

# Student Handbook

2017-2018



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*We Build Tomorrow!*



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[www.clintweb.net](http://www.clintweb.net)



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**Public Notification of Nondiscrimination**

It is the policy of the District not to discriminate on the basis of race, color, national origin, gender, religion, disability or age 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; and Section 504 of the Rehabilitation

Act of 1973, as amended. For information about your rights or grievance procedures, contact the District’s Title IX Coordinator Rene Chavez at 14521 Horizon Boulevard, El Paso, Texas, 79928, (915) 926-4061 and/or Section 504 Coordinator, Mark Ayala at 14521 Horizon Boulevard, El Paso, Texas, 79928, (915) 926-4041.



# ***Preface***

## **Dear Students and Parents:**

**Welcome to school year 2017-2018!** Education is a team effort and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful school year for our students.

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

**Section I** – Parental Rights with information to assist you in responding to school related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II**-Other Important Information for Students and Parents –organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Clint Independent School District Student Code of Conduct which, is a document adopted by the Board of Trustees and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct may be found as a separate document and posted on the district’s website and available upon request.

Each CISD campus has the option of distributing a campus student handbook with specific guidelines and rules of operation pertaining to the campus. A campus student handbook, while separate and distinct from the district’s Student Code of Conduct, must be consistent with the CISD Student Code of Conduct. If a question arises concerning whether a provision of a student campus handbook is consistent with the CISD Student Code of Conduct, the Superintendent or Designee shall review the provision in question and make a determination.

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

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

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

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

After reading through the entire Student Handbook with your child, please keep as a reference during the school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the school counselor, or the campus administrator.

References to policy codes are included so that parents can refer to board policy. The district's policy manual is available for review in the school, district administration office, and an unofficial electronic copy is available at [www.clintweb.net](http://www.clintweb.net).

## ***Section I: Parental Rights***

This section of CISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

### **Student Arrival and Departure Time**

Parents are responsible for ensuring their children arrive on campus no earlier than 45 minutes prior to the start of the school day and depart from campus in a timely manner (generally within 30 minutes) following the students' dismissal. It is imperative for safety reasons that students do not arrive before the specified time in the morning nor remain later than the expected time of departure in the afternoon or following an after-school event. Parents and students will be held responsible for cooperating with school personnel regarding compliance with these hours.

### **Parent & Family Engagement: Office of Federal Programs**

Parents and students are the foundation for a productive learning community. The Clint Independent School District is committed in involving and empowering parents to form a strong partnership between home and school while promoting student achievement. The Clint Independent School District will make it a priority to involve parents and ensure the parental involvement components are met as set forth by the Title I initiatives/requirements.

### **Parent & Family Engagement Policy**

Clint Independent School District will be governed by the following statutory definition of parent and family engagement, and expects that its schools will carry out programs, activities and procedures in accordance with this definition:

Parent and family engagement means the participation of parents and family members in a regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:

- A. Parents and family members play an integral role in assisting their child's learning.
- B. Parents and family members are encouraged to be actively involved in their child's education at school.
- C. Parents and family members are full partners in their child's education and are included, as appropriate, in the decision-making and may serve on advisory committees to assist in the education of their child.
- D. The schools of participating children carries out parent and family engagement activities, such as those described in section 1116 of the ESSA.

Clint Independent School District agrees to implement the following statutory requirements:

- Incorporate this district wide parent and family engagement policy into its LEA plan developed under section 1112 of the Every Students Success Act (ESSA).
- Conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members.
- Plan and implement programs, activities, and procedures with meaningful consultation with parents and family members of participating children.
- Develop jointly with, agree on with, and distribute to, parents and family members of participating children in written parent and family engagement policy that shall be incorporated into the school district plan in which it will establish the expectations and objectives for parent and family engagement.
- Work with its schools to make certain that the required school-level parent and family engagement policies/plans meet the requirements as a component will each include a school-parent compact.
- To the extent practicable, shall provide full opportunities for the information participation of parents and family members including parents and family members who have limited English proficiency, disabilities, and

migratory children. As well as providing information and school reports in a format and language parents understand and upon parents and family members request alternate formats will be provided.

- Will involve the parents and family members of children served by the school district in decisions about how the 1 percent of Title I, Part A funds reserved for parents and family engagement is spent, and will ensure that no less than 95 percent of the one percent reserved goes directly to schools.
- Will submit comments to the State Department of Education of parents and family members of participating children addressing that the LEA plan for Title I, Part A, developed under section 1116 of the ESSA is not satisfactory to the parents and family members.

Legal Reference: Public Law (P.L.) 114-95 Section 1116.

**School-Parent and Family Engagement Compact: Shared Responsibilities for High Student Academic Achievement**  
The school-parent compact is required by federal statute and each campus receiving Title I Part A funds is required to develop a compact. Under the parent and family engagement policy each school shall jointly develop with parents a school-parent compact. The school-parent compact is a written agreement between teachers, parents, and students. The school-parent compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact serves as a clear reminder of all stakeholders' responsibility to take action at school and at home so that children can attain the state's academic achievement standards. It is a written commitment indicating how all members of a school community-families, teachers, principals and students-agree to share responsibility for improved student achievement.

Such compact shall-

- (1) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum-
  - (A) hold parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - (B) send frequent reports to parents on their children's progress; and
  - (C) have reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - (D) ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Legal Reference: Public Law (P.L.) 114-95 Section 1116

## **Participation in Third-Party Surveys**

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.

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

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

## **“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

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

- Any survey concerning the private information listed above regardless of funding.
- School activities involving the collection, disclosure or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA for further information.

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

## **Teachers and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **Instructional Materials**

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

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return materials at the beginning of the next school day if requested to do so by the child's teacher.

## **Consent to Display a Student's Original Works and Personal Information**

Teachers may display a students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, and photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications which may include printed materials, videos, or by any other methods of mass communication.

## Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

## Authorized Inspection and Use of Student Records

A federal law known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education. . These rights, as discussed in this section as well as the section on Objecting to the Release of Directory Information.

- The right to inspect and review student records within 45 days after the day school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are;

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

Both FERPA and state law safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principal; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations, conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see section on **Objecting to the Release of Directory Information** for opportunities to prohibit the disclosure].

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

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or

student to review these records. The address of the superintendent's office is 14521 Horizon Blvd., El Paso, Texas 79928. The addresses of the principals' offices are listed on the district's website.

A parent (or eligible student) may inspect the student's records, and request a correction or amendment if the records are considered inaccurate, misleading or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or examination is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous or inconsistent with the district's grading policy. Reference policy FNG (LEGAL) for FINALITY OF GRADES or see section on Report Cards/Progress Reports and Conferences for information. Also see section on Student or Parent Complaints and Concerns for an overview of the process.

The district's policy regarding student records found at policy FL is available at the principal's or superintendent's office or the district's website at [www.clintweb.net](http://www.clintweb.net).

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## **Transcript Requests**

Requests for official or unofficial high school transcripts should be directed to school counselors or registrars within two school years of the graduation date or withdrawal date. After this period, requests should be directed to the district's administrative office or requests can be made online with a processing fee of \$2 for official transcript and no charge for an unofficial transcript at <http://clintx.scriborder.com/>. All requesters must present a valid government issued identification card at the time of the request. Unofficial transcripts are not sealed or stamped and may be handed to the requester. If the requester cannot present a valid ID or cannot make the request in person, the request form must be notarized by a notary public. Allow 5 to 7 days for completion of transcripts.

## **Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the schools; or
- When it relates to the promotion of student safety as provided by law for student receiving special education services in certain settings.

The district will seek parental consent through written request before making any other video or voice recording of your child not otherwise allowed by law.

## **Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14**

A child under the age of 14 must have permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and State Board of Education (SBOE), is incorporated into the district's health education classes.

## **Removing a Student Temporarily from the Classroom**

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

## **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

### **Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

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

The district follows the health curriculum/TEKS for Human Sexuality instruction.

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

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered unless the student's parent consents to this removal. The school may also offer tutorial services which students whose grades are below 70 will be required to attend. Also, please refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.



## **Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the US flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. See policy EC (LEGAL) for information on sections of the Pledge of Allegiance and a Minute of Silence.

