

# 2020-2021 Student | Parent Policy Guide

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This guide provides a review of some commonly addressed policies and is not meant to be a comprehensive or detailed report of state and local laws and policies. Recent and future legislation may require changes following publication. **In the event of a conflict, federal, state and local laws, as well as Plano ISD's "Policy On Line" prevail over the language of this guide.**

Questions about this guide should be directed to [askpisd@pisd.edu](mailto:askpisd@pisd.edu). If you have difficulty accessing the information in this document because of disability, please contact Brionna Gray, Executive Assistant to the Assistant Superintendent for Student, Family and Community Services via email at [brionna.gray@pisd.edu](mailto:brionna.gray@pisd.edu).

Information regarding policies and procedures is also available from school principals.

Important signature forms are provided at the back of this document as a reference. Please access the forms via [Parent Portal](#) for electronic signature. All electronic signatures are valid and binding. If parent or guardian is unable to access the forms electronically, the school can provide electronic access.

Forms requiring signature are:

- Statement of Consent.
- Release of Student Directory Information (PTA uses a separate form).
- Release Agreement for Publications, Video, Internet, Artwork Display.
- Release of Student Record Information.
- Yearbook Release Agreement.



Link to Policy On Line: <http://pol.tasb.org/Home/Index/312>

# Letter from the Superintendent

Dear Students and Parents,

This publication contains a sampling of Plano ISD's policies and procedures relevant to student admissions and attendance, student rights and responsibilities, student conduct, as well as other information. Included in this publication is the district's [Discipline Management Plan](#), including administrator, teacher, parent and student rights and responsibilities regarding student discipline. Please also review the [Student Code of Conduct](#), which specifies school and district action which will be taken for student offenses.



Plano ISD strives to provide schools that are safe for all of our students and for our staff members. We take very seriously our responsibility to maintain order and discipline on each and every campus while at the same time dedicating ourselves to our students' successful growth and accomplishments while in our schools.

Sincerely,

*Sara M. Bonser*

Sara Bonser, Superintendent of Schools

Plano Independent School District

2700 W. 15<sup>th</sup> Street, Plano, TX 75075

**Link to Directory of Schools:**

[https://www.pisd.edu/cms/lib/TX02215173/Centricity/Domain/1115/Maps/19-20\\_Maps/2019-20\\_School\\_Locator\\_Map.pdf](https://www.pisd.edu/cms/lib/TX02215173/Centricity/Domain/1115/Maps/19-20_Maps/2019-20_School_Locator_Map.pdf)

The district reserves the right to revise or waive expectations and procedures under this Handbook to respond to the fluid and changing nature of the COVID-19 pandemic during the 2020-2021 school year. The District will post these additional restrictions on its website at [www.pisd.edu](http://www.pisd.edu). See COVID-19 Addendum.

All expectations and/or consequences outlined in the Student / Parent Policy Guide and Student Code of Conduct apply in any district instructional setting, including virtual or online instruction.<sup>1</sup>

PLEASE NOTE: Access to required signature forms, as described below, is found on [Parent Portal: https://parentportal.pisd.edu/Login.aspx](https://parentportal.pisd.edu/Login.aspx).

Important signature forms are provided at the back of this document as a reference. Please access the forms via [Parent Portal](https://parentportal.pisd.edu/Login.aspx) for electronic signature. All electronic signatures are valid and binding. If parent or guardian is unable to access the forms electronically, the school can provide electronic access.

**Statement of Consent** – Includes acknowledgement that the following have been made available: Student/Parent Policy Guide, [Student Code of Conduct](#) and Texas State Testing Requirements for Promotion and Graduation. Electronic signature is provided through [Parent Portal](https://parentportal.pisd.edu/Login.aspx). **Parent / guardian signature required for all students. POLICIES [EIE](#)(LEGAL), [EIF](#)(LEGAL), [EKB](#)(LEGAL).**

**Release of Student Directory Information** – External requests for student information – includes release to military recruiters and institutions of higher learning. Please note: If you do not want Plano ISD to disclose directory information, as defined in Policy [FL](#)(LOCAL), from your child’s education records without your prior written consent, you must notify the district in writing within ten school days of your child’s first day of instruction for this school year. If this form is not returned within this specified timeframe, the district will assume that permission has been granted for the release of this information. **POLICY [FL](#)(EXHIBIT A).**

(NOTE: PTAs have a separate *PTA Student Information and Image Consent Form* which is required to obtain consent for student information/image to be included in PTA-produced publications and projects including newsletter, directory, website, etc. Please contact your campus PTA for additional information. Electronic signature is provided via [Parent Portal](https://parentportal.pisd.edu/Login.aspx))

**Publicity & Student Release Information** – Signature authorization for these forms is located on the *Plano ISD Emergency Information/Authorization Form* provided from schools and via [Parent Portal](https://parentportal.pisd.edu/Login.aspx).

