license does not guarantee the student a parking permit. The campus administrator will determine which students qualify for parking permits.
- The district provides limited parking space for students. The student should be aware that they cannot be assured of a space in which to park every day.
- The parking fee of $75.00 per year shall be charged to all students who desire to drive a motor vehicle to school and provide proof of liability insurance and a valid driver's license. This fee is adjusted to $50.00 at mid-term or after. If the driving privilege is revoked by the school, no refund will be granted.
- All vehicles must have a parking permit sticker placed on the windshield, driver's side, above a valid inspection sticker so that it is always readily visible.
- Permits to park vehicles on school campuses shall be limited to students who have registered their vehicles and been issued an appropriate campus parking sticker.

- Failure to follow the parking guidelines or Code of Conduct regulations may result in parking privileges being revoked with no refund.
- Vehicles shall be parked only in areas designated by the principal for student parking.
- Students shall not park in areas designated as NO PARKING ZONES or BUS PARKING ZONES, or park in such a position as to obstruct movement of emergency vehicles, delivery trucks, and maintenance trucks.
- Vehicles that do not have a parking permit or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or owner of the car to recover the vehicle and pay for tow-away charges. The principal will have a record as to where the vehicle has been taken, should it be towed away. Students may also call (281) 897-4337 after school hours for the towed vehicle's location.
- The speed limit on campus is 15 mph. Students who violate the speed limit or exhibit reckless driving shall have their parking permits revoked and shall be subject to disciplinary action.
- The fee for any parking sticker acquired under false pretenses will not be refunded. Any student providing or acquiring a parking sticker under false pretense will have parking privileges revoked.
- Vehicles parked on school property are under the jurisdiction of the school. **The school reserves the right to search any vehicle if reasonable cause exists to do so.** Students have full responsibility for the security of their vehicles and will make certain they are locked and that their keys are not given to others. **Students will be held responsible for any prohibited objects or substances, such as, but not limited to, alcohol, drugs, and weapons, that are found in their cars and will be subject to disciplinary action.** Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. (See Code of Conduct under Cypress-Fairbanks ISD Police Department.)
- The district is not liable for vandalism, theft, or damage to any vehicle parked on school property.
- Any student with an unpaid fine or fee may not be issued a parking sticker.
- Students will not be permitted to:
  - Speed in any district parking lot.
  - Double-park or park backed in.
  - Park across a white or yellow line.
  - Park in a fire lane.
  - Loiter or sit in parked cars during school hours.
- Any person involved in an accident while on school property must share pertinent information such as, but not limited to, name, address, driver's license, and insurance carrier with all

parties involved. Failure to exchange information may result in loss of parking privileges and/or other disciplinary consequences.

Students may be issued traffic tickets from the CFISD Police Department for parking and/or moving violations in accordance with state law. These Class C traffic tickets will be filed through the Harris County Justice of the Peace Court.

Failure to comply with the vehicle regulations may result in disciplinary action, issuance of a Class C ticket by the CFISD Police Department and filed through the Harris County Justice of the Peace Court, or loss of vehicle permit and campus parking privileges. Certain violations will result in the removal of the vehicle from campus at the owner's expense.

Vehicles may be searched for drugs, weapons, and other contraband by school administrators and CFISD Police Officers using trained dogs. **Anything found in a vehicle driven to school by a student is considered to be in the student's possession**.

5 Closed Campus Policy

All district campuses are closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the campus administration. Additionally, because all district campuses are closed campuses, building administrators may limit third-party access (including parents and guardians) to campuses in accordance with district policy and campus guidelines and procedures. See Section 3.1 Adult Visitors on Campus in Section V School Safety.

6 Financial Information

For all money received or expended on behalf of the district, these transactions are only made through the authorized bank accounts of the district. The authorized bank accounts should be used for transactions for the district as a whole, for schools, and for student organizations or clubs at the schools. No other bank accounts are to be used by district personnel for financial activity related to the district, the schools, and the student organizations or clubs at the schools.

Therefore, when making a payment by check concerning a school fundraiser, fee, or other expense, make the check payable to the school. In the space provided for additional information, indicate the reason for payment (e.g., Catalog Fundraiser, Lost Textbook) and the student's name. If the payment relates to a student organization or club at the school, also indicate the club's name in this area along with the other information indicated above.

Do not make a check payable to an employee or a student organization or club at a school.

See the following check example:

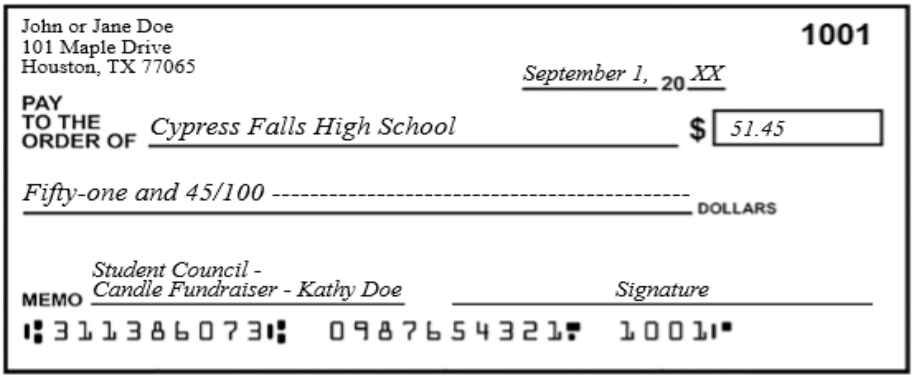


Figure 1: Writing a Check for School Activities

For items not related to a school, checks should be made payable to Cypress-Fairbanks ISD. In the space provided for additional information, indicate the reason for the payment and the student's name, if applicable.

> **Note:** Parent organizations such as PTOs and Booster Clubs are separate entities from the district. These parent organizations have their own employer identification number and their own bank account. Checks to these organizations should be made payable to the applicable organization.

The financial records of a school, a student organization or club at a school, and the district are considered open records. If you would like to receive a copy of the financial activity of a particular account, school, or student organization or club at a school, please contact the Legal Services Department at (281) 807-8660 or **https://www.cfisd.net/departments/legal-services/legal-services-department** and complete an open records request form. The information will be provided to you within a reasonable time. A fee may be involved depending on the nature and volume of information requested.

6.1 Waiver of Fees/Hardship Conditions

In accordance with Cypress-Fairbanks Independent School District Board Policy FP (LOCAL), a required fee or deposit shall be waived upon receipt of reliable proof that a student and their parent or guardian are unable to pay. To request a waiver, the student or parent must present evidence of their financial inability to the building principal, who will review the circumstances and determine eligibility.

7 District Property Issued to Students

Students are responsible for all items issued by the district, such as textbooks, instructional materials, musical instruments, library materials, technology materials, and equipment. Payment is required if items are lost or damaged.

7.1 Instructional Materials

Instructional materials are provided by the district for each subject. Digital instructional materials may be assigned to students based on the course and course objectives. Students who are issued damaged instructional materials should make a report to the teacher.

Any student failing to return the instructional materials issued by the school shall not be issued any additional instructional materials until the missing items are returned or paid for. The district may prevent students from participating in campus and district privileges if the instructional materials are not returned or payment is not made. Privileges may include, but are not limited to, school dances, parking passes, and final exam exemptions.

Students should receive a receipt for all money (cash or check) paid to the district. A receipt may be a ticket, a completed receipt form, or a cash register receipt.

7.2 LTE 1:1 Chromebook Program

All students in Cypress-Fairbanks ISD will receive a Chromebook/Case/Charger to use for instructional purposes. The devices will be checked out to individual students and can be taken home daily to use for instructional activities. PK-1st grade students will leave their Chromebooks in their classrooms throughout the year. Parents can request that their child bring their Chromebook home for extra study time and enrichment. 1st grade students will take their Chromebooks home on the last day of the year. All Chromebooks and accessories are the property of Cypress-Fairbanks ISD. Parents can choose to opt out of the LTE 1:1 Program during the beginning of the year student registration process or when registering a student new to the district.

7.3 Accidental Damage to Chromebooks

All Chromebooks are covered by a district-purchased insurance program which covers accidental damage. If a student accidentally damages a Chromebook, the student should submit a support ticket and the technician at the campus will issue another Chromebook.

7.4 Charging for Lost and Intentionally Damaged Devices

If a Chromebook becomes lost, the student must speak with a campus administrator and work with the campus technician to locate the Chromebook. Lost or stolen devices will also require

filing and submitting a Police report in the jurisdiction of the loss. Understand that filing a false police report is a criminal offense. The campus technician will attempt to use digital tools to determine the location of the Chromebook. If, after two days, the Chromebook cannot be located, the student must pay for the lost device to receive a new one. If the Chromebook is found within the current school year and is in good working order, the student will be refunded the amount paid. If the lost Chromebook is found and is damaged, fees will be assessed. A partial refund may be provided if the Chromebook is repairable.

If a Chromebook is intentionally damaged, the parents/guardians of the student must pay for the damages. The campus administrator will contact parents to discuss the damage and the charges to be paid. Once the fees are paid, the student will be issued a replacement Chromebook. Cases were purchased for each Chromebook to provide protection from damage. Students should not remove the cases from the Chromebooks. If a Chromebook becomes damaged and the case has been removed, the damage may be considered intentional and require payment.

If a student damages multiple devices over time, the campus administrator will determine if a student will have access to a Chromebook for school day use only.

Any lost or intentionally damaged Chromebook, case, and charger will require payment.

For a list of fixed fees, please refer to **www.cfisd.net.** Other fees may be assessed for intentional damage at the discretion of your campus administration.

8 Student School Supplies/Personal Belongings

To improve the safety measures currently in place, CFISD requires all high school and middle school students to use clear backpacks. Students participating in campus-approved extracurricular activities are permitted to carry non-transparent bags to store items pertaining to their particular activity (e.g., band, athletics). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All non-transparent bags are subject to search. Additionally, the maximum size for non-transparent bags that students may carry during the day, such as lunch kits, pencil bags, purses, permitted in grades 6–12, is approximately 6” x 9”x 5”. Students may carry multiple transparent bags but will be limited to two non-transparent bags. Elementary school students will be allowed to continue using non-transparent backpacks. Students are expected to have appropriate supplies (e.g., paper, pencils, notebooks) for completing their schoolwork. The use of backpacks or book bags during the school day will be determined by the individual campus. Students may not possess items at school that could be distracting to the learning environment. Belongings that might be damaged, lost, or stolen such as, but not limited to, cell phones, headphones, cameras, games, tablets, or tumblers (e.g., Stanley/Yeti cups) are the responsibility of the student. **District personnel will not assume responsibility for damaged, lost, or stolen items. CFISD Police Department will not investigate or file theft reports for students or**

parents for the loss of a cell phone or other electronic device at school. In addition, the theft of any other item considered prohibited or contraband will not be investigated.