## **Religious or Moral Beliefs**

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

## **Reciting a Portion of the Declaration of Independence in Grades 3-12**

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

## **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in an extracurricular activity.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student's parent as a recipient on all text messages.

If you prefer that your child not receive any one to one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

## **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. For additional information, see policy FO (LEGAL), and the Student Code of Conduct.

## **Participation in Federally Required, State-Mandated, and District Assessments**

You may request information regarding any state or district policy related your child's participation in assessments required by federal law, state law, or the district.

## **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the Board of Trustees decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. See section on **Bullying** for information and policies FDB and FFI.
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. See policy FDE.
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that the student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

## **Multiple Birth Siblings**

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

## **Students Who Receive Special Education with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. See policy FDB (LOCAL).

## **Service/Assistance Animal Use by Students**

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

## **Students Who Have Learning Difficulties or Who Need Special Education Services**

Students who qualify for special education services may receive a continuum of special education services. A variety of other services are available for students with special needs based on evaluation data and ARD committee recommendation. For questions concerning special education, please contact the Special Education Director at **(915) 851-8383** or visit the Administration Annex located at 125 Brown Street, Clint, Texas 79836.

If a student is experiencing learning difficulties, his or her parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation. For those students having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RTI). The

implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special services, the school must, not later than the 15<sup>th</sup> school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of Notice of Procedural Safeguards, and the opportunity for the parent to give consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.

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

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

Upon completion, the school must give you a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- **Texas Project FIRSTPartners Resource Network**

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the campus administrator. Please visit the district's website for directory information.

## **Dyslexia**

Clint ISD provides services for students identified as having characteristics of dyslexia. If a teacher or parent has a concern that a student may show characteristics of dyslexia, please contact the campus principal.

## **Students with Physical or Mental Impairments Protected under Section 504**

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

For additional information regarding a referral for evaluation applicable to Section 504 is Manuel Ayala at: **(915) 926-4000**. Also see policy FB for additional information.

## **Students Who Speak a Primary Language Other than English**

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

## **Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements including:

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

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

Additional information may be found at [Military Family Resources at The Texas Education Agency](#).

## **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student's name and photograph posted on a district approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year or on another date established by the district.

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory information: student name, address, telephone listing, electronic mail address, photograph, date of birth, honors and awards received, dates of attendance, grade level, most recent school previously attended, enrollment status, participating in officially recognized activities and sports, and weight and height of members of athletic teams. If you do not object to the use of your child's information for these limited school-sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information for the school sponsored purposes listed above.

For all other purposes, the district has identified the following as directory information: student name, grade level, and enrollment status. If you do not object to the use of your child's information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

For additional information, please refer to FL (LOCAL).

## **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. The Family Educational Rights and Privacy Act (FERPA) form is completed by parent upon student registration.

## ***Section II: Other Important Information for Students and Parents***

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact the school campus administrator. Please use district's website for directory information.

### **Admissions Requirements**

CISD shall admit into the district free of tuition all persons who are four years of age and younger than 21 years of age on September 1 if any of the following conditions exist:

1. The person and either parent reside in the district.
2. The person does not reside in the district but one of the parents resides in the district and that parent is a Joint Managing Conservator or the Sole Managing Conservator or Possessory Conservator of the person.
3. The person and his or her guardian or other person, having lawful control under an order of a court, resides in the district.
4. The person is under the age of 18 and has established a separate residence in the district apart from his or her parent, guardian or other person having lawful control under an order of a court and has established that the person's presence in the district is not for the primary purpose of participation in extracurricular activities.
5. The person is homeless, as defined by Federal Law, regardless of the residence of the person, either parent or the person's guardian or other person having lawful control.
6. The person is a foreign exchange student placed with a host family that resides in the district by a nationally recognized foreign exchange program unless the district has applied for and been granted a waiver by the Commissioner of Education because:
  - a. This requirement would impose a financial or staffing hardship on the district;
  - b. The admission would diminish the district's ability to provide high quality education services for the district's domestic students; or
  - c. The admission would require domestic students to compete with foreign exchange students for educational resources.
7. The person resides at residential facility, as defined in Education Code 5.001, located in the district. For purposes of enrollment, a person who resides in a residential facility is considered a resident of the district in which the facility is located.
8. The person resides in the district and is 18 years or older or the person's disabilities of minority have been removed.
9. The person does not reside in the school district but the grandparent of the person resides in the district, and provides a substantial amount of after school care for the persons as determined by the Board of Trustees.

## Age Requirements

**Pre-Kindergarten**-A child must be age 4 on or before September 1<sup>st</sup>.

**Kindergarten**-A child must be age 5 on or before September 1<sup>st</sup>.

**First Grade**- A child must be age 6 on or before September 1<sup>st</sup>. A child may be enrolled in the first grade if the child is at least six years of age at the beginning of the school year or has been enrolled in the first grade or has completed kindergarten in the public schools in another state before transferring to a public school in this state [TEC 42.003 (c)]. The term “enrolled” means actually receiving instruction by attendance in a public school rather than being registered prior to receiving instruction.

## Documentation

To register a student, the parent will need to present the following documents/information:

1. Proof of child’s identity: birth certificate, adoption records, baptismal record, driver’s license, hospital birth record, passport or any other legal document that establishes identity. Other demographic information also required includes complete name, sex, and ethnicity, date of birth, home language, and migrant information.
2. Academic information: A copy of the child’s records from the school the child most recently attended. The child’s social security number is important in ensuring that the correct information is received. Even if written documentation is not available at the time of registration, the parent shall explain the following to school officials:
  - a. Information regarding Special Education/504 disabling condition and Special Education/504 instructional setting.
  - b. Information regarding disciplinary placement in a DAEP (Alternative School), disciplinary transfers, expulsions, etc.

## Residency Requirements

Parents must submit proof of residence such as a water, gas, electric bill or lease contract (notarized lease agreement accompanied by a utility bill under owner’s name), and must include the parent’s name and the current address of their residence. A student who is living separate and apart from a parent, legal guardian or other person having lawful control under a court order may apply for admission. The principal shall review the application as explained in Administrative Regulations. However, the District is not required to admit a student who has engaged in conduct within the preceding year that has resulted in removal to a DAEP or expulsion, has engaged in delinquent conduct or conduct in need of supervision, is on probation or has been convicted of a criminal offense and is on probation or other conditional release.

## Up-to-date Immunization Record

A student must be fully immunized against disease as required by the Texas Board of Health. Parents may access the District website for information regarding the following:

1. The immunization required for admissions to public school;
2. Any immunizations or vaccines recommended for public school students by the Department of State Health Services;
3. Health clinics in the District that may offer the influenza vaccine; and
4. A link to the Department of State Health services website.

## Exceptions:

1. A student transferring from another Texas public school district may be provisionally admitted if the student has begun the required immunization and continues to receive the necessary immunizations as medically feasible.
2. A student is a military dependent or transferring from another Texas public school district pending transfer of immunization records.

3. A student in transition may be enrolled for 30 days pending initiation of vaccinations or receipt of vaccination documentation (See Student Residence Questionnaire).
4. A student that qualifies as homeless, may be provisionally admitted for 30 days. (Refer to Policy FFA (LEGAL)).

A student who is not fully immunized and has not begun the required immunizations may not attend school. District administrators/principals reserve the right to withdraw or suspend the student from school attendance if immunization records or proof of immunizations have not begun within the allowable time unless the student is exempt pursuant to District policy. If the child is initially entering a public school (i.e. Pre-Kindergarten, Kindergarten or coming from another country), care must be taken to see that the child has been immunized. Parents must provide written documentation to ensure that the child has been immunized in order to be in compliance with state law [Texas Education Code 38.00(a)]. In addition, the parent or legal guardian is required to complete various registration forms at the school. Should the parent/legal guardian not have written documentation of the above information at the time of registration, the written proof must be submitted within thirty (30) calendar days. If at the end of the 30 day period a student has not received the required immunizations, the student is not in compliance and the school shall exclude the student from school attendance until the required immunization is administered.