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<sup>1</sup> Language added August 19, 2020

### **Publications, Video, Internet, Artwork Display Consent and Release Agreement**

Plano ISD students are occasionally asked to be a part of school and/or district publicity, publications, social media, and/or public relations activities. In order to guarantee student privacy and ensure parent/guardian agreement for your student to participate, the district asks for parent/guardian signature. The form indicates approval for the student's name, picture, work, voice, verbal statements or portraits (video or still) to appear in school publicity or district publications, videos or on the district's website. For example, pictures and articles about school activities may appear in local newspapers or district publications and artwork may appear in public spaces. If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice. **POLICY [CQ](#)(EXHIBIT D).**

### **Electronic Transmittal of Student Record Information (Release Form for Student Records)**

– Parents can give permission and request the release of student record information to be provided to them electronically by the district. The transmittal of the material may not be available by secure methods and may be capable of observation, interception or monitoring by others. Further, the district cannot guarantee that the records will be received only by the requester at the e-mail address provided. This release assumes that the student records will be sent via e-mail or FAX rather than through direct access to the Internet. **POLICY [CQ](#)(EXHIBIT E).**

**Yearbook Consent and Release Agreement** – This form is solely for the purpose of obtaining yearbook consent and is separate and apart from the “Publications, Video, Internet, Artwork Display Consent and Release Agreement.”

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# 2020-2021 STUDENT CODE OF CONDUCT

TEX. EDUC. CODE Chapter 37; PISD Board Policy Manual (Adopted 10/1/2019)

## Standards of Conduct

Student responsibilities for achieving a positive learning environment in school or in school-sponsored activities will include:

- Attending all classes daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Meeting district and campus standards of grooming and dress.
- Exhibiting an attitude of respect toward others, even when others are not.
- Conducting one's self in a responsible manner, always exercising self-control.
- Obeying all campus and classroom rules.
- Refraining from violations of the Student Code of Conduct.
- Respecting the rights and privileges of students, teachers, other district staff and volunteers.
- Respecting the property of others, including district property and facilities.
- Cooperating with and assisting the school in maintaining safety, order and discipline.
- Reporting to school officials and proper authorities any threats to safety and security.
- Seeking change in school policies and regulations in a orderly and responsible manner through appropriate channels.

## Discipline Management Techniques

The following discipline management techniques include, but are not limited to, the following which may be used – alone, in combination or as part of progressive interventions – for behavior prohibited by the Student Code of Conduct or by campus classroom rules:

- Verbal correction
- Cool-down time or a brief "time-out" period in accordance with law.
- Seating students with the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Restorative practices
- Rewards and merits.
- Behavior contracts.
- Counseling by teachers, special services or administrative personnel.
- Parent-teacher conferences.
- Grade reductions as permitted by policy.
- Detention.



- Sending the student to the office, or other assigned area, or to in-school suspension.
- Assignment of school duties other than school tasks.
- Withdrawal of privileges, including participation in extracurricular activities or honorary positions.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- Probation.
- Out of school suspension.
- Removal to a disciplinary alternative education program (DAEP).
- Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
- Other appropriate strategies and consequences as determined by school officials.