Students are not permitted to use any personal communication devices from the time they arrive on school property until dismissal. This policy remains in effect throughout the entire school day, including during designated breaks, passing periods, and meals.

Personal communication devices include, but are not limited to, cell phones, smartphones, tablets, smartwatches, Bluetooth audio devices and any other electronic devices capable of telecommunication or digital communication.

If brought to school, these devices must be turned off and stored in the student's personal bag while on school property. Simply setting a device to silent or vibrate mode, or using it for texting, does not meet the requirement of being "turned off" and is strictly prohibited.

Additionally, personal communication devices are not allowed during disciplinary or tutorial settings after school.

The term "personal communication device" does not include a device provided to a student by the school district.

The district authorizes the use of personal communication devices for the following reasons:

- Necessary to implement an individualized education program, a plan created under Section 504, or a similar program or plan
- Students with documented need based on a directive from a qualified physician or
- Necessary to comply with a health or safety requirement imposed by law or as part of the district's or school's safety protocols

A staff member who discovers a student in violation of these rules shall report the infraction to the appropriate school administrator.

9 Release of Student Information

9.1 Recordings of Students

Pursuant to Texas Education Code Section 26.009, parental consent is generally required before a student's voice or image may be audio- or video-recorded by a school official, unless the recording is to be used for:

- The purpose of safety and maintenance of order and discipline in common areas such as school buses, hallways, cafeterias, gymnasiums, or exterior walkways.

- A purpose related to the promotion of student safety as specifically authorized by Texas Education Code Section 29.022 (cameras in certain self-contained special education classrooms).
- A purpose related to a co-curricular or an extracurricular activity.
- A purpose related to regular classroom instruction.
- Media coverage of a campus or school district.

In the above-described instances, parent permission will not be required prior to audio or video recording a student.

9.2 Video/Audio Monitoring in Special Education Classrooms or other Special Education Settings

For the purpose of promoting the safety of students with disabilities in special education settings, the Texas Education Code Section 29.022 allows school districts to place, operate, and maintain video cameras with audio recording capability in certain special education classrooms or other special education settings for students with disabilities upon the written request of an authorized individual. An authorized individual may request installation of a camera in an eligible room by completing the designated form and submitting it to the director of compliance at SpEdCameraRequests@cfisd.net. The designated form may be obtained on the District's website.

9.3 Directory Information Release (Including Photographs)

Certain non-confidential information about district students is considered Directory Information and will be released to anyone who follows the procedures for requesting the information unless a parent has specifically opted out of disclosure as described below. The district has designated the following information as Directory Information: child's name, address, photograph, month and year of birth, degrees, honors, and awards received; schools attended and dates of attendance; grade level, participation in officially recognized activities and sports; and weight and height of members of athletic teams. Many local businesses request this information to mail information or contact parents or students for commercial or other solicitation purposes.

Additionally, other local organizations, such as community or sports associations, military recruiters, and scholarship programs, also request this information to notify residents of available programs or opportunities.

The district has divided release of Directory Information into two categories for third-party requestors:

- Release only to district-affiliated organizations (i.e., PTOs, booster clubs)
- Release to individuals or entities that are not affiliated with the district

If parents do not want to have their student's Directory Information released to one or both categories of the requestors, then the parents must indicate this preference on the online registration platform (for new students) or with the campus registrar (for currently enrolled students). This will limit or completely prohibit the release of Directory Information to the respective requestors.

Note: The district does not distinguish between third-party requestors in regard to release of Directory Information; therefore, if a parent wishes to withhold Directory Information from a third party (such as military recruiters, institutions of higher education, or a commercial entity), the parent must indicate this preference on the stated form.

9.4 Release of Other Video, Audio, or Photo

In instances not covered by Texas Education Code 26.009 or release of Directory Information above, if district personnel, or its agents want to:

- Photograph, video, or audio record students for in-district purposes.
- Use the image or voice of a student in an interview for a district/school publication, website, or social media account, parental permission is required. Parents may agree to this by indicating this choice in the online registration platform (for new students) or with the campus registrar (for currently enrolled students) to grant permission for the student to be photographed, videotaped, and/or interviewed for use in district-provided school and teacher publications, websites, social media pages, displays, newspapers, memory books/yearbooks, or television broadcasts.

Non-district personnel, such as representatives from commercial media outlets or publications, may also request authorized access to photographs, videotape, and/or interview individual students for purposes unrelated to general media coverage of the school. Parental permission is required to allow students to be photographed, video recorded, and/or interviewed by third parties for these purposes. Parents may agree to this by indicating this choice in the online registration platform (for new students) or with the campus registrar (for currently enrolled students) to grant permission for the student to be photographed, videotaped, and/or interviewed for non-district publications, displays, newspapers, or television broadcasts.

9.5 Release of Student Works

Parent permission will be required for other student works to be used or displayed in district newspapers, memory books/yearbooks, or on the district's YouTube channel. Parents may agree to this by indicating this choice in the online registration platform (for new students) or with the campus registrar (for currently enrolled students) to grant permission for the works of the student

to be used in district-provided school and teacher publications, websites, social media pages, displays, newspapers, memory books/yearbooks, or television broadcasts.

9.6 Student Publications of Non-School Literature

- Material intended for posting or distribution on school premises shall first be submitted to the principal or principal's designee. The principal or principal's designee shall approve or disapprove the materials within a reasonable time period.
- Student material criticizing school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- Material encouraging actions that endanger the health or safety of students is prohibited.
- Student material attacking any individual or group on the basis of gender, race, creed, or religion may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
- Libel is prohibited. Libelous material is that which contains falsehoods made with knowledge of their falsity or with reckless disregard of the truth.
- Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal, substantial disruption of school operations would likely result.
- School-sponsored newspapers and/or yearbooks are not considered student publications and are under the complete supervision of the teacher/sponsor and campus principal.

9.7 Non-School Flyers

Flyers, posters, etc. that do not relate to school-sponsored or district-sponsored **events may not be distributed/posted on or through school campuses.**

Many outside groups request permission to distribute information flyers to students. The district has created a local policy GKDA, which establishes the criteria for posting non-school flyers on the district website. Flyers approved for posting may be found on the Community Flyer Website—**https://www.cfisd.net/community/community-resources/community-flyers**.

Generally, the policy provides that:

- The flyer must clearly state that the activity is for students.
- The group posting the flyer must be identified by the Internal Revenue Service as a non-profit [501(c)3, 501(c)4] organization and have verification of this on file in the General Administration office.
- The material on the flyer must be age and/or developmentally appropriate for students.

- No fundraising flyers are allowed from groups that are non-school related.
- The flyer must be approved by the General Administration office, 11330 Falcon Road, Houston, TX 77064, (281) 517-6367 in accordance with GKDA (LOCAL) before posting.

Please be aware that the district does not evaluate the merit of the programs or activities that are offered in these informational flyers as stated in the disclaimer on each non-district flyer. Parents should investigate and make decisions based on their own assessment of the activities or programs advertised.

Section IV Student Health and Wellness

1 Health-Related Resources, Policies, and Procedures

1.1 Physical and Mental Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The campus nurse
- The campus school counselor
- The local public health authority—Harris County Health Department, which may be contacted at (713) 439-6000
- The local mental health authority, which can be found at **https://hhs.texas.gov/services/mental-health-substance-use/mental-health-substance-use-resources/find-your-local-mental-health-or-behavioral-health-authority**

1.2 Policies and Procedures that Promote Students' Physical and Mental Health

The district has adopted Board policies that promote student physical and mental health on the topics below. They can be found in the district's policy manual, available at **https://pol.tasb.org/Home/Index/587.**

Health Policies	
Food and Nutrition Management	CO, COA, COB
Wellness and Health Services	FFA
Physical Examinations	FFAA
Immunizations	FFAB
Medical Treatment	FFAC
Communicable Diseases	FFAD
School-Based Health Centers	FFAE
Care Plans	FFAF
Crisis Intervention	FFB
Trauma-informed Care	FFBA
Student Support Services	FFC

Health Policies	
Student Safety	FFF
Child Abuse and Neglect	FFG
Freedom from Discrimination, Harassment, and Retaliation	FFH
Freedom from Bullying	FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact Melinda Hood, Director of Health Services for health-related inquiries at (281) 897-4015, **Melinda.Hood@cfisd.net** for further information regarding these procedures and access to the District Improvement Plan.

2 School Health Advisory Council

In accordance with Section 28.004 of the Texas Education Code, school districts must have a School Health Advisory Council (SHAC). The SHAC is a group of individuals representative of segments of the CFISD community who provide recommendations to the school district Board of Trustees regarding aspects of coordinated school health, and the majority of its members must be volunteer parents who are not employed by the school district and have no legal or administrative responsibility in the school district. The CFISD SHAC meets four times each school year. Please visit **https://www.cfisd.net/our-district/committees/school-health-advisory-council-shac** for additional information.

3 Counseling Services

Counseling and counseling-related services are available to all students and are considered a regular educational service. These services may include:

- College and career planning
- Post-secondary options
- Financial aid
- Scholarships
- Academic guidance
- Course scheduling
- Concerns of a personal nature

In the event of a personal crisis, a counselor may request the assistance of the district's Mental Health Intervention Team, a district psychologist, or Youth Services Specialist (social worker).

4 Special Education Services Evaluation

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

Note: A request for a special education evaluation may be made verbally and does not need to be in writing.

Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education.

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

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

5 Mental Health Support

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health awareness, promotion, and early intervention

- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making
- Substance use and awareness
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive Behavior Interventions and Supports (PBIS)
- Positive youth development
- Safe, supportive, and positive school climates
- Digital citizenship

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. (See policy FFEB for more information.)

5.1 Suicide Risk Prevention and Intervention

The district has established policies and procedures to address suicide risk within our student population.