## **Absences/Attendance**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build upon each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

## **Absence Procedures**

1. When a student must be absent, the student upon returning to school must bring a note (within 2 school days) signed by the parent/guardian that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years or older. If not, the absence will be unexcused.
2. A student absent for any reason should promptly make up specific assignments missed.
3. If a student has an appointment with a health care professional, the student may be counted present for the day meeting the following conditions: student attends class sometime during the day of the appointment either before or after the appointment, and student provides written documentation from the health care professional. The student is responsible for completing any assignments missed.
4. A student who is tardy to class will be subject to the consequences established at each campus in accordance with the possible consequences in the CISD Student Code of Conduct.
5. Students and parents should be aware of specified school procedures for contacting the Attendance Officer at each school.
6. A student absent from school may not be allowed to participate in school-related activities on that day or evening.
7. Student with excessive absences or unexcused absences will only be allowed 5 parental written notes.
8. If a student is absent from school without an excuse for three days or parts of days within a four week period, the school must provide the parents with a Warning Letter (after 2 unexcused absences). In order to inform parents/guardian of truancy situation, campus will make attempts to schedule a conference or make contact with them regarding situation. This notice must include a statement reminding the parent/guardian that it is the parent's/guardian's duty to monitor the student's school attendance and require the student to attend

school. The parent or guardian is subject to prosecution if the student continues to be truant from school. The school or parent/guardian may request a conference to discuss absences.

9. Chronic tardies will be addressed by the campus administration.

## **Compulsory Attendance**

### **Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Please see policy FEA for additional information.

### **Between Ages 6 and 19**

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

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

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

### **Prekindergarten and Kindergarten**

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

### **Exemptions to Compulsory Attendance (All Grade Levels)**

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with Autism Spectrum Disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus;
- Is enrolled in and attending off campus dual credit program courses and is not scheduled to be on campus during any part of the school day.
- Is participating in an activity that is approved by the school board and is under the direction of a professional staff member, or a paraprofessional staff member of the school district; and
- For students in the conservatorship (custody) of the state,
  - An activity required under court-ordered service plan ; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.



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

## **Secondary Grade Levels**

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the Board of Trustees under policy FEA (LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the District's Board of Trustees has authorized this in policy FEA (LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

## **Failure to Comply with Compulsory Attendance (All Grade Levels)**

### **All Grade Levels**

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

### **Students with Disabilities**

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

### **Age 19 and Older**

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

### **Between Ages 6 and 19**

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community

services, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is James Littlejohn. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against student's parent 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 - 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. For additional information see policy FEA (LEGAL).

## **Attendance for Credit or Final Grade (Kindergarten through Grade 12)**

To receive credit or a final grade in a class, a student in grades kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. For additional information, please see policy FEC.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the Attendance Review Committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the Attendance Committee as extenuating circumstances in accordance with the absences allowed under FM (LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the Board of Trustees by following policy FNG (LOCAL).

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

## **Official Attendance-Taking Time (All Grade Levels)**

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day at second period which is during the instructional hour as required by state rule.

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

## **Documentation after an Absence (All Grade Levels)**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with parent’s permission, will not be accepted unless the student is 18 years or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

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

## **Doctor’s Note after an Absence for Illness (All Grade Levels)**

Within [2] days of returning to school, a student absent for more than (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

## **Driver License Attendance Verification (Secondary Grade Levels Only)**

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

## **Accountability under State and Federal Law (All Grade Levels)**

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;

- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district’s evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Information about all of these can be found on the district’s website at [www.clint.net](http://www.clint.net). Hard copies of any reports are available upon request to the district’s administration office.

TEA also maintains additional accountability and accreditation information at: [TEA Performance Reporting Division](#) and TEA homepage.

## **Academic Programs**

The school counselor provides students and parents with information regarding academic programs to prepare for higher education and career choices. Please refer to the section on Academic Counseling for information or refer to policy EIF on the district’s website.

As students’ progress through their school career, students & parents need to make informed curriculum choices so that the students may be prepared for success beyond high school. Close communication with the school counselor is a primary way for students and their parents to gain information that will help them make these decisions. Students or parents with questions about these programs should contact the campus administration or a school counselor.

## **Special Programs/Academic Planning**

A student who has attended high school for four years and is a student receiving special education services who has not met the requirements necessary to receive a diploma or completed the student’s individualized education program (IEP) shall receive a certificate of attendance and will be allowed to participate in the graduation ceremony with students receiving diplomas. Contact the Director of Special Education to receive specific information and assistance. Please use the district’s website for directory information.

## **College Credit/Dual Credit Courses**

See the district website or the school counselor for the name and contact information of all public & private entities offering a program through which a student may earn college credit.

The Dual Credit Program provides an opportunity for qualified junior and senior high school students to enroll in college level courses. Students can earn college credit and high school credit simultaneously by taking El Paso Community Classes at their high school campus. All CISD high school campuses offer on-site and on-line Dual Credit classes. Visit with the College Readiness Facilitator or the school counselor for eligibility requirements and course offerings.

A student otherwise eligible to participate in an extracurricular activity or a University Interscholastic League competition is not ineligible because the student is enrolled in a course offered for joint high school and college credit or a course offered under a concurrent enrollment program regardless of the location at which the course is provided.

## **Bullying (All Grade Levels)**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior:

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

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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

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

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

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

Upon the recommendation of the administration, the Board of Trustees may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. Please see section on Safety Transfers/Assignments.

A copy of the district's policy is available in the principal's office, superintendent's office and can be found on the district's website. Procedures related to reporting allegations of bullying may also be found on the district's website.

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

See sections on Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, and Hazing for information. Visit the district website to access policy FFI or you can request to view a copy of the District Improvement Plan at your child's campus/administrative office.

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

The district provides developmentally appropriate career opportunities for all students. Career & Technical Education Programs may include hands on project based courses, Career Preparation programs, end of year certification opportunities and additional innovative programs. Through participation, student will acquire skills and competencies essential to success in the workforce. Opportunities are provided that identify the relationship between skills taught in the classroom and skills required for the workforce. These opportunities are **voluntary** and include career exploration and awareness, as well as laboratory and on the job experiences. Activities and resources may include career fairs, classroom presentations, field trips, career literature, and business/industry tours.

These programs will be offered without regard to race, color, national origin, sex, or disability. Clint Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational CTE programs. See section on Non-discrimination Statement for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination. .

## **Celebrations (All Grade Levels)**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products. See section on Food Allergies.

## **Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at [www.clint.net](http://www.clint.net). Parents may visit the district website to access policy FFG (Exhibit) to view the plan. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as 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, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see: **Texas Department of Family and Protective Services, Programs Available in Your County**.

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

**Child Welfare Information Gateway Factsheet Texas Attorney General, What We Can Do About Child Abuse Part 1 Texas Attorney General, What We Can Do About Child Abuse Part 2 Texas Association Against Sexual Assault, Resources`1**

Report of abuse or neglect may be made to: The CPS division of the TDFPS at (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

## **Sexual Harassment Complaints**

If a parent or a student has any concerns about possible sexual harassment, the parent or student should first speak with the school principal or the Title IX Coordinator about the situation. The district has designated the following individual as the Title IX Coordinator to comply with Title IX of the Education Amendments of 1972 which pertain to sexual discrimination claims: Rene Chavez, Director of Human Resources, located at 14521 Horizon Blvd., El Paso, Texas 79928 at (915) 926-4000.

## Class Rank/Highest Ranking Student (Secondary Grade Levels Only)

Please reference policy EIC (LOCAL) for information on the following class rank practices:

- Courses that are included in class rank calculations and any course exclusions whether course taken in middle/junior high are included in the calculation, and whether grades earned by alternative means such as: summer school, distance learning, credit by exam, dual credit off campus vs. on campus, etc. are counted; The District shall categorize and weight eligible courses as Dual Credit/Advanced Placement (AP), Pre-AP, and Regular in accordance with provisions of this policy, and as designated in appropriate District publications. When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District, if a similar or equivalent course is offered to the same class of students in the District. For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank using grades available at the time of calculation at the end of the spring semester (i.e., the end of the final school year). For purposes of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. See EIC (LEGAL).

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking respectively. To be eligible for such recognition, a student must: 1) Have been continuously enrolled in the same high school in the District for the four semesters immediately preceding graduation; 2) Have completed the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with the distinguished level of achievement; and 3) Be graduating after exactly eight semesters of enrollment in high school. In case of a tie in weighted numerical grade averages, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian: 1) Compute the weighted numerical grade average to a sufficient number of decimal places until the tie is broken. 2) Compare scores on standardized college entrance tests, if the same tests were taken by all students involved in the tie. If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title. The District shall assign weights to grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Category	Weight
Dual Credit/ Advanced Placement	10
Pre-AP	7
Regular	plus 0

The District shall record unweighted numerical grades for each course on the report card and a weighted numerical grade average on the transcript.