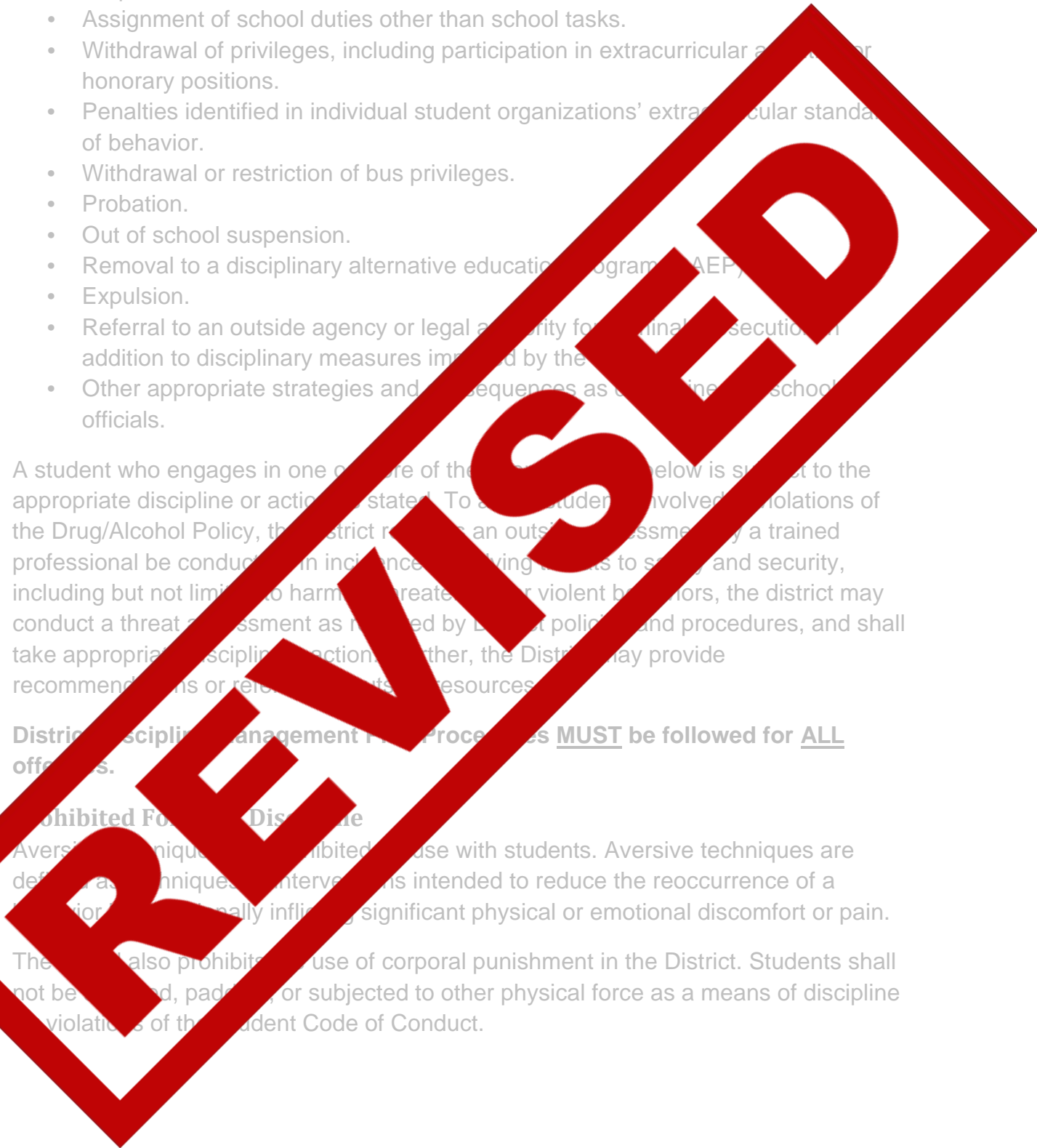
A student who engages in one or more of the offenses listed below is subject to the appropriate discipline or action as stated. To a student involved in violations of the Drug/Alcohol Policy, the District requires an outside assessment by a trained professional be conducted in instances involving threats to safety and security, including but not limited to harm created by or violent behaviors, the district may conduct a threat assessment as required by District policies and procedures, and shall take appropriate disciplinary action. Further, the District may provide recommendations or refer students to resources.

**District Discipline Management Procedures MUST be followed for ALL offenses.**

### **Prohibited Force and Discipline**

Aversive techniques are prohibited to use with students. Aversive techniques are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by physically inflicting significant physical or emotional discomfort or pain.

The District also prohibits the use of corporal punishment in the District. Students shall not be paddled, padded, or subjected to other physical force as a means of discipline in violation of the Student Code of Conduct.