- District procedures include making guardians aware when school staff have identified warning signs for students at risk of suicide. School staff, including school counselors, Mental Health Intervention Counselors, teachers, nurses, administrators, psychological services professionals, school resource officers, Youth Services Specialists, and others who interact with students are routinely trained on warning signs for suicide and other mental health concerns.
- Students exhibiting warning signs are given a screener with parental consent to assess the student's need for mental health intervention. Once completed, the results of this screener are promptly shared with the guardian in an emergency notification conference. During this conference, school staff will discuss procedures to address the safety of the student. Individuals trained on suicide screening procedures include school counselors, Mental Health

Intervention Counselors, administrators, psychological services professionals, youth service specialists, and nurses.

- Reporting mechanisms are in place to make staff aware of students at possible risk of suicide or in need of mental health intervention. These include, but are not limited to, the district Tip Line, staff trainings regarding warning signs, and student presentations regarding warning signs.
- Community and counseling resources are provided to guardians when a school staff member is concerned about the need for mental health intervention as well as when requested by the guardian. Many can be found utilizing this link: **https://www.cfisd.net/departments/guidance-counseling/guidance-counseling**.
- Student badges for all students will include the following information, so that students have resources at their fingertips:

Prevention and Intervention Resources
National Suicide Prevention Lifeline— 988 or (800) 273-TALK (8255)
24/7 Free Crisis Support—Text HOME to 741741
https://988lifeline.org/
Dial 911 (for an emergency)
Harris Center Crisis Line— (713) 970-8210
Find more ways to save a life— **www.bethe1to.com/**

If you are concerned about your child, go to the Texas Suicide Prevention website at **www.texassuicideprevention.org** or contact the school counselor for more information related to suicide prevention services available in your area. You also may contact the National Suicide Prevention Lifeline at 1 (800) 273-8255.

5.2 Consent, Opt-Out, and Refusal Right

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment, without obtaining prior written parental consent. The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. A mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention, and will provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The campus-level mental health liaisons (i.e., School Counselor, YSS, LSSP) can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus. The mental health liaison can be reached by contacting your campus counseling office.

District-Level Mental Health Liaisons		
Franklin Sampson Director of Guidance and Counseling	**Telephone:** (281) 897-4068	**Email:** **Franklin.Sampson@cfisd.net**
Traci Schluter Director of Psychological Services	**Telephone:** (281) 897-6394	**Email:** **Traci.Schluter@cfisd.net**

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

5.3 Youth Services Specialist

The district provides a structured program of assistance to students who are experiencing problems that affect their attendance, classroom behavior, academic achievement, and home life. The Youth Services Specialists assist with matters such as truancy, runaways, pregnancy, suicide, drug abuse, family conflicts, and child abuse. They are trained social workers.

Youth Service Specialists:

- Provide crisis counseling
- Make home visits
- Serve as liaisons between existing school services and other community agencies
- Assist families in arranging long-term volunteer placements for mental health care
- Provide resources that are free for students who qualify for on-going counseling, psychological testing, and family placement

Youth Services Specialists are assigned to individual schools and provide support services for Pre-K through 12th grade students. Youth Services Specialists are in each high school and multiple satellite locations. The telephone number to access the service of a Youth Services Specialist is (281) 897-4068.

6 Mandated Health Screening

Texas Health and Safety Code, Chapter 36.005 requires screening of individuals who attend public or private pre-schools or schools to detect vision, hearing, spinal, and metabolic disorders and any other special senses or communication disorders as specified by the executive commissioner. An individual required to be screened shall comply with the requirements according to CFISD's schedule below. The parent/guardian may substitute professional examinations for the screening if provided to the school nurse before campus's scheduled screening dates.

Vision and Hearing	
Grade Level	**Screening Date**
• Four-year-olds by September 1st • Kindergarten students • Any other first-time entrants	Within 120 days of Admission
1st, 3rd, 5th, and 7th grade students	Within 120 days of Admission

Scoliosis Spinal Screening		
Grade Level		**Screening Date**
Girls	5th and 7th grade	Within 120 days of Admission
Boys	8th grade	

Risk Assessment for Type 2 Diabetes (Acanthosis Nigricans)	
Grade Level	**Screening Date**
1st, 3rd, 5th, and 7th grade students	Any time within the calendar year

7 Intent to Provide Human Sexuality Instruction to Students

In accordance with Texas Education Code Section 28.004, Cypress-Fairbanks ISD is providing written notice of our intent to provide human sexuality instruction to students.

Human Sexuality Instruction Specifications
Before each school year, a school district shall provide written notice to a parent of each student enrolled in the district of the Board of Trustees' decision regarding whether the district will provide human sexuality instruction to district students. If instruction will be provided, the notice must include: • A summary of the basic content of the district's human sexuality instruction to be provided to the student, including a statement informing the parent of the instructional requirements under state law.
• A statement of the parent's right to: – Review curriculum materials as provided by Subsection (j). – Remove the student from any part of the district's human sexuality instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student's school. – Information describing the opportunities for parental involvement in the development of the curriculum to be used in human sexuality instruction, including information regarding the local school health advisory council established under Subsection (a). A parent may use the grievance procedure adopted under Section 26.011 concerning a complaint of a violation of Subsection (i).

Cypress-Fairbanks ISD utilizes lessons that were developed and are delivered by nurses in the elementary school for 4th and 5th grades. The program is a puberty education program with a focus on instruction related to puberty and development. For both grades 4 and 5, males and females will receive separate instruction. Males will receive instruction by watching a video of a male nurse delivering the content. Female students will watch a video presented by a female nurse.

Scott & White Wellness & Sexual Health Curriculum (**www.worththewait.org**) is used in grades 7 and 8 science courses to support human sexuality instruction. The instruction includes the following topics: puberty, anatomy, and pregnancy; sexually transmitted diseases; sex and the law; health risk behaviors and decision making. Students receive instruction that reinforces the concept that abstinence from sexual activity is the healthiest choice for them to make at this point in their lives.

For high school students, the CFISD High School Health Sex Education Curriculum is used. Topics in this abstinence-based curriculum include decision making concerning dating, love, relationships, marriage, and family. Other issues addressed are the problems of teen pregnancy and parenthood, sexually transmitted diseases, sexual harassment and abuse, rape prevention, and the failure of contraceptive methods when used either to prevent pregnancy or disease.

Students will be taught information in a factual manner and will be given opportunities to analyze the consequences of choices and behaviors.

Parents will be notified prior to the instruction and will have the opportunity to preview the instructional materials. Parents must "opt in" for their student to receive human growth and development instruction.

Letters will be sent home prior to the presentation of curriculum materials informing parents of program details and securing permission for their student to participate.

Parents are encouraged to participate in the district's School Health Advisory Council (SHAC). Meetings will be held four times per year, and information can be found on the district website at **www.cfisd.net** under Health Services–SHAC.

8 Physical Activity Requirements

8.1 Health and Physical Education Requirements

The district shall implement, in accordance with law, a coordinated school health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades (see EHAB and EHAC).

Parents/Guardians with a student in grades 3 through 12 enrolled in a physical education course or any substitute course or activity may submit a written request for a child's physical fitness assessment results at the end of the school year. The request should be submitted to the building principal.

8.2 Elementary School

The district will ensure that students in full-day pre-kindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

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

8.3 Middle School

The district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least five semesters or at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least five semesters, in accordance with policies at EHAB, EHAC, EHBG, and FFA. For additional information on the

district's middle school student physical activity programs and requirements, please see the principal.

8.4 Temporary Restriction from Participation in Physical Education

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

9 Tobacco and E-Cigarettes Prohibited

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

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

10 Administering/Transporting Medications

CFISD policy (outlined in the following criteria) affords school nurses and other school employees designated by the Superintendent the ability to administer prescription medication in compliance with an order written by a healthcare provider licensed to practice in the State of Texas or FDA approved non-prescription medications according to manufacturer's guidelines.

- All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured in the clinic at all times for the safety and protection of all students. When the period for administering the medication expires, the parent, guardian or other authorized adult shall pick up the medication at the clinic.
- Parents, legal guardians, or other persons having legal control of the student must complete a written medication administration request upon delivering medication to the clinic. A signed physician's order is also required for all prescription medication that is to be administered during school hours. The following guidelines must be followed:
  - Prescription medication must be prescribed by a health-care professional licensed to practice in the State of Texas, must be delivered in the original container properly labeled with the child's name, name of the medication, administration time, and dose.
  - Non-prescription medication shall be FDA approved and in the original container.

  - Substances without FDA approval such as vitamins, homeopathic, and herbal preparations will not be administered by school staff.
  - In the event the school nurse believes the administration of any particular medication could be excessive or otherwise potentially harmful to the student, the nurse will consult with the school principal and others as appropriate, cease to administer the medication, and notify the parent and prescriber.
- Students are not permitted to have any medication in their possession during the school day or at any school-related activities, except as provided herein for emergency medications (i.e., insulin, metered dose inhalers, or epinephrine):
  - A healthcare provider with prescriptive authority licensed in the State of Texas must complete an order permitting students to carry emergency medications.
  - The student's parent/guardian must provide written consent.
  - The school nurse must assess the student's competence to properly administer medication.
  - Students are not permitted to share any medication with another student.

10.1 Consequences of Violations of Medication Policy

Any violation of CFISD policy may result in disciplinary action consistent with the district discipline policy and state law.

10.2 Steroid Use

Students illegally possessing, using, or delivering steroids are in violation of CFISD policy FNFC (LEGAL) and are subject to disciplinary action consistent with the district discipline policy and state law. To learn more about **anabolic steroids**, other Appearance and Performance Enhancing Drugs (APEDs), and other drugs of use and misuse, visit the **National Institute on Drug Abuse website** or contact DrugPubs at (877) NIDA-NIH; 1 (877) 643-2644; TTY/TDD: (240) 645-0228.

11 Emergency Medical Treatment

Parents are required to complete an Emergency Information and Parent Authorization form each year. Up-to-date emergency care information (e.g., name of doctor, emergency care information, other people to contact, phone numbers) can be of critical importance in case of an accident or other emergency. If this information changes during the school year, please provide the updated information in writing to the school nurse and office personnel as appropriate.

Parents are asked to speak with the school nurse regarding any medical condition that should be disclosed to the district to enable school staff to take necessary precautions for their child's safety.