- For other information related to class rank, please refer to policy EIC (LOCAL).

## **Class Schedules (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9<sup>th</sup> – 12<sup>th</sup> who meet specific criteria and receive parental consent to enroll in less than a full day's schedule. See section Schedule Changes for information related to student's requests to revise their course schedule.

## **College and University Admissions (Secondary Grade Levels Only)**

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

- Completes the distinguished level of achievement under the foundation graduation program a student must graduate or with at least one endorsement; or
- Satisfies the ACT College Readiness Benchmarks or earns at least 1500 out of 2400 on the SAT.

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University during the summer or fall 2018 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through holistic review process.

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

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

Please see the section on Class Ranking/Highest Ranking Student for information specifically related to how the district calculates a student's rank in class and requirements for Graduation for further information associated with the foundation graduation program.

## **College Credit Courses (Secondary Grade Levels Only)**

Students in grades 9<sup>th</sup> – 12<sup>th</sup> have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in dual credit courses taught in conjunction and in partnership with El Paso Community College, University of Texas at El Paso, or University of Texas at Austin.
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for additional information.

Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.



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

## **Communications-Automated**

### **Emergency**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

### **Nonemergency**

Your child's school will request that you provide contact information, such as your phone number and email address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. See Safety for information regarding contact with parents during an emergency situation.

## **Complaints and Concerns (All Grade Levels)**

Usually student or parent complaints or concerns can be addressed informally by a phone call or conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the Board of Trustees has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at [www.clint.net](http://www.clint.net).

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is unresolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.

## **Conduct (All Grade Levels)**

### **Applicability of School Rules**

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

## **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus can be found on the district's website.

## **Disruptions of School Operations**

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

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

## **Social Events**

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

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event may not be readmitted. Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **Contagious Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

## **Communicable Diseases**

A communicable disease is one which may be passed directly or indirectly from one person to another. The principal shall exclude from attendance any student suffering from a communicable disease as defined by the Texas Board of Health until one of the criteria for re-admittance is fulfilled. Conditions for which children may be excluded include but are not limited to: Hepatitis A, Chickenpox, Pediculosis (head lice), Scabies, Impetigo, Ringworm of the scalp, and infectious forms of Conjunctivitis (pink eye).

Students excluded due to a communicable disease shall be readmitted by one or more of the following methods:

1. Written medical clearance from the student's physician.

2. Re-admission- permit from the local health authority.
3. After the disease is no longer contagious as established by the Texas Commissioner of Health.

## **Academic Counseling**

### **Elementary and Middle/Junior High School Grade Levels**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In grade 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

### **High School Grade Levels**

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

The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities including opportunities to earn industry-recognized certificates and licenses.

### **Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. The school counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the school counselor should make arrangements through the Counseling Center. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

For additional information, please see the section on Suicide Awareness.

### **Consent to Conduct a Psychological Evaluation**

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

### **Course Credit (Secondary Grade Levels Only)**

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

## **Credit by Exam—If a Student Has Taken the Course/Subject (All Grade Levels)**

A student who has previously taken a course or subject—but did not receive credit or final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district’s Board of Trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

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

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

For further information, please see the school counselor and visit the district website to look at policy EHDB (LOCAL).

## **Credit by Exam for Advancement/Acceleration--If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district’s Board of Trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during 2017-18 school year will be published in the appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. For further information, see policy EHDC.

### **Students in Grades 1 – 5**

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

### **Students in Grades 6 – 12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on the exam administered through the CLEP, or a score of 3 or higher on an AP exam as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

## **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, retaliation, and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board of Trustees has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and the superintendent's office. Policy FFH can also be found in the district's website.

## **Dating Violence**

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

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

## **Discrimination**

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

## **Harassment**

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

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

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

## **Sexual Harassment and Gender Based Harassment**

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

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However,

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

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

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

## **Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances. Further information regarding student welfare and freedom from retaliation can be found in our district website by accessing policy FFH (LOCAL).

## **Reporting Procedures**

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

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

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

## **Investigation of Report**

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

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

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

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Education 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).

## **Discrimination**

Further information regarding student welfare and freedom from discrimination can be found in our district website by accessing policy FFH (LOCAL). Please see section on Dating Violence, Discrimination, Harassment, and Retaliation for information.

## ***Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)***

### **School Materials**

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

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

### **Non-School Materials...from Students**

Students must obtain prior approval from the principal before selling, posting, circulating or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal may designate a bulletin board as the location for approved non-school materials to be placed for voluntary viewing or collection by students. Please visit the district website to view policy FNAA.

A student may appeal a decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

### **Non-School Materials...from Others**

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials not sponsored by the district or by a district affiliated school-support organization will not be sold, circulated, distributed or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-schooled material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The Director of Public Relations will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. Please visit the district website to view policies DGBA or GF.

The principal/Director of Public Relations shall designate specific areas as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time of a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **Dress and Grooming (All Grade Levels)**

The district's dress code is established to teach grooming, hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with, "Dress for Success" as outlined in the Student Code of Conduct.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the school day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## ***Electronic Devices and Technology Resources (All Grade Levels)***

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

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

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

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

Confiscated telecommunication devices that are not retrieved by the student's guardian/parent will be disposed of after the notice required by law. Please visit the district website to view policy FNCE. Students in grades 6<sup>th</sup> -12<sup>th</sup> may use a telecommunications or other devices during the lunch period.

In limited circumstances and in accordance with law, a student's personal telecommunications device may searched by authorized personnel. Please see section on Searches for information and policy FNF.

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

### **Possession and Use of Other Personal Electronic Devices**

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



parents to pick up the items. The parent/guardian may pick up the confiscated electronic devices from the principal's office for a fee of \$15.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Please see section on Searches for information and policy FNF.

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

## **Instructional Use of Personal Telecommunications and Other Electronic Devices**

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

## **Acceptable Use of District Technology Resources**

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

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, commonly referred to as "sexting" will be disciplined according to the Student Code of Conduct may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

## **End-Of-Course (EOC) Assessments**

Please see sections on Graduation, and Standardized Testing for information.

## English Language Learners (All Grade Levels)

A student who is an English Language Learner (ELL) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned in the Standardized Testing section of this handbook, may be administered to an English language learner, for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

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

## Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege not a right. All extracurricular activities in which students attend a competition representing the district must adhere to the No Pass/No Play rule.

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic or music activity governed by UIL, the student and parent are expected to know and follow all the rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at **Parent Information Manual**; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the Curriculum Division of the Texas Education Agency at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) for additional information on all UIL—governed activities.]

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.

- A student is allowed in a school year up to 5 absences not related to post district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board of Trustees, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

## National Honor/National Junior Honor Scoring

Please refer to policy FM (REGULATION) for additional information on the selection procedures, standards of behavior, and offices and elections.

The point system will be used by the Faculty Council to review candidates.

Activity	Maximum Number of Activities	Weight
Leadership	3	0.9 (0.3 each)
Service Activities	3	0.75 (0.25 each)
Other Student Activities	3	0.75 (0.25 each)
Community Activities	3	0.75 (0.25 each)
Citizenship (NJHS only)		

## Standards of Behavior

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

## Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Student Council, National Junior Honor Society, National Honor Society, and Class Officers.

## Fees (All Grade Levels)

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books/textbooks.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises,
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. (See section on Buses and Other School Vehicles)
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN), if offered by the district.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. Please see policy FP on the district website for further information.

### **Fund-Raising (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes in accordance with administrative For further information, please see policies FJ and GE on the district website.

### **Gang-Free Zones (All Grade Levels)**

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

### **Gender-Based Harassment**

[See sections on Dating Violence, Discrimination, Harassment, and Retaliation.]

### **Grade Level Classification (Grades 9 – 12 only)**

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

<u>Credit Earned</u>	<u>Classification</u>
0 to 5.5	Grade 9 (freshmen)
6 to 11.5	Grade 10 (sophomore)
12 to 18.5	Grade 11 (junior)
19+	Grade 12 (senior)

## Grading Guidelines (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e. letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will not be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

See section on Report Cards/Progress Reports and Conferences for additional information on grading guide.

### Elementary

Subject	Daily Work (40%)	Tests (60%)	
<u>Language Arts/Reading</u> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Word Study</li> <li>• LA (Writing)</li> </ul>	1 per week 1 per week 1 per week	2 per grading period 2 per grading period 2 per grading period	
Science	1 per week	2 per grading period	
Social Studies	1 per week	2 per grading period	
Mathematics	2 per week	2 per grading period	

### Secondary

Daily Work (40%)	Tests (40%)	Homework (20%)
Minimum 1 per week	Minimum 1 every 2 weeks	Minimum 1 per week

For additional information, please refer to EIA (REGULATION.)

## *Graduation (Secondary Grade Levels Only)*

### Requirements for a Diploma Beginning with the 2014-15 School Year

Beginning with students who enter grade 9 in 2014-15 school year, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the District;
- Complete any locally required courses in addition to the courses mandated by the state;

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

## **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessment or on the state developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

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

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate. See section on Standardized Testing for more information.

## **Foundation Graduation Program**

Every student in a Texas public school who enters grade 9 in the 2014-15 school year and thereafter will graduate under the “foundation graduation program.” Within the foundation program are “endorsements” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent/guardian are advised of specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and bi-literacy, dual credit course, AP or IB exam, on certain national college preparatory and readiness or college entrance exams, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules and the school counselor can provide more information about these acknowledgments.

## Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of credits: Foundation Graduation Program	Number of credits: Foundation Graduation Program With an Endorsement
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies including Economics	3	3
Physical Education	1	1
Language other than English***	2	2
Fine Arts	1	1
Locally required courses	0.5 credit in Health 0.5 credit in Speech 1 credit in Technology	0.5 credit in Health 0.5 credit in Speech 1 credit in Technology
Locally required courses		
Electives	5	7
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>

Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student's transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In

limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

## **Available Endorsement**

A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

- Science, Technology, Engineering, and Mathematics
- Business and Industry
- Arts and Humanities
- Multidisciplinary Studies
- Public Service

## **Personal Graduation Plans**

A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review the personal graduation plan options with each student entering grade 9 and with his or her parent/guardian. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to post-secondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Please also review at TEA's Graduation Toolkit.

## **Available Course Options for all Graduation Programs**

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. Note: That the district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

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

## **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

## **Students with Disabilities**

Upon the recommendation of the Admission, Review, and Dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her Individualized Education Plan (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one (1) graduation ceremony.



See policy FMH (LEGAL).

ARD committee for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state laws and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

## **Graduation Activities**

Graduation activities may include:

- Graduation Ceremony
- Project Celebration
- Awards and/or Senior Ceremonies

For seniors who are eligible to graduate and are assigned to the District Alternative Education Program (DAEP) at the time of graduation, the placement in the program will continue through graduation and the student will not be allowed to participate in the graduation ceremony and related graduate activities unless authorized by the superintendent to attend. [Please see Student Code of Conduct.]

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students and student groups shall be recognized at graduation ceremonies.

## **Graduation Speakers**

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

[For student speakers at other school events, please see section on Student Speakers, and also see FNA (LOCAL) as well as the Student Code of Conduct.]

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations/announcements, senior ring, cap and gown, and senior portrait/picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. Please see sections on Fees for information.

## **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, technical schools as well to private institutions.

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

## **Harassment**

Please see sections on Dating Violence, Discrimination, Harassment and Retaliation for information.

## **Hazing (All Grade Levels)**

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

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

Please also see section on Bullying and policies FFI and FNCC for information.

## ***Health Related Matters***

### **Student Illness (All Grade Levels)**

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

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

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

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

### **Bacterial Meningitis (All Grade Levels)**

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare.

Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

Maintaining health habits, like getting plenty of rest, can help prevent an infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of bacteria. It is a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis\*. The vaccines are safe and effective (85-90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and last for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, Centers for Disease Control and Prevention, and the Department of State Health Services Department of State Health Services.

\* Note: DSHS requires at least one meningococcal vaccination on or after the student's 11<sup>th</sup> birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus. Also refer to section on Immunizations for additional information.

## **Food Allergies (All Grade Levels)**

The district requests to be notified when a student has been diagnosed with a food allergy especially those allergies that could result in dangerous or possibly life threatening reactions either by inhalation, ingestion or skin contact with a particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. For more information on the district's food allergy management plan, please see policy FFAF.

## **Head Lice (All Grade Levels)**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time, and when children share things like brushes, combs, hats, and headphones. Because lice spreads so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse which can be purchased from a drug or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Please visit the DSHS website at [Managing Head Lice](#) for information.

## **Physical Activity Requirements**

### **Elementary School**

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

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

### **Junior High/Middle School**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, 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 four semesters. For additional information on the district's requirements and programs regarding junior high and middle school student physical activity requirements, please see the principal.

## **School Health Advisory Council (SHAC) (All Grade Levels)**

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available on the district's website under the community

section. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness. Please visit the district's website to view policies BDF and EHAA for additional information.

The School Health Advisory Council (SHAC) is a state mandated advisory group comprised of parents, community members, and school staff working together to improve health of all students & families through coordinated school health programs. The council met during the 2016-17 school year. The School Health Advisory Council (SHAC) will have meetings throughout the school year.

SHAC Vision Statement—All Clint Independent School District students will reach their full personal, health and academic potential.

SHAC Mission Statement—The mission of the Clint Independent School District School Health Advisory Council (SHAC) is to ensure that all students will be given the opportunity to have healthy bodies and minds through physical, mental, emotional and social education. SHAC Focus Projects:

- Health Education
- Physical Education
- Nutrition Services
- Parent and Community Involvement

Please see section on Removing a Student from Human Sexuality Instruction for additional information.

### **Student Wellness Policy/Wellness Plan (All Grade Levels)**

Clint ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact campus administration with questions about the content or implementation of the district's wellness policy and plan.

## ***Other Health-Related Matters***

### **Physical Fitness Assessment (Grades 3 – 12)**

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

### **Vending Machines (All Grade Levels)**

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, please contact the Child Nutrition Program Coordinator at **(915) 926-4980** or visit the district website to view policies CO and FFA.

## **Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

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

The district and its staff strictly enforce prohibitions against the use of all tobacco products, electronic cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Please refer to the Student Code of Conduct or visit the district's website to view policies FNCD and GKA.

## **Asbestos Management Plan (All Grade Levels)**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the maintenance department office. If you have any questions or would like to examine the district's plan in more detail, please contact Manager of Maintenance and Operations and/or the district's designated asbestos coordinator, at 926-4951.

As required by Environmental Protection Agency regulation 40 CFR Part 763.93, the Clint Independent School District hereby notifies parents, guardians, and managing conservators of students that an Asbestos Management Plan is available for review in the administrative office of each campus. Periodic inspections of school buildings containing asbestos are made every six months, and re-inspections are made at least once every three years.

## **Lead-Based Paint Management Plan**

The district works diligently to maintain compliance with federal and state law governing lead-based paint in school buildings.

As required by Environmental Protection Agency (EPA) according to 40 CFR 745, the Clint Independent School District hereby notifies parents, guardians, and managing conservators of students that a lead-based paint management plan is available for review in the administrative office of each school. Inspections of school buildings containing lead-based paint are done annually.

## **Pest Management Plan (All Grade Levels)**

Integrate Pest Management (IPM) is a pest control method that uses alternatives to scheduled spraying of pesticides. The Clint Independent School District has adopted an IPM program to reduce the use of chemicals and provide economical and effective pest suppression. It promotes reduced dependence on pesticides in school buildings and landscapes and the use of alternative methods for managing pests commonly found in schools.

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Coordinator of Maintenance at (915) 852-9696.

## District's Policy

It is the intent of the Clint Independent School District to comply with the current Texas Structural Pest Control Board standards. The Board of Trustees has adopted a Pest Management Policy Statement which is based on generally accepted procedures for IPM as defined by the Environmental Protect Agency, including the following:

- Strategies that are compatible with human health and environmental protection;
- Proper identification of pest problems;
- Monitoring programs to determine when pests are present and when corrective actions are justified;
- Using non-chemical management strategies, and using the least toxic chemical controls when pesticides are necessary.