12 Student Insurance

Texas school districts may not assume financial or legal responsibility for injuries to students or damage to their property that occurs at school except under limited circumstances involving the state's liability laws for motor vehicles. Public school districts are political subdivisions of the state and they and their employees are exempt from liability under the doctrine of governmental immunity. Districts are prohibited from paying medical expenses or property loss expenses for which the Texas courts would hold them immune from liability. Districts are also prohibited from spending tax revenue to pay for these expenses directly, or to purchase insurance coverage for these types of losses as well. Parents need to be aware that they must assume the financial responsibility should their child become ill, suffer an injury at school, or receive loss or damage to their property while at school. Additionally, Texas school districts are not liable for vandalism, theft, or damage to personal property belonging to students, including damage to vehicles parked on district property. In order to address medical expenses related to accident or injury, the district provides each parent the opportunity to purchase an individual student accident insurance policy at the beginning of each school year at a nominal cost if other personal medical insurance is not available or needs to be supplemented.

13 Environmental Plans and Policies

13.1 Ozone Response Plan

Ground-level ozone is the most common air quality problem in Harris County. Ozone pollution is mainly a daytime problem when temperatures are high, sunshine is strong, and winds are weak. When this occurs, ozone can accumulate to unhealthy levels, especially for people with respiratory conditions who are participating in strenuous outdoor activities.

The school district has developed a plan to respond to high concentrations of ground-level ozone. The district's plan follows the recommendations from the Harris County Office of Emergency Management and Texas Natural Resource Conservation Commission: **https://www.tceq.texas.gov/airquality/monops/forecast_today.html**. When the school district receives an ozone alert from Harris County, district personnel carefully monitor the ozone levels in northwest Harris County. When the ground-level ozone reaches unhealthy levels in the district's geographic area, campuses are notified of the specific ozone warning level of orange, red, or purple. Based on the ozone warning level, certain strenuous outdoor activities, such as physical education or recess, may be curtailed for some or all students.

Following an Ozone Alert, campuses should consider implementing the following guidelines:

Orange Alert	
101–150 Unhealthy for Sensitive Groups	
The following should **LIMIT** prolonged outdoor exertion:	• Sensitive groups include people with a lung disease such as asthma, older adults, children and teenagers, and people who are active outdoors
Sensitive groups: Make outdoor activities shorter and less intense. Take more breaks. Watch for symptoms such as coughing or shortness of breath. Plan outdoor activities in the morning when ozone is lower. **People with asthma:** Follow your asthma action plan and keep quick-relief medicine handy. **Everyone else:** Consider making outdoor activities shorter and less intense.	

Red Alert	
151–200 Unhealthy	
The following should **AVOID** prolonged outdoor exertion:	• Everyone
Sensitive groups: Do not do long or intense outdoor activities. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors. **People with asthma:** Follow your asthma action plan and keep quick-relief medicine handy. **Everyone else:** Reduce long or intense outdoor activity. Take more breaks, do less intense activities. Schedule outdoor activities in the morning when ozone is lower.	

Purple Alert	
201–300 Very Unhealthy	
The following should **AVOID** prolonged outdoor exertion:	• Everyone
Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to when air quality will be better. **People with asthma:** Follow your asthma action plan and keep quick-relief medicine handy. **Everyone else:** Avoid long or intense outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors.	

Ozone affects health by:

- Making it more difficult to breathe deeply and vigorously.
- Causing shortness of breath and pain when taking deep breaths.
- Causing asthma attacks.
- Causing coughing and sore or scratchy throat.
- Inflaming and damaging the lung linings.
- Making lungs more susceptible to infection.

13.2 Asbestos Abatement Program

The Cypress-Fairbanks Independent School District has an ongoing AHERA Asbestos Management Plan, using Environmental Protection Agency-approved consultants and contractors, which ensures that our buildings are in compliance with state and federal laws, and offer a safe environment for students and staff.

Asbestos Management Plan records for each campus are located in the facility's administration area. Additionally, a duplicate set of information may be viewed in the office of the Director of Maintenance:

Asbestos Management Plan Records Contact		
Scott Vanderzyden Director of Maintenance	**Address:** 11430 Perry Road Houston, Texas 77064	**Telephone:** (281) 897-4292

13.3 Application of Pesticides

As part of an Integrated Pest Management Program, Cypress-Fairbanks ISD has a policy that requires the use of non-chemical pest control tactics whenever practical. However, pesticides may periodically be applied indoors and/or outdoors.

The district applies only pest control products that comply with state and federal guidelines. All people performing pest management in the district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including types and timing of treatments, may contact:

Pesticide Application Contact		
Michael Thompson IPM Coordinator	**Address:** 11430 Perry Road Houston, Texas 77064	**Telephone:** (281) 897-4290 **Email**: **Michael.Thompson2@cfisd.net**

The district, through a contractor, periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the office:

Pesticide Application Contact		
Michael Thompson Athletic Field Maintenance/ Pest Control Foreman	**Address:** 11430 Perry Road Houston, Texas 77064	**Telephone:** (281) 897-4290 **Email**: **Michael.Thompson2@cfisd.net**

14 USDA Smart Snacks Rule

The Healthy Hunger-Free Kids Act of 2010 required USDA to establish nutrition standards for competitive foods sold in schools. These standards are meant to promote a healthy school environment and apply to all foods and beverages sold outside of the reimbursable school food service program. Examples are a la carte cafeteria sales, fundraisers, school stores, and vending machines.

14.1 Fundraisers in Schools

Schools may use food and beverages that meet the Smart Snacks rules for fundraisers. Smart Snacks rules do not apply to items sold off-campus, during non-school hours, or 30 minutes after the last school bell. Foods and beverages that do not qualify as Smart Snacks can be sold during the school day as long as it is a designated exempt day. The sale of these items cannot be in competition with school meals in the food service area during meal services.

14.2 General Criteria for Foods for All Grade Levels

Smart Snack foods must meet **one of the four** following criteria:

- Whole grain-rich (50% or more whole grains by weight or first ingredient must be whole grain)
- Have as the first ingredient fruit, vegetable, dairy, or protein (e.g., meat, beans, nuts, eggs)
- A combination food with at least ¼ cup fruit and/or a ¼ cup vegetable

- Contain 10% of the daily value of one of the four nutrients of public health concern: calcium, potassium, vitamin D, or dietary fiber

Smart Snack foods must also meet the following additional nutrient standards:

Nutrient	Standard
Calories	• Entrée: ≤350 calories per item • Snack/Side Dish: ≤200 calories per item
Sodium	• Entrée: ≤480 mg sodium per item • Snack/Side Dish: ≤200 mg sodium per item
Total Fat	≤35% of total calories from fat per item as packaged/served
Saturated Fat	≤10% of total calories per item as packaged/served
Trans Fat	Zero (<0.5 g) grams of trans fat per portion as packaged/served
Total Sugar	≤35% of weight form total sugars per item (dried/dehydrated fruits/vegetables exempt)

For additional information on the Smart Snacks rules, see:

https://www.fns.usda.gov/tn/guide-smart-snacks-school

14.3 Exempt Days

Elementary, middle, and high school levels are permitted up to five designated exempt days per grade level or as a whole. An exempt day is a day when campus-wide provision of foods that do not meet Smart Snacks rule is permitted but cannot be in competition with school meals in the food service area during mealtimes.

14.4 Food in the Classroom

When snacks are shared or given to all students in a class, only the foods listed on the Food Service Department's approved list can be provided. Parents are permitted to provide the food of their choice for their own student. The approved snack list can be found at:
https://nutritionservices.cfisd.net/

14.5 Outside Foods in Cafeteria

Parents, guardians, and parent-invited, responsible adults may provide food for their children during lunch periods but are not permitted to provide food for any other students. Parents and other invited guests must adhere to campus policies for delivery of food to their children.

14.6 Food as Reward

When snacks are shared or given to all students in a class, only the foods listed on the Nutrition Department's approved snack list can be provided.

14.7 Charging Policy

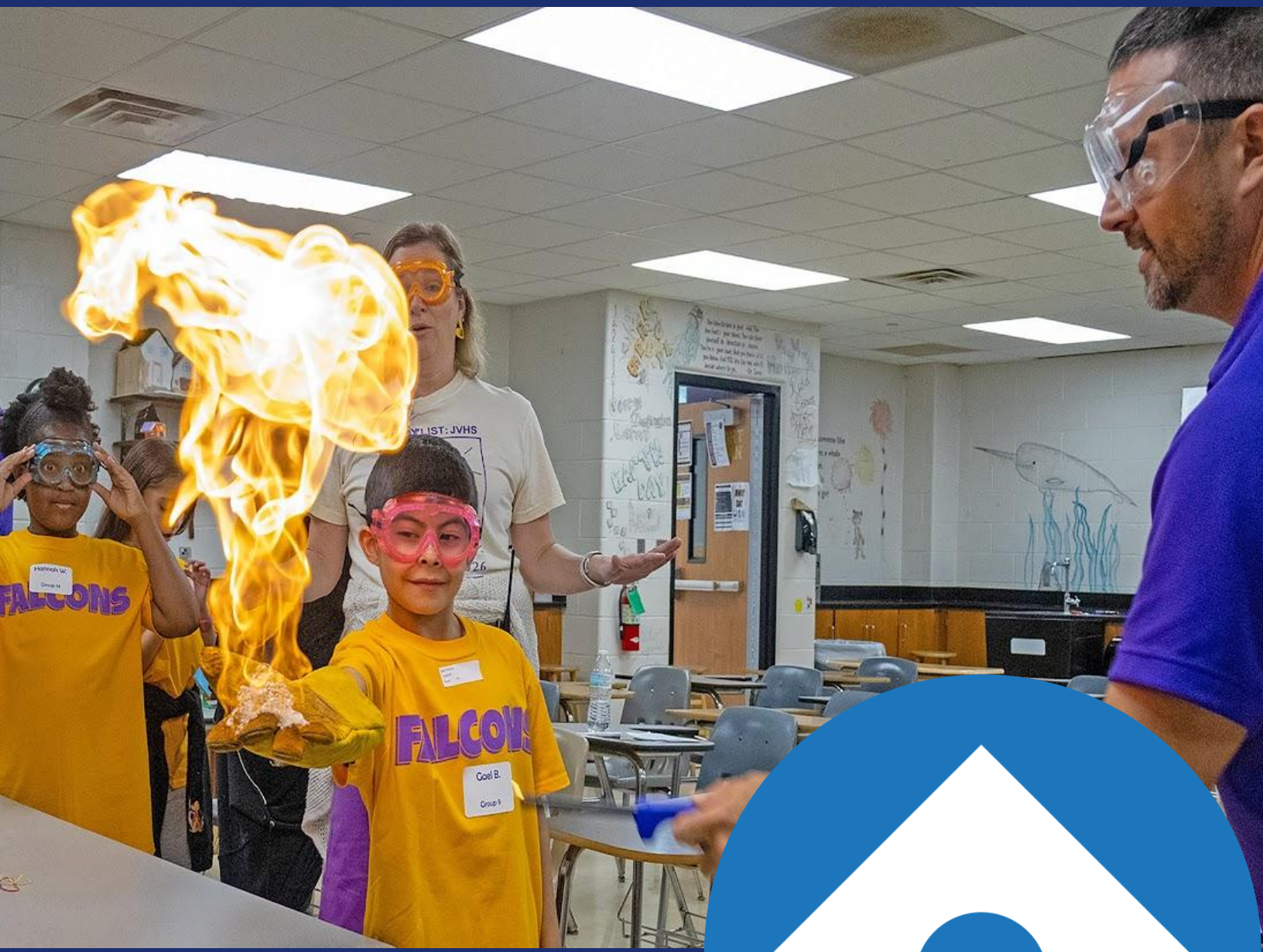
For students on paid meal status, the debit floor is:

- Elementary School—Ten breakfasts and ten lunches
- Middle School—Six breakfasts and six lunches
- High School—Two breakfasts and two lunches

For students on reduced priced meals, the debit floor is:

- All grades—$6 for all grade levels

Section V School Safety



Providing a safe learning environment is the district's top priority. As a proactive step, each school, in cooperation with the CFISD Police Department and Student Services, has developed operational procedures, as well as safety and crisis-response procedures.

1 ID Badges

All students and school district staff will wear a photo ID during the school day and at school events. Contractors working on school projects will be screened by the CFISD facilities department and wear a photo ID while on school property. Metal detectors may be used at all secondary schools, sporting events and at various school activities. CFISD police officers will patrol all district facilities around the clock.

1.1 Elementary School ID Badges

Each student will receive two photo ID badges at the beginning of the school year at no cost. The badges and the unique student number will be used to account for students utilizing transportation services, checking out library books and textbooks, purchasing food items from the cafeteria, providing a means for easy identification of students in common areas of the school and for other uses as determined by campus administration. One of the badges will be attached to the student's backpack and is required to be utilized for transportation services. The second ID will remain at the campus. Students must have the ID badge in their possession each day and follow campus procedures related to wearing the ID badge. If a student loses the ID, a replacement must be promptly purchased from the designated school office/location. Students unable to pay immediately will have the replacement cost(s) placed on the fees and fines list for later payment.

Replacement costs are as follows:

- Plastic ID: $3.00
- Lanyard: $1.00
- Plastic Sleeve: $1.00

Pre-kindergarten and kindergarten students will be issued red plastic sleeves and must have the sleeve and badge to ride the school bus home. If the student is not identified with the red plastic sleeve and badge, they will not be allowed to ride the bus home. Pre-kindergarten and kindergarten students are to be met at the school bus at the bus stop to be released. Additionally, if no one is available to meet the pre-kindergarten or kindergarten student at the bus, the student will be returned to the campus.

1.2 Middle and High School ID Badges

Each student will receive a photo ID badge at the beginning of the school year at no cost. The badge and its unique student number will be used to account for students utilizing transportation services, checking out library books and textbooks, purchasing food items from the cafeteria, providing a means for easy identification of students in common areas of the school and for other uses as determined by campus administration. All secondary students grade 6–12 shall wear a student ID badge, visible, on school-approved lanyards, during the instructional day. If students forget their ID, they are required to obtain a temporary ID from the designated school office/location. The cost of a temporary ID is $1.00. If a student loses the ID, a replacement must be promptly purchased from the designated school office/location. Students unable to pay immediately will have the replacement cost(s) placed on the fees and fines list for later payment.

Replacement costs are as follows:

- Plastic ID: $3.00
- Lanyard: $1.00
- Plastic Sleeve: $1.00

2 Safety Drills

Throughout the school year, schools will conduct practice emergency drills during the school day to ensure all people are familiar with their roles and responsibilities. Adequate and timely notice will be provided by the school administrator to students, staff, and parents prior to conducting the practice emergency drills. Additionally, all schools have identified secondary sites and reunification (student pickup) procedures if it becomes necessary to evacuate school premises. If a safety situation occurs, the district may utilize the Emergency Notification System (ENS) to communicate information to parents by making phone calls, sending text messages and emails, and placing announcements on the district website **www.cfisd.net**, the district social media channels, and local television and radio stations (see Section 2.7 Emergency School Closings, for listing).

When the district conducts an active threat exercise, adequate and timely notice will be provided to students, staff, and parents regarding the specific exercise information as appropriate.

To alleviate any confusion regarding the terminology used during these emergency events, the following definitions have been included.

2.1 Shelter Hazardous Materials

This procedure is used when there is a need for personal protection. Sheltering for hazardous materials will be implemented when there is a release of chemicals or other products that may be a hazard to health or that is life threatening. It is safer to keep the students inside the building

rather than expose them to possible harm by allowing them to leave the building; therefore, the following safety strategies will occur:

- The air conditioning system will be shut down.
- Students and staff in portable classrooms will relocate to the main building for sheltering.
- All windows and doors will be sealed to minimize the outside air from entering the building.
- No one will be allowed to enter or leave a building.
- Parents will not be able to pick up children from school.

Once the "ALL CLEAR" is given, students and teachers will return to their regular activities, or a parent/student reunification (student pickup) plan may be initiated.

2.2 Shelter Weather

This procedure is used when there is a need for personal protection. Sheltering for weather will be implemented when weather conditions exist that may place a school or schools in immediate danger; therefore, the following safety strategies will occur:

- Students and staff will shelter inside buildings away from doors, windows, and outside walls.
- Students and staff in portable classrooms will relocate to the main building for sheltering.
- Students and staff must avoid sheltering in areas with high ceilings (gymnasiums, auditoriums, cafeterias, or theaters).
- If time and space permits, students and staff on the upper floors will be directed to safe areas on the lowest floors.
- Buildings will be open for entry only.
- If a school is sheltering due to weather conditions, parents should also seek shelter at home.

Once the "ALL CLEAR" is given, students and teachers will return to their regular activities, or a parent/student reunification (student pickup) plan may be initiated.

2.3 Secure (Secure the Building) Get Inside, Lock Outside Doors

When a campus is notified by law enforcement that there is police activity, a dangerous animal, or other threat in the immediate area, the following will take place:

- All students and staff will be moved into the main building if it is safe to do so.
- Assigned staff will secure exterior doors.
- An employee shall be assigned to monitor the entry for first responders and authorized visitors or students.

- Depending on the threat, classes may resume until the threat passes, or other plans may be developed if necessary.
- During a Secure, entry and exit from a building is only permitted at a designated entrance that is authorized and facilitated by a CFISD Police Department Officer.
- The CFISD Police Department will notify when it is appropriate to resume normal activities.

Once the "ALL CLEAR" is given by proper authority, students and staff may return to normal activities.

2.4 Lockdown (Locks, Lights, Out of Sight)

This procedure is only initiated when an intruder enters the premises of a campus and poses an imminent danger to students and staff:

- All doors, windows, and classrooms will be locked.
- Students and teachers will remain in their classrooms; or depending on the threat, determine the use of safety measures such as Run-Hide-Fight or Avoid-Deny-Defend.
- No one will be allowed to enter or leave the building.
- Parents will not be allowed to pick up children from school.
- Local authorities will provide aid, as needed.

Once the "ALL CLEAR" is given, students and teachers will return to their regular activities, or the parent/student reunification (student pickup) process will go into effect.

2.5 Evacuation

This procedure is performed to move students and staff from one location to another when there is a report of fire, gas leak, or other similar threat that makes the building unsafe.

Once the "ALL CLEAR" is given, students and teachers will return to their building and return to regular activities, or the parent/student reunification (student pickup) process will go into effect.

2.6 Reunification/Child Pickup

When a decision has been made that a school must be evacuated and emergency personnel report that the danger or threat has passed, and the area is safe for children and parents, the reunification plan will be initiated. The district/school will identify the location, time, and checkout process for parents to pick up children. The district website and mass notification system may be used to communicate instructions with parents.

2.7 Emergency School Closings

Notification will be made to students and staff using SchoolMessenger, the district's Emergency Notification System (ENS), if conditions warrant the closing of schools. Parents are also encouraged to monitor the district website, social media (including, but not limited to, Facebook, X [formerly Twitter], Instagram), and television or radio stations.

3 Safety-Related Policies

3.1 Adult Visitors on Campus

All non-district visitors (including parents/guardians) should enter a building through the front/designated entrance, state their reason for visiting the campus prior to entering the secured vestibule, and receive a name badge to be visibly displayed at all times while the visitor is in the building. The principal may require any person not having legitimate business to leave.

All visitors, regardless of how frequently they are in a building, will be required to sign in at the front desk and wear a visitor's badge for the duration of their visit. Visitors will be required to present a valid driver's license or government-issued picture ID, and each visitor's name will be processed through the RAPTOR database (a database of registered sex offenders). Parents or legal guardians who volunteer as chaperones/drivers for after-hour activities will be required to present a valid driver's license or government-issued picture ID and be processed through the RAPTOR database. This must be done prior to the event, during school hours. A list of approved volunteers will be sent to the department's sponsor. Anyone wishing to volunteer at an after-hour activity where students are placed in their care, custody, or control must be on this approved list.

A visitor's presence on campus is a privilege and must not cause a disruption to the learning or working environment of students and staff. In the event a visitor's presence on campus creates a disruption, the campus principal may limit or prohibit a visitor's presence on campus in the future, including parents/guardians. See Section 3.2 Refusal of Entry, Ejection, or Identification.

Parents or legal guardians are encouraged to visit their child's school. Visits by parents or legal guardians to individual classrooms or large group areas during instructional time are only permitted in accordance with district policy and with the principal's and teacher's approvals. Visits shall be limited or restricted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents/guardian may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities. For student and staff safety and to prevent disruption, visits to large group areas, including the

cafeterias, are generally not allowed, and may only be approved on a case-by-case basis by the campus principal.