Signs will be posted prior to any pesticide application and additional information regarding the time and types of pesticide applications may be obtained from the District's Integrated Pest Management:

Address: 311 S. Darrington Road  
El Paso, Texas 79928  
Telephone Number: (915) 852-9696

## McKinney-Vento Act (All Grade Levels)

The Texas Education Code, Section 25.001, adheres to the McKinney-Vento Act's definition of displaced (homeless) children and youth. The McKinney-Vento Act defines displaced (homeless) children and youth as individuals who lack a "fixed, regular, and adequate nighttime residence." The term displaced children and youth includes "children and youths who are sharing the housing o other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement." The term also includes "children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, "such as cars, parks, public spaces, abandoned buildings, substandard housing, bus/train stations, or similar settings." The McKinney-Vento Act also includes migratory children that are living in such circumstances.

### KEY LEGAL PROVISIONS FOR DISPLACED STUDENTS

The McKinney-Vento Act requires the district to identify displaced students. The district homeless liaison is Roberto Flores, Director of Federal Programs. The homeless liaison is appointed to ensure displaced students are identified and have full and equal opportunities to succeed in school. Clint ISD uses a student residency questionnaire as a screening tool to identify student's experiencing displacement. The Student Residency Questionnaire is provided in the registration packet. The Student Residency Questionnaire is also available throughout the school year and may be requested from the school registrar. Displaced students must be treated the same as nondisplaced students that seek to enroll in school. Displaced students must be immediately enrolled, even if the students lack records required for enrollment, such as residency documents or immunization records. Displaced students will be provided flexibility regarding certain provisions including eliminating barriers to students' identification, enrollment, and retention in school, specifically including barriers to enrollment and retention due to outstanding fees or fines. Enrollment means "attending classes and participating fully in school activities." Retention is not defined in the law, but a standard definition would include keeping the student enrolled until high school graduation. Clint ISD ensures that displaced students are not segregated from the mainstream school environment.

The McKinney-Vento Act is a federal law providing educational rights to students experiencing displacement. It provides McKinney-Vento students with rights that other students do not have, in recognition of severe challenges to academic success that other students do not have. A student who is identified as a displaced student and enrolls in the district after the beginning of the school year will be allowed credit by examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

The McKinney-Vento Act entitles children and youth experiencing displacement with transportation to and from their school of origin, at the request of a parent or guardian or student (in the case of a displaced unaccompanied youth). The school of origin is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. This provision applies even if a student moves outside of the school of origin's attendance zone or school district boundaries. The district homeless liaison must first determine if the student is experiencing homelessness. The district homeless liaison is then responsible for submitting the transportation referral request to the Transportation Department. Disagreements about enrollment must be resolved through a dispute resolution process (refer to FDC Local).

Additional support services are available to students experiencing displacement. Title I funds are reserved to provide services not ordinarily provided through the school. Clint ISD receives Title I funds to assist displaced students with vision exams and eye glasses (if needed). The district has also been awarded the Texas Support for Homeless Education Program (TEXSHEP) grant for the period of September 1, 2015 to August 31, 2018. The TEXSHEP grant assists displaced students with school supplies, hygiene products, emergency food assistance, and emergency clothing assistance, credit by exam, blankets, dental preventative care, and immunizations, if needed.

You are encouraged to inform the district homeless liaison if you or your child are experiencing displacement or homelessness. The district homeless liaison can share resources with you that may be able to assist you and your children.

For more information on services for displaced or homeless students, contact the district's homeless liaison Roberto Flores or program manager Angelica Venzor at Federal Programs-(915) 926-3255.

## **Foster Care Children and Youth: Director of Federal Programs Federal Law Supports School Stability and Coordination between Child Welfare and Education Agencies**

In Texas, the Department of Family and Protective Services, through its Child Protective Services (CPS) and childcare licensing divisions, investigate allegations of child abuse and neglect, provides services to children and families, and monitors our state foster care system. Foster care is when children can't live safely at home and an appropriate non-custodial parent, relative, or close family friend is currently unable or unwilling to care for them, the court can give temporary legal possession to CPS and that agency temporarily places these children in foster care. Foster care settings include; kinship caregiver homes, foster family homes; foster family group homes; residential group care facilities; and facilities overseen by another state agency. Foster care is meant to be temporary until a permanent living arrangement is found and CPS no longer has legal custody of the child. For some children it can become permanent. CPS strives to ensure quality services for children in foster care. However, children in foster care may have to change placements several times while in foster care due to a variety of factors, such as licensing standards violations, court rulings, or changes in the foster home or facility. CPS consistently works toward increasing placement options to better match the needs of each individual child.

Federal Law requires state child welfare agencies to work with their state and local education systems to support initiatives to improve educational outcomes for children in foster care. Education provisions in Fostering Connections to Success and Increasing Adoptions Act of 2008 include:

- Emphasis on the importance of school stability, maintaining the school in which the child was enrolled at the time of placement, and the need for coordination between state and regional child welfare and state and local education agencies.
- Assurance that the placements take into account the appropriateness of the current education setting and proximity to the school in which the child is enrolled at the time of placement in foster care.
- If remaining in the same school is not in the child's best interest, the child welfare and local education agencies will work together to ensure immediate and appropriate enrollment and provide ALL of the child's education records to the new school.



Clint ISD requires students in DFPS Managing Conservatorship to present an Education Decision-Maker 2085 (E-2085) form at time of enrollment in accordance with Family Code 263.004. The form includes the contact information for the education decision-maker and caseworker. This clarifies who the education decision-maker and caseworker for each student. The student must be immediately enrolled even if the student does not have the form. The district foster care liaison facilitates in obtaining the documentation needed for enrollment and any transportation requests.

The district foster care liaison is Roberto Flores, Director of Federal Programs. The district foster care liaison must facilitate the enrollment, requests for transfers of educational records when enrolling in or changing schools and any transportation requests of students that are in the legal custody of CPS.

A student who is currently under the custody of the state and enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

For more information on services for foster care students, contact the district's foster care liaison Roberto Flores or Angelica Venzor at Federal Programs-(915)926-3255.

### **Immunization (All Grade Levels)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the school district. This form may be obtained by writing to the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or on-line at Affidavit Request for Exemption from Immunization. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

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

[For further information, please see policy FFAB (LEGAL) and the DSHS website: School & Child Care Facility Immunization Requirements.]

## ***Law Enforcement Agencies (All Grade Levels)***

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

For additional information, please visit the district website to view policy FL (LEGAL).

## **Leaving Campus (All Grade Levels)**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

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

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

## **During Lunch**

Clint ISD campuses are closed campuses and students are not allowed to leave during lunch without a parent.

## **At Any Other Time during the School Day**

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

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

## **Lost and Found (All Grade Levels)**

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

## **Makeup Work**

### **Makeup Work Because of Absence (All Grade Levels)**

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

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

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

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

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

### **DAEP Makeup Work**

#### **Grades 9 - 12**

A high school student removed a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, or summer school. The district will not charge the student for any method of completion provided by the district. For additional information, please visit the district website to view policy FOCA (LEGAL).

### **In School Suspension (ISS)/Special Assignment Class (SAC) Makeup Work (All Grade Levels)**

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

### **Medicine at School (All Grade Levels)**

Medication that must be administered to a student during school hours must be provided by the student’s parent. All medication, whether prescription or nonprescription, must be kept in the nurse’s office and administered by the nurse or

another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original properly labeled container, provided by the parent, along with a physician's and parent's written consent.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Non-prescription medication, in the original properly labeled container, provided by the parent along with a physician's and parent's written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities along with a physician's & parent's written request.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

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

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

## **Psychotropic Drugs**

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

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

### **Nondiscrimination Statement (All Grade Levels)**

In its effort to promote non-discrimination and as required by law, Clint Independent School 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 CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Rene Chavez, Director of Human Resources, 14521 Horizon Blvd., El Paso, Texas 79928, **(915) 926-4000**.
- ADA/Section 504 Coordinator for concerns regarding discrimination on the basis of disability: James Littlejohn, 14521 Horizon Blvd., El Paso, Texas 79928, **(915) 926-4000**.
- All other concerns regarding discrimination: Juan I. Martinez, Superintendent, 14521 Horizon Blvd., El Paso, Texas 79928, **(915) 926-4000**.