Although all district schools are closed campuses during the instructional day, building principals may, but are not required to, allow adult visitors for lunch or at designated campus activities in accordance with their established campus procedures. Principals may also limit the type of visitor (i.e., limited to parents/guardians only) or number of visitors, as well as the frequency and duration of visitors. Additionally, if a visitor has a limitation on their access to a campus and/or a student (i.e., court-ordered supervision), the visitor is not allowed to attend lunch or designated campus activities because campus staff cannot administer, ensure, or monitor any court-ordered supervision. Additionally, a campus principal may, at any time and irrespective of any court orders between parents or other third parties, limit a parent/guardian or third-party's access to lunch and/or campus activities if the principal determines in their sole discretion that the parent/guardian or third-party's presence is or would be disruptive to a student, the learning environment, or the work environment at the campus. However, in the absence of a determination of disruption or other legal limitation on access, a parent or legal guardian whose possession periods are determined by a court order will generally be allowed to attend lunch or other campus activities regardless of the possession periods established in the court order.

3.2 Refusal of Entry, Ejection, or Identification

In accordance with Texas Education Code 37.105, a school administrator, school resource officer, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person.
- The person behaves in a manner that is inappropriate for a school setting (on that instance or previously).
- The person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG (LOCAL) or GF (LOCAL), as appropriate.

3.3 Student Visitors on Campus

Student visitors from other campuses and/or minor children on campus during the instructional day are not permitted without the principal's knowledge and permission. This includes visits during lunch and dismissal times. All students and/or minor children present on campus or a facility during the instructional day or during a school-sponsored or related event are required to be supervised by remaining in the designated activity or event area where general supervision is

provided, or being directly supervised by a staff member, a parent/guardian, or designated adult. No visitor is ever allowed in unauthorized areas of the campus or facility while visiting.

3.4 Animal Visitors on Campus

No animals are allowed on campus at any time without the principal's knowledge and permission, except service animals used to assist disabled persons.

3.5 Students Traveling To and From School

Students who are walking or biking to and from school shall not loiter, trespass, litter, or create nuisance conditions for residents of the community. While the district does not assume the legal responsibility for the students traveling to or from school in this manner, it may take disciplinary action if the circumstances warrant. Residents should notify the campus administration to report any concerns.

4 Child Sexual Abuse, Trafficking, and Other Maltreatment of Children

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed on the CFISD website under guidance and counseling, **https://www.cfisd.net/parents-students01/guidance-counseling**. Trafficking includes both sex and labor trafficking.

4.1 Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.

- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

4.2 Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Sudden appearance of expensive items (e.g., manicures, designer clothes, purses, technology).
- Tattoos or branding; refillable gift cards; frequent runaway episodes; multiple phones or social media accounts.
- Provocative pictures posted online or stored on the phone.
- Unexplained injuries.
- Isolation from family, friends, and community.
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips.
- Being employed but not having a school-authorized work permit.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Owing a large debt and being unable to pay it off.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Not being in control of their own money.
- Living with an employer or having an employer listed as a student's caregiver.
- Having a desire to quit a job but not being allowed to do so.

4.3 Reporting and Responding to Abuse and Trafficking

Any person with reason to believe that a student has been, will be, or currently is being subjected to abuse or neglect must report to Department of Family and Protective Services and/or any local state law enforcement agencies their knowledge of the abuse or neglect. This is a non-accusatory report reflecting the reporter's belief that a child has been or will be abused or neglected. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that they did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1 (800) 252-5400 or on Texas Abuse Hotline website at **www.txabusehotline.org**.

5 Prohibition of Gangs/Gang Activity

Gangs or gang activity will not be tolerated in Cypress-Fairbanks ISD schools. A gang is a group of individuals, juveniles, and/or adults that associate on a continuous basis and are involved in delinquent or criminal activity.

Parents should be aware that gangs generally will adopt some sort of common dress or identifier that identifies them as a group. Identifiers can, but do not always, mean gang-related membership or activity. Some of the identifiers used by gangs are social media accounts that depict gang affiliation, hats, shirts, pants, jackets, shoes, bandanas, jewelry, graffiti, or drawings of gang symbols on notebooks or clothing, haircuts, tattoos, rosary beads, or other religious symbols.

Students are prohibited from any behaviors which are associated with gang-related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals. Campus administrators may ban such dress or behaviors from school that are gang related. (Texas Education Code Section 37.121) Any attempt to violate the provision of these

guidelines will result in disciplinary action consistent with the district discipline policy and state law.

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

6 Bullying

Cypress-Fairbanks ISD strives to prevent bullying in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using 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.

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

If a student believes that they have experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website. A student may anonymously report an alleged incident of bullying/cyberbullying through the CyFair Tip Line, **https://www.cfisd.net/parents-students01/safety/cy-fair-tipline**.

The administration will investigate any allegation, bullying, and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student allegedly engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The victim, the student who engaged in bullying, and any students who witnessed the bullying shall be notified of available counseling options. Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the Board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. A copy of the district's bullying policy is available at each campus, the district's administrative office, and on the district's website, and is included at the end of this handbook as an Appendix.

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

7 Dating Violence, Discrimination, Harassment, and Retaliation

It is the policy of the district to maintain a learning environment that is free of dating violence, discrimination, harassment, and retaliation. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a counselor or other school official with whom they feel comfortable.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available at each campus and on the district's website **www.cfisd.net**. (See policy FFH for more information.)

Dating violence will not be tolerated at school. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten,

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

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law.

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

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

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

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and

other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyber harassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim or offers false statements, in a district investigation, however, may be subject to appropriate disciplinary action in accordance with district policy.

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

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

Upon receiving a report, the district shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy FFH. If so, the district shall immediately undertake an investigation. If the district determines that the allegations, if proven, would not constitute prohibited conduct as defined by policy FFH, the district will refer the complaint for consideration under FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted.

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

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosure may be necessary to conduct a thorough investigation and comply with the law.

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

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

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action, even if the conduct was not unlawful.

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

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

8 Threat Assessment and Safe and Supportive School Team

In accordance with Texas Education Code Section 37.115 (c), and policy FFB-Student Welfare: Crisis Intervention (LEGAL), the Board of Trustees shall ensure that a multidisciplinary threat assessment and safe and supportive school team is established to serve each campus. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the district in implementing its multi-hazard emergency operations plan.

Each campus shall have a threat assessment team, coordinated by an assistant principal or principal, that investigates threats, creates response plans, and monitors behavior interventions to reduce threats and risk of violence. Each campus threat assessment team shall be composed of, at a minimum, an assistant principal or principal, counselor, and School Resource Officer (SRO). Other members of the team may include special education staff, teachers, or others with knowledge of the student and behaviors. Each team member shall complete training by an approved provider on evidence-based threat assessment programs.

Threats are defined as an expression of intent to harm someone. Threats may be spoken, written, or gestured. A threat can be direct, indirect, or implied. Possession of weapons will be presumed to indicate a threat unless careful investigation reveals otherwise.

All threats will be taken seriously and investigated, and a member of the threat assessment team or any district employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

The district has procedures as recommended by the Texas School Safety Center. In accordance with those procedures, the threat assessment and safe and supportive school team conducts threat assessments using a process that includes:

- Identification of threats based on referrals, tips, or exhibition of behavior that is harmful, threatening, or violent. The team shall provide guidance to students and district employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.
- Conducting an individualized assessment based on reasonably available information, including information from the guardian, to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
- Implementing appropriate intervention and monitoring strategies if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

In accordance with Texas Education Code Section 37.115 (f-1) a guardian shall be notified before a threat assessment takes place, be provided the opportunity to provide input for the assessment and is provided the results of such assessment once it is complete. Additionally, the Superintendent or designee shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the district's multi-hazard emergency operations plan.

In accordance with policy FFB (LEGAL):

- For a student the team identifies as at risk of suicide, the team shall follow the district's suicide prevention program.
- For a student the team identifies as having a substance abuse issue, the team shall follow the district's substance abuse program.
- For a student whose conduct may constitute a violation of the district's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.
- As appropriate, the team may refer a student to a local mental health authority or health-care provider for evaluation or treatment, or for a fully individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

The team shall provide reports to the Texas Education Agency as required by law.

Section VI Extracurricular Activities

1 School-Sponsored Student Groups and Non-School-Sponsored Student Groups

Students wanting to organize non-school-sponsored student groups, clubs, or organizations should consult campus administration.

The following criteria will be considered when determining approval of a non-school-sponsored student organization or club:

- The proposed organization has a district employee sponsor approved by the principal.
- No other organization exists at the campus that addresses the same or similar goals and purposes of the proposed club.
- The organization has operation procedures and/or bylaws.
- Membership does not discriminate on the basis of an individual's race, national origin, religion, gender, or disability.
- The primary purpose of the organization will not negatively impact the general welfare of the student body.
- The organization meets the minimum requirement of 10 participants.

2 Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

- Agriculture
- Architecture and construction
- Arts, A/V technology, and communications
- Business, marketing, and finance
- Education and training
- Health science
- Hospitality and tourism
- Human services
- Information technology
- Manufacturing
- STEM

- Transportation, distribution, and logistics

Cypress-Fairbanks ISD offers support to schools for career and technical education programs in agriculture, architecture, arts/communication, business, education and training, finance, health science, hospitality, human services, information technology, manufacturing, marketing, STEM, and transportation. Admission to these programs is based on enrollment in Cypress-Fairbanks ISD secondary schools.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to ensure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

See the Nondiscrimination Statement under Section VIII District Compliance Statements for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.

3 Classroom Birthday Parties

To limit disruption to the instructional day, classroom birthday parties are not allowed. Each campus may elect and determine alternate ways to acknowledge student birthdays, such as participation in daily announcements, certificates of acknowledgment, and/or parent purchase of Food Service Department food items during mealtimes.

4 Community Programs

The Community Programs department is designed to provide quality childcare for the families and community of CFISD. As part of the district, the Community Programs department oversees many programs including, but not limited to, Club Rewind (before/after-school care for students K-5th grade), Club Rewind Sprouts (before/after-school care for Pre-K students), Club Rewind Summer Camp, and CFISD Camp Captivate (summer specialty camps). For additional details on any of these programs, please visit **www.cfisd.net**, email **communityprograms@cfisd.net**, or call (281) 807-8900.