See policies FB, FFH, and GKD.

### **Nontraditional Academic Programs (All Grade Levels)**

See section on Requirements for a Diploma for information.

### **Physical Examinations/Health Screenings**

#### **Athletics' Participation (Secondary Grade Levels Only)**

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

This examination is required to be submitted annually to the district.

#### **Other Exams and Screenings (All Grade Levels)**

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

The school nurses will conduct health screenings as follows:

- Kindergarten, 1, 3, 5, 7 as well as all new students to the District receive hearing and vision screening. All 6<sup>th</sup> and 9<sup>th</sup> grade students will receive a scoliosis screening.
- All 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, & 7<sup>th</sup> grade students will receive an acanthosis screening for diabetes.
- All Pre-K, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> grade students will receive dental health check to screen for cavities and gum disease.

Information is provided to parents regarding the results should a student fail any screening. Please see policy FFAA for additional information.

## **Personal Valuable Items**

Students are discouraged from bringing or wearing valuable items such as jewelry/watches, cameras, expensive jackets or clothing, etc. Clint ISD is not responsible for personal items which are lost, damaged or stolen, and campus administration shall not conduct investigation efforts. Students are responsible for their own personal belongings while on campus or at a school-related or school-sponsored event.

## **Pledges of Allegiance and a Minute of Silence (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. See section Reciting the Pledges to the United States and Texas flags for information.

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

## **Prayer (All Grade Levels)**

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

## **Promotion and Retention**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessment of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

## **Elementary and Middle/Junior High Grade Levels**

In grades 1-5, promotion is based on policy EIE (LOCAL) which includes promotion standards for the respective grade levels.

In grades 6-8, promotion is based on policy EIE (LOCAL) which includes promotion standards for respective grade levels.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end of course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent and or guardian, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. For further information see policy EIE.

Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodation, or deferred testing. For more information, contact or visit the principal, school counselor, or special education director.

Parents of a student at above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

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

For information related to the development of personal graduation plans for high school students, please see Personal Graduation Plans.

## **High School Grade Levels**

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. For information see Grade Level Classification.

Students will also have multiple opportunities to retake the EOC assessments. See section on Graduation and Standardized Testing for more information.

## **Release of Student from School**

See section Leaving Campus for information.

## **Report Cards/Progress Reports and Conferences (All Grade Levels)**

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



At the end of the fourth week of a nine-week grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. See Working Together for information.

Teachers follow grading guidelines that have been approved by the Superintendent pursuant to the Board of Trustees's adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board of Trustees determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. Please see policy EIA (LOCAL) and section on Grading Guidelines for information.

Questions about grade calculations should first be discussed with the teacher, if the question is not resolved, the student or parent may request a conference with the principal in accordance with policy FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 10 days. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgement instead.

## **Retaliation**

See section on Dating Violence, Discrimination, Harassment, and Retaliation for information.

## **Safety (All Grade Levels)**

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

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

## **Accident Insurance**

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

## **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

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

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know. All forms must be updated online via Skyward.

The district is not responsible for medical expenses associated with a student's injury. The district does make available, however; an optional low-cost student accident insurance program to assist parents. Information about this program may be obtained at the school's office.

At least one automated external defibrillator will be made available on each campus in the district. For more information on the requirements and rules regarding automated external defibrillators on the district's school campus, please contact or visit the campus administration.

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to security threat. Parents are asked to please ensure that all contact information remains current by reporting any changes to their contact information or change to their alternative emergency contacts.

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

When weather or another emergency makes it necessary to close schools, information on school closings will be broadcast via telephone, district website, on local early morning radio programming, and social media.

## **SAT, ACT, and Other Standardized Tests**

Please see sections on Standardized Testing for information.

## ***School Facilities***

### **Use by Students before and after School (All Grade Levels)**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

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

## **Conduct Before and After School (All Grade Levels)**

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

## **Use of Hallways during Class Time (All Grade Levels)**

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

## **Cafeteria Services (All Grade Levels)**

The district participates in the USDA School Breakfast Program and the National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Meals are provided at no charge to all students

## **Library (All Grade Levels)**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during scheduled time.

## **Meetings of Non-Curriculum-Related Groups (Secondary Grade Levels Only)**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL). A list of these groups is available in the principal's office.

## **Searches**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **Student's Desks and Lockers (All Grade Levels)**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

## **Telecommunications and Other Electronic Devices (All Grade Levels)**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. See policy CQ and the district's Internet Safety Plan for more information.

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

See policy FNF (LEGAL) for more information.

## **Vehicles on Campus (Secondary Grade Levels Only)**

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

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

Students driving vehicles to school must be licensed drivers and must have state required proof of insurance. Parking stickers will be required. Students must obtain permits from the campus security officers. Park appropriately in designated areas ONLY and do not park in handicapped areas unless entitled. Students are not permitted to sit in vehicles or loiter in the parking area during school hours. Speed limit in parking area is 5 mph. Students who fail to comply with these regulations will not be permitted to park vehicles on campus. Students who park illegally will have their vehicles towed away at their expense. **The district is not responsible for damaged or stolen vehicles. ANY ILLEGALLY PARKED VEHICLE WILL BE TOWED AWAY.**

## **Trained Dogs (All Grade Levels)**

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

## **Metal Detectors (All Grade Levels)**

For information, see policy FNF (LOCAL).

## **Drug Testing (Secondary Grade Levels Only)**

For further information, see policy FNF (LOCAL). Also see section on Steroids.

## **Sexual Harassment**

[See section on Dating Violence, Discrimination, Harassment, and Retaliation.]

## **Special Programs (All Grade Levels)**

The district provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs

should contact the office of either **Department of Elementary Curriculum & Instruction** or **Department of Secondary Curriculum & Instruction** at (915) 926-4000.

## **Standardized Testing (Secondary Grade Levels)**

### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note: Participation in these assessments may qualify a student to receive a performance acknowledgement on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### **STAAR (State of Texas Assessments of Academic Readiness) Grades 3 – 8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state- assessment, called STAAR, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See Promotion and Retention for additional information.

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

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

### **High School Courses-End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

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

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

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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

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

Also see Graduation for additional information.

A student may not possess a telecommunication or electronic device during state-mandated testing. Students may be required to empty their pockets before beginning tests to ensure that no such devices are in their possession, or available for their use in violation of local policy, the Student Code of Conduct, or state or federal law. Students will be required to sign an Electronic Device Disclaimer.

Students who violate local policy or these procedures may have their tests invalidated. For additional information, please visit the district website to access policy FNCE (REGULATION).

## **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certification or degree programs in Texas public college and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

## **Steroids (Secondary Grade Levels Only)**

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

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

While the law referencing testing is still on the book in the Education Code, the Legislature did not provide funding for the testing program, so we are not currently conducting testing for anabolic steroids. The Legislature could subsequently come back and provide funding and we would proceed as necessary from that point if that happens.

More information on the UIL testing program may be found on the UIL website at:

<http://www.uilTEXAS.org/health/steroid-information> or contact Rene Aguilar, Athletic Director at (915) 926-4000.

## **Students in Foster Care (All Grade Levels)**

Federal law requires state child welfare agencies to work with their state and local education systems to support initiatives to improve educational outcomes for children in foster care. In an effort to provide educational stability, the district will assist any student who is currently or newly placed foster care (temporary or permanent custody of the state, sometimes referred as substitute care) with the enrollment and registration process as well as other educational services throughout the student's enrollment in the district.

Please contact Roberto Flores, Director of Federal Program, who has been designated as the district's foster care liaison, at (915) 926-3255 with any questions.

## **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student does only passes one semester of a two-semester course.

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

For additional information see sections on Credit by Examination for Advancement/Acceleration and Course Credit and Students in Foster Care.

## **Students Who Are Homeless**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

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

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

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite the local timelines, when possible, for prompt dispute resolution.

See sections on Credit by Examination for Advancement/Acceleration and Course Credit as well as the section on Homeless Student for additional information.

## **Student Speakers (All Grade Levels)**

The district provides students the opportunity to introduce at certain school events. If the student meets eligibility criteria and wishes to introduce one of the school events, the student should submit his or her name in accordance with policy FNA (LOCAL).

Please reference policy FNA (LOCAL) regarding limits on student speech and other speaking opportunities and the Graduation section for information related to student speakers at graduation ceremonies.

## **Substance Abuse Prevention and Intervention (All Grade Levels)**

If you are worried that your child may be using or is in danger of experimenting, using or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you.

The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Services for Children and Adolescents](#).

## **Suicide Awareness**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

## **Summer School (All Grade Levels)**

For additional information, please visit the district website to contact the campus administrator and/or Department of Elementary Curriculum and Instruction and/or Department of Secondary Curriculum and Instruction.

## **TAKS (Texas Assessment of Knowledge and Skills)**

Only a small number of students will take the Texas Assessment of Knowledge and Skills (TAKS).

## **Tardies (All Grade Levels)**

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

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**

Textbooks and other district approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Each student or the student's parent or guardian is responsible for all instructional materials and technological equipment not returned in an acceptable condition by the students. Any student failing to return in acceptable condition all instructional materials and technological equipment loses the right to free instructional materials and technological equipment until the item is returned or the damage paid for by the student, parent or guardian; however, the student will be provided the necessary instructional materials/resources and technological equipment for use during the school day.

A student who is issued a damaged item should report the damage immediately to the teacher.



## **Transfers (All Grade Levels)**

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

See sections on Safety Transfers/Assignments, Bullying, Students who have Learning Difficulties or Who Need Special Education Services for information and other transfer questions.

## **Student Transfer (All Grade Levels)**

The parent or guardian of a non-resident student wishing to transfer into the district shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be considered on an annual basis for the school year requested. A student in kindergarten through grade 12 shall be allowed to transfer into the district upon approval and payment of tuition (tuition exception for full-time district employee's children). In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history, attendance records, grades, and Texas residency. The administration reserves the right to assign a non-resident transfer student to any appropriate district school. A student shall be assigned to a campus upon entry into the district. This campus shall become the designated home campus for the approved transfer year. Please see policy FDA (LOCAL).

Clint ISD will also consider transfer requests from one attendance zone to another. Transfer requests shall be considered on an annual basis. To be considered, requests shall be made by the parent or guardian to the Superintendent or designee prior to the school year for which the transfer is requested. In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history, attendance records, grades and Texas residency. Please see policy FDB (LOCAL).

Transfer applications may be picked up at any campus and submitted May 1<sup>st</sup> through the last working day in June. Late applications will not be accepted. The completed application shall be returned to the campus for which the transfer is being requested. The campus principal will review and process the request according to Administrative Regulations. Requests for transfers are not automatically granted. Clint ISD reserves the right to deny a parent's request for transfer on any reasonable basis.

Please note: The following placements may be considered required Intra-District transfers which requires submission of a transfer application:

1. Students receiving Special Education services at a campus other than the home campus.
2. Student in Bilingual/ESL programs whose home campus does not provide the program and the students enroll in the school providing the service.
3. Students who are admitted into a magnet school
4. Students who are placed at another elementary school because the home elementary school is capped at the child's grade level.

## **Revocation of Student Transfers (All Grade Levels)**

A student's transfer may be immediately revoked for the reasons including but not limited to the following: expulsion or suspension, persistent misconduct, failing grades, poor attendance, and lack of student effort, lack of parental support, class/program size considerations or non-payment of tuition. Revocations due to class size or program availability shall become effective at the end of the academic year. Revocations prior to the end of the academic year will require parental notification that outlines the reasons for the revocation and attached relevant documentation.

## ***Transportation (All Grade Levels)***

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. Permission slips must be signed by the parent and turned in on time. Rosters have to accompany the field trip request form.

### **Bus Stops**

All students who use district transportation shall board buses at their designated authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

### **Hazardous Conditions**

The Board of Trustees of the Clint Independent School District has identified the following specific hazardous areas in which such conditions exist for students who live within two miles from the campus:

1. The 13200-14990 block numbers of Alameda Street
2. The 11950-14800 block numbers of North Loop Street
3. The 13800-17400 block numbers of Horizon Blvd.
4. The 13900-17400 block numbers of Montana Ave.

Because students in these areas might encounter hazardous conditions when traveling to and from school independently, the district will provide transportation to these students. Please contact the **Department of Transportation** at: **(915) 926-4900** for additional information.

### **Buses and Other School Vehicles**

Transportation is provided for children who live two or more miles from their assigned school. The distance a student lives from their assigned school is measured using the shortest route that may be traveled on a publicly maintained road between the campus and the driveway of the student's legal residence. Students residing within two miles of their assigned school may have transportation available if their neighborhood has been identified as a hazardous area (see above).

Some students who participate in vocational programs or classes not offered at their school are transported between schools. Special education students are eligible for transportation if need is established through the Admission, Review, and Dismissal (ARD) process.

This service is provided at no cost to students. For information on bus routes, you may visit the district's website under the Parent tab/section or contact the Department of Transportation at **(915) 926-4900**.

Pre-Kindergarten and Kindergarten students are not allowed to get off the bus without parent or guardian present at the stop. The principal may make an exception if the parent makes a written request that the student be released to another adult designated by the parent. A parent may also designate a registered child-care facility or grandparent's residence as the regular pick-up and drop-off location for his or her child. The change of location has to apply to both the morning pick-up and afternoon drop-off. In addition the designated facility or residence must be on an approved stop on an approved route.

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

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. A school bus is an extension of the classroom so students are expected to follow all bus safety rules so that transportation can be provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van, district vehicle in an orderly manner at the designated stop.
- Keep feet, books, instruments cases, and other objects out of the aisle.
- Not deface the bus, van, district vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus, van or district vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any school bus, van or district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seatbelt if available.
- Wait for the driver's signal upon leaving the vehicle, bus, or van and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

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

### **Vandalism (All Grade Levels)**

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

### **Video Cameras (All Grade Levels)**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

District officials will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment. See EHBAF (Local).

## **Visitors to the School (All Grade Levels)**

### **General Visitors**

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

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

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

### **Visitors Participating in Special Programs for Students**

On Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### **Volunteers (All Grade Levels)**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the Department of Human Resources at **(915) 926-4062** for more information and to complete an application.

You can also become part of our District volunteer program by completing the volunteer application online. Visit our district website at [www.clint.web.net](http://www.clint.web.net), and click on "Employment" where you will find the volunteer application on the "Job Openings" section under the "Vacancies" menu.

### **Voter Registration (Secondary Grade Levels Only)**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

### **Withdrawing from School (All Grade Levels)**

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

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

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

## Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

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

**ACT** refers to one of the two most frequently used college or university admissions exam: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the Admission, Review, and Dismissal Committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the Board of Trustees, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**Disciplinary Alternative Education Program (DAEP)** is a program serves as a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are **end-of-course tests**, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are a requirement for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

**ESSA** is the Every Student Succeeds Act passed by the federal government in December, 2015.

**FERPA** refers to the federal **Family Educational Rights and Privacy Act** that grants specific privacy protections to student records. The law contains certain exceptions such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the **individualized educational program** prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance, a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids & services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district-wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

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

**ISS/SAC** refers to in-school suspension (Special Assignment Class) as a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS/SAC removes the student from the regular classroom.

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

**PSAT** is the preparatory and readiness assessment for the SAT.

**Scholastic Aptitude Test (SAT)** is one of the two most frequently used college or university admission exams. The test may be a requirement for admissions to certain colleges or universities.

**School Health Advisory Council (SHAC)** is a group of at least five members of which a majority of whom must be parents, appointed by the Board of Trustees to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**State of Texas Assessments of Academic Readiness (STAAR)** is the state's system of standardized academic achievement assessments.

**State of Texas Assessments of Academic Readiness-Alternate 2 (STAAR-Alt 2)** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements as determined by the student's ARD committee.

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

**Student Code of Conduct (SCOC)** is developed with the advice of the district-level committee and adopted by the Board of Trustees. It identifies the circumstances, consistent with law, when a student may be removed from the classroom, campus or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one its provisions.

**Texas English Language Proficiency Assessment System (TELPAS)** assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in Kindergarten through grade 12.

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

**University Interscholastic League (UIL)** refers to the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contest.