4.1 Before/After School Care Program—Club Rewind and Club Rewind Sprouts

Club Rewind and Club Rewind Sprouts are the fee-based, before-/after-school care programs designed and managed by CFISD. The programs are onsite at each elementary campus for before-/after-school care.

Club Rewind Sprouts before-school care begins at 6:30 am. The after-school program begins immediately after school and operates until 5:30 pm. Club Rewind before-school care begins at 6:30 a.m. The after-school program begins immediately after school and operates until 6:30 p.m. The students participate in a variety of games and activities during programming hours. Enrollment for all programs is completed online. More details and enrollment information are available on the district's website at **www.cfisd.net**, by email at **clubrewind@cfisd.net**, or by calling (281) 807-8900.

5 Extracurricular Activity Eligibility

5.1 General Eligibility at Beginning of Year

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses indicated:

- Fine Arts: Beginning at the 7th grade year—has been promoted from the 6th grade to the 7th grade. Athletics: Beginning at the 7th grade year—has been promoted from the 6th grade to the 7th and has not reached their 14th birthday on or before September 1st of the 7th grade year
- Fine Arts: Beginning at the 8th grade year—has been promoted from the 7th grade to the 8th grade. Athletics: Beginning the 8th grade year—has been promoted from the 7th grade to the 8th and has not reached their 15th birthday on or before September 1st of the 8th grade year
- Beginning in the 9th grade year—has been promoted from the 8th grade to the 9th
- Beginning of the second year in high school—Students must have earned five credits which count toward state high school graduation requirements.
- Beginning of the third year in high school—Students either must have earned a total of 10 credits which count toward state high school graduation or have earned a total of five credits which count toward graduation during the 12 months preceding the first day of the current school year.
- Beginning of the fourth year in high school—Students either must have earned a total of 15 credits which count toward state high school graduation or have earned a total of five credits

which count toward graduation during the 12 months preceding the first day of the current school year.

5.2 Maintaining Eligibility During Year

A student who is enrolled in a school district in this state or participates in a UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after the conclusion of a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified advanced class (listed below). All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked for eligibility purposes at the end of the formal grade-evaluation period. A student may regain eligibility at the end of the regular school day, seven calendar days after the three-school-week evaluation period if the student is passing all (non-waivable) courses on the last class day of the three-week evaluation period. Schools taking breaks of one week or more may not count the vacation week(s) as part of the three-week evaluation period. “Three school weeks” is defined as 15 class days.

Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday, and Friday. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with 10 other actual class days making up the 15 class days. All students are eligible during a school holiday of a full calendar week or more.

5.3 Eligibility for Students with Disabilities

Students with disabilities are required to meet the same eligibility standards as all students, unless the Admission, Review, and Dismissal (ARD) committee has determined that other mastery levels are appropriate for designated content areas.

5.4 Eligibility for Transfer Students

Transfer students in grades 9th through 12th generally are ineligible to participate in varsity athletics for one year from the first day of attendance at the transferred campus. Parents/Guardians should contact the CFISD Athletic Department to verify if a student will be eligible for UIL participation at the new campus, or if transferring will result in the forfeiture of varsity eligibility for a year. Participation will be in accordance with all applicable UIL rules and regulations and CFISD Board Policy.

5.5 Designated Advanced Courses

A student earning below 70 for a grading period becomes ineligible to participate in UIL and non-UIL activities. If, however, the student earns this grade in one of the identified courses, the principal may consider waiving the student's suspension from participation in accordance with UIL rules.

A waiver, if granted, may be for one designated course per grading period. If a student earns below 70 for a grading period in two or more of the designated courses, they are not eligible for a waiver consideration to continue participation in UIL or non-UIL activities. (See FM [LOCAL]—Student Activities.)

Only courses in English Language Arts, languages other than English, Social Studies, Mathematics, Science, and Advanced Placement electives may be considered for suspension removal for UIL or non-UIL purposes when a student earns below 70 for a grading period. K-level, Academic Advanced, HORIZONS, dual-credit and advanced placement courses in these disciplines may be waived. Other Cypress-Fairbanks ISD K-level/Academic Advanced courses have no bearing on this rule. A comprehensive list of courses is available each school year in the counseling or associate principal's offices.

5.6 Eligibility Explanations

A student who is ineligible may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance, unless the state-approved course (non-athletic) in which they are enrolled calls for demonstration of essential knowledge and skills before an audience. The performances allowed by this exception must not be extracurricular in nature, may not be competitive, and may not be held in conjunction with any extracurricular activity.

Additional guidance regarding eligibility and participation for UIL activities:

- No admission may be charged, and the performance must be held on campus, except in a case in which adequate facilities do not exist on the home campus.
- Students who assist the sponsor or coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance/contest.
- A student receiving an incomplete in a course is considered ineligible at the end of the seven-day grace period until the incomplete is replaced with a passing grade for the grading period.
- Senior proms, banquets, and senior trips are considered social activities rather than extracurricular activities.
- School districts shall not schedule, nor permit, students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be

absent from class in any course more than 10 times during the regular school year (full-year course).

- Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

Section VII Electronic Communication Guidelines

The Superintendent or designee will oversee the district's electronic communications system.

The district has invested in computer technology to broaden instruction and to prepare students for an increasingly digital society. Use of these resources is restricted to students working under a teacher's supervision and/or direction for approved instructional purposes only.

All students may use district-approved software in accordance with applicable license agreements. Unless otherwise noted in the license, or in the event the software arrived without a license agreement, any duplication of copyrighted software, except for backup and for archival purposes, is a violation of federal law. The use of any non-district software or the erasing of or tampering with authorized software on district computers is not permitted.

Students violating these guidelines will face disciplinary action and/or restitution to the district. A copy of the responsible use guidelines is included in this handbook. Parents are asked to review these guidelines when initially enrolling students in the district. Students (grades 6-12) are required to sign and agree to the district's Responsible Use Guidelines regarding appropriate use of these resources.

1 Consent Requirements

The statements above are explained in detail in the policies and procedures that follow. The district will provide training in proper use of the system and will provide all users with copies of Responsible Use Guidelines. All training in the use of the district's system will emphasize the ethical and safe use of this resource.

Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any district student will be posted on a district web page or social media under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor). No personally identifiable information about a district student will be posted on a district web page or social media under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor). An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and district policy.

2 System Access

Access to the district's electronic communications system will be governed as follows:

- All users will be required to acknowledge their receipt and understanding of the responsible use guidelines as published in the Student Handbook and Code of Conduct for students.

- Access to the district's electronic communications system, including the Internet, shall be made available to students primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by students shall be permitted if the use:
  - Imposes no tangible cost on the district.
  - Does not unduly burden the district's computer or network resources.
  - Has no adverse effect on an employee's job performance.
- Students who are granted access to the district's system will be assigned individual accounts. Students are not to use a computer that is logged in under another user's name.
- As appropriate, district students will be granted access to the district's system.
- The district will require that students' network passwords be changed routinely.
- Any system user identified as a security risk or as having violated district and/or campus computer use guidelines may be denied access to the district's system.

3 Filtering

A committee, chaired by the chief financial officer or designee, will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to:

- Nudity/pornography.
- Images or descriptions of sexual acts.
- Promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups.
- Instructions for performing criminal acts (e.g., bomb-making).
- Online gambling.

The district has processes in place to protect students from resources that are inappropriate at school and at home. No filtering solution is 100 percent. To protect students while online, it is recommended that parents/guardians should monitor their students at home.

3.1 Requests to Disable Filter

The committee will consider requests from users who wish to use a blocked site for district-approved educational research or other lawful purposes. The committee will make a

recommendation to the Superintendent or designee regarding approval or disapproval to disable the filter for the requested use.

4 Monitored Use of Electronic and Web-Based Accounts

Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include logging, virus scanning, and content scanning.

Email cannot be accepted in the following situations that would normally require a parent signature, such as absence from school excuses, medication administration permission, permission to stay for after-school tutorials, early release from school, or field-trip permission slips.

Suspected violations of responsible use by students should be reported first to the campus principal and, if necessary, by the campus principal to the Assistant Superintendent for Student Services.

If necessary, access to electronic mail accounts for instructional purposes must have campus and district prior approval. The district may allow secure, web-based, student accounts to support instruction. Students and teachers may participate in district-approved chat rooms in which teachers monitor all student interactions. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration. Participation in non-district approved social networking sites, or the use of any anonymizing technologies is prohibited. Portable computing devices such as iPads, iPods, tablets, and laptops may be used for instructional purposes during the school day. Students using prohibited personal communication devices will be held accountable to the personal communication device use set forth in the Student Code of Conduct.

The district has provided students with access to a learning management system (LMS) and cloud-based storage and network storage. Students can utilize the LMS and/or the cloud-based storage (Google and Microsoft OneDrive) to store files related to instructional projects or classroom digital resources.

To enforce the Student Responsible Use Guidelines and to maintain the integrity of the network, all files stored in the LMS and in district-supported, cloud-based storage and network storage will be monitored by district staff, and files such as games and inappropriate images and files will be deleted. External electronic storage devices are subject to monitoring if used with district resources. Student disciplinary action may follow.

The district will maintain district and school websites and social media for the purpose of informing employees, students, parents, and members of the community of district programs, policies, and practices. Requests for publication of information on the district website must be directed to the Assistant Superintendent for Communication and Community Relations or designee. The Chief of Staff or designee and the Assistant Superintendent for Communication and Community Relations or designee will establish guidelines for the development and format of web pages regarding student information published on a website controlled by the district.

5 Technology Administrator Responsibilities

The Chief Financial Officer or designee for the district's electronic communications system (or campus designee) will:

- Be responsible for disseminating and enforcing applicable district policies and Responsible Use Guidelines for the district's system.
- Ensure that all users of the district's system annually complete and sign an agreement to abide by district policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
- Ensure that employees supervising students who use the district's system provide training emphasizing the appropriate use of this resource.
- Ensure that all software loaded on computers in the district is consistent with district standards and is properly licensed.
- Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety online and proper use of the system.
- Be authorized to disable a filtering device on the system for district-approved educational research or another lawful purpose, with approval from the Superintendent.
- Set limits for data storage within the district's system, as needed.

6 District-Approved School Web Pages

The official website for Cypress-Fairbanks ISD is **www.cfisd.net**. High schools may publish web pages that present information about school activities, subject to approval from the Assistant Superintendent for Communication and Community Relations or designee, and link to the district's site. The campus principal will designate the staff member responsible for managing the campus web page under the supervision of the Assistant Superintendent for Communication and Community Relations or designee. Any links from a web page to sites outside the district's computer system must receive approval from the Assistant Superintendent for Communications and Community Relations or designee.

7 Personal Web Pages

Students may not misrepresent the district by posting content to the Internet or social media purporting to be the official website or social media for the district.

8 Termination/Revocation of System User Account Disclaimer

Termination of a student's access for violation of district policies or regulations will be effective on the date the principal or designee receives notice of a student's withdrawal or of revocation of system privileges, or on a future date, if specified in the notice.

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

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

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

9 Network/Internet Responsible Use Guidelines

Network/Internet access is available to students in the Cypress-Fairbanks Independent School District ("the district"). The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. The district provides Network/Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. The district firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

9.1 Network/Internet—Terms and Conditions

Training

The district will provide training in proper use of the system and will provide all users with copies of Responsible Use Guidelines. All training in the use of the district's system will emphasize legal, ethical, and safe use of this resource.

Risk

Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate, or controversial. Although the district will attempt to limit access to objectionable material by using filtering software, controlling all materials on the Network/Internet is impossible. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Parental Consent for Accessing Internet Based Instructional Software and Content Under the Children's Online Privacy Protection Act (COPPA), parental consent is required for students under the age of 13 if Internet-based access accounts containing personal information are created for them on websites or online services. Examples of instructional websites used by Cypress-Fairbanks ISD include websites such as Google Apps for Education, Explore Learning, and Achieve3000. Your student's first name, last name, birth date, username, or Cypress-Fairbanks ISD email address may be provided to the online service for the purpose of securing confidential information and access for the student. This information will remain confidential and will not be shared except for the purpose of providing these services. Parental consent will be included on the Authorization section of the Student Demographic Information Form sent home at the beginning of each year.

User Responsibilities

Network/Internet users, like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and district employees) of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from a campus administrator or district-level administrator.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must

be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.

- Users may not share sensitive district documents, such as test answer keys, via the Internet.
- A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software, so that it can be removed from accessibility.

9.2 Publishing on the Internet

Recognition

First and last names and grade level may be used on the Internet to recognize personal achievements. Permission for the following items is granted or denied through the Student Demographic Information Form given to each student at the beginning of the school year.

Student Work

Student work will be published on a cfisd.net website, social media, or a state-sponsored web page for students, only with parental permission. Examples of published work could include short stories, poems, slide shows, and/or artwork. First and/or last names may be included with the student's work.

Photographs

Student photographs will be published on a cfisd.net website, social media, or a state-sponsored web page for students, only with parental permission. If a photograph of the student is included with the posting of the recognition and/or student work, first and/or last name may be included with the photograph.

Exceptions to the Above

Any exceptions to the items above will be secured through the Communication Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permission to do so.

Web Authoring

The district, the campuses, and the faculty have an authorized website and social media.

Students, district employees, and community members are prohibited from authoring a private website or social media which represents itself as the official site for the district. For example, this would include, but not be limited to, campus and department sites.

Network Etiquette

System users of email or other communication messaging systems are expected to observe the following network etiquette:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Be considerate when sending attachments with email by considering whether a file may be too large to be accommodated by the recipient.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, which are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this, or any networks connected to the Network/Internet. Please refer to the “Consequences of Violations” at the end of Section 9.3.

Commercial Use

Use for commercial purposes, income-generating or “for-profit” activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

Vandalism/Mischief

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the district network and Internet, or any networks that are connected to the district network and Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

Playing Games and Downloading Music or Video Files or Game Files

These activities are prohibited unless approved for educational purposes.

Electronic Mail Violations

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission, is prohibited.

File/Data Violations

Deleting, examining, copying, or modifying files and/or data belonging to or created by other users, without their permission, is prohibited.

System Interference/Alteration

Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Unauthorized Disclosure

Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

9.3 Security

Reporting Security Problems

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator, or the system administrator. The security problem should not be shared with others.

Impersonation

Attempts to log on to the Network/Internet impersonating a system administrator district employee will result in revocation of the user's access to Network/Internet.

Other Security Risks

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the district's Network/Internet.

Violations of Law

Transmission of any material in violation of any US or state law is prohibited. This includes but is not limited to copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a district Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the system administrator or other administrator may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

9.4 Computer Software Policy

In accordance with Board Policy CY (LOCAL) and administrative regulation CY-(Regulation), it is the practice of the district to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. Technology Services is charged with the responsibility of enforcing these guidelines.

All computer software installed on district equipment must be purchased, reported to, and installed by Technology Services or its designee. Software acquisition is restricted to ensure that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by a district curriculum coordinator and Technology Services.

Students may not duplicate any licensed software or related documentation for use either on the district's premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject the student and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Students may not give software to any third party, including relatives, clients, or contractors. Students may use district-approved software on local area networks or on multiple machines only in accordance with applicable license agreements.

For further information regarding the purchase and installation of computer software, please call the district's HELP desk at (281) 897-HELP (4357).

Disclaimer

These guidelines apply to all CFISD computing devices as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. The district is not responsible for phone/credit card bills, or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Section VIII District Compliance Statements

1 Equal Educational Opportunities

No officer or employee of the district, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Inquiries regarding a referral should be made to the campus principal or counselor. For more specific guidance regarding a request for an evaluation for special education services please see Section V Student Health and Wellness.

All students, including girls, members of minority groups, students with disabilities, disadvantaged students, and persons of Limited English Proficiency (LEP), shall have equal access to vocational education programs, services, and activities.

The district has designated the following school official to coordinate its efforts to comply with these policies, and any complaint shall be directed to:

Designated School Official for EEO Concerns		
Dr. Deborah Stewart Chief of Employee and Student Services	**Address:** 11440 Matzke Road Cypress, Texas 77429	**Telephone:** (281) 897-4030 **Email**: **Deborah.Stewart@cfisd.net**

2 Student Dignity and Respect

It is the practice in Cypress-Fairbanks ISD that all students are treated with dignity and respect. Students must not engage in making remarks or actions regarding a student's disability in a way that creates mental/emotional stress or causes physical harm and interferes with educational benefit or ability to learn for the student with a disability (FFH [LOCAL]).

Complaints or concerns about specific incidents should be made by parents or students to a campus official with whom they feel most comfortable. Substantiated allegations will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

3 Section 504 of The Rehabilitation Act of 1973

Section 504 of The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. A disabled person is any person who has a physical or mental disability which substantially limits one or more major life activities, has a record of such a disability, or is regarded as having such a disability. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, and working. A student between the ages of three and 21 whose disability substantially limits a major life activity may qualify for services under Section 504. To be considered protected under Section 504, a student must be disabled and must have a substantial limitation that impacts a major life function.

No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from financial assistance.

Inquiries regarding services for students under Section 504 should be made to the campus principal. The campus principal is the campus 504 coordinator, unless they have designated another administrator to serve as the campus coordinator.

The Assistant Superintendent for Educational Support Services has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the District Section 504 Coordinator is located at 11440 Matzke Road, Cypress, Texas 77429 (281) 517-6568.

4 Non-discrimination Statement

In the efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the District does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The District has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex:

Designated School Official for Title IX Concerns		
Dr. Deborah Stewart Chief of Employee and Student Services	**Address:** 11440 Matzke Road Cypress, Texas 77429	**Telephone:** (281) 897-4030 **Email**: **Deborah.Stewart@cfisd.net**

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based discrimination, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The district's nondiscrimination policy may be found on the district's website at **https://pol.tasb.org/PolicyOnline/PolicyDetails?key=587&code=FFH#localTabContent**. Furthermore, the district's Title IX Formal Complaint Procedures may be found on the district's Website at https://www.cfisd.net/departments/legal-services/title-ix .

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Designated School Official for ADA Concerns		
Dr. Marchelle Peters Assistant Superintendent of Educational Support Services	**Address:** 11440 Matzke Road Cypress, Texas 77429	**Telephone:** (281) 897-6416 **Email**: **Marchelle.Peters@cfisd.net**

For all other concerns regarding discrimination, see Dr. Deborah Stewart:

Designated School Official for Concerns		
Dr. Deborah Stewart Chief of Employee and Student Services	**Address:** 11440 Matzke Road Cypress, Texas 77429	**Telephone:** (281) 897-4030 **Email**: **Deborah.Stewart@cfisd.net**

5 Breach of Contract Claims

The Superintendent and Board of Trustees have an expectation that all employees and students will abide by the policies, procedures, and guidelines as stated in the Student Handbook and Code of Conduct. Furthermore, the contents of this document apply to all students of the district as they are now stated or may be amended in the future. It is important to note, however, that the

contents of this document are not contractual and do not give rise to a claim of breach of contract against the school district.

6 Scholastic Penalties

Teachers may not impose scholastic penalties for disciplinary infractions other than cheating or copying another's work. Cheating shall be defined as giving or receiving information or help on an assessment, possession of any unauthorized material during an assessment, copying another student's assignment or knowingly allowing another unauthorized student to copy from their assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student, including products from the Internet. Plagiarism, the use of other's ideas or products as one's own, can be defined as cheating. The scholastic penalty for cheating will be determined by the classroom teacher or the campus official. The student involved may be subject to disciplinary action based on the Code of Conduct.

7 Pledge of Allegiance and Minute of Silence

Texas law (Texas Education Law Section 25.082) requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Section IX Appendix

Cypress-Fairbanks ISD

101907

STUDENT WELFARE

FREEDOM FROM BULLYING FFI (LOCAL)

Note: This policy addresses bullying of district students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving district students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The district prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The district prohibits retaliation by a student or district employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor-spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a district investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct.

Reporting Procedures	
Student Report	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other district employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Employee Report	Any district employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent or designee shall periodically monitor the reported counts of bullying incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the district shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within 10 district business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time, if necessary, to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the district official, principal, or designee shall promptly respond by taking appropriate disciplinary action in accordance with the district's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The district may notify law enforcement in certain circumstances.
Discipline	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
Corrective Action	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the district's policy against bullying.
Transfers	The principal or designee shall refer to FDB for transfer provisions.
Counseling	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district official, principal, or designee may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality	To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the district's website, to the extent practicable, and shall be readily available at each campus and the district's administrative offices.