**Campus Discipline Management Offenses INCLUDE BUT NOT LIMITED TO:**

- Dress Code. ([FNCA](#))
- Hazing, Organizations, Clubs. ([FNCC](#))
- Weapons including “look-alike” weapons, items intended to be used as a weapon or items that could be reasonably perceived as a weapon, ammunition, firecrackers, knuckles, an air gun or BB gun, a hand instrument designed to cut or stab, a handgun, pepper spray or mace, and any other item not generally considered to be weapons when the principal determines that a danger exists. ([FNCF](#))
- Assault. ([FNCH](#))
- Drug and alcohol use. ([FNCF](#))
- Attendance. ([FED](#))
- Disruptive activities. ([FNCL](#), [GKA](#))
- Gambling.
- Publications and prior review. ([FMA](#))
- Possession of prohibited electronic or telecommunication devices. ([FNCF](#))
- Possession, use or being under the influence of restricted smoking material including, but not limited to tobacco, electronic cigarettes or other substances which can be reasonably converted for use as a pipe or other device whether it is presented as incense, herbs, cannabidiol or any blend thereof. ([FNED](#))
- Damaging or vandalizing property owned by the district, or students or district employees. ([FNCF](#))
- Using profane or vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory comments. ([FFH](#))
- Engaging in sexual harassment or verbal or physical harassment based on a person’s race, color, gender, national origin, disability, religion, or other legally protected characteristic. ([FFH](#))
- Being disrespectful toward students, teachers, other school employees or school visitors.
- Cheating or giving work to another student.
- Removing or destroying school-related documents.
- Throwing objects outside supervised school activities, that can cause bodily injury or property damage.
- Leaving school grounds or school-sponsored events without permission.
- Insubordination or other disregard for authority, including failure to comply with lawful directions from school personnel or school policies, rules and regulations.
- Possession or use of prohibited items including matches, lighters, and pornographic material.
- Committing robbery or theft or assisting in another committing robbery or theft.
- Disobeying school rules about conduct on buses or other school district transportation. ([FOA](#))

**REVIEWISED**

- Fighting, committing physical abuse or threatening physical abuse. (FNCI)
- Committing extortion, coercion, blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
- Engaging in dating violence, bullying, cyberbullying, harassment or making hit lists. (FFI, FFH)
- Engaging in any other conduct that disrupts the school environment or educational process. (FNCI)
- Improper use of technology resources. (FOD)
- Make false accusations or perpetuate hoaxes regarding school safety.
- Repeatedly violate other communicated campus rules, standards of conduct.
- Possession, use or distribution of prescription, nonprescription, homeopathic medication, or dietary supplements, including CBD oil or products derived from hemp that contain less than 0.3% unless otherwise allowed in Board Policy FFAC. Except as allowed in (FFAC), a student should be prohibited to and administered by authorized school personnel.

### Out-of-School Suspension

Students may be suspended for behavior defined in the Code as a general conduct violation, DAEP offense, or expulsion offense subject to restrictions identified herein. In accordance with Chapter 61 of the Texas Education Code, a student may be suspended no more than 10 school days per behavior incident/violation with no limit to the number of suspensions that may occur during the school year.

### Discipline Alternative Education Placement (DAEP) Offenses:

#### Mandatory DAEP Offenses (LEGAL, FOC(LEGAL))

The District shall place a student in DAEP if the student's conduct includes the following:

- Engaging in conduct that contains elements of a terroristic threat under Penal Code 22.07.
- Engaging in conduct that contains elements of the offense of a false alarm or report under Penal Code 42.06.
- Committing the following on or within 300 ft. of school property, while attending a school sponsored, or school related activity on or off school property:





- a) Sells, gives or delivers to another person or possesses, uses or is under the influence<sup>2</sup> of any type of dangerous drug, marihuana or controlled substance as defined by law (see expellable offenses if punishable as a felony).<sup>3</sup>
  - b) Sells, gives or delivers to another person an alcoholic beverage<sup>4</sup>, or commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.
  - c) Engages in conduct that contains the elements of an offense relating to abusable, volatile chemicals under the Health and Safety Code.
  - d) Engages in conduct that contains the elements of the offense of assault under Penal Code 22.01(a)(1).
  - e) Engages in conduct that contains the elements of the offense of public lewdness under Penal Code 21.06 or indecent exposure under Penal Code 21.08.
  - f) Engages in conduct punishable as a felony.
  - g) Engages in conduct that contains the elements of the offense of harassment against an employee under Penal Code 22.07(a)(1), (2), (3), or (7).
- Engages in conduct that involves crimes under Title 14 of the Penal Code of violence against a person, such as but not limited to assault, sexual offenses or homicide or aggravated robbery regardless of location of the conduct
  - Engages in criminal conduct and is under sixteen and a half years of age.
  - Commits a federal firearms violation and is younger than six years of age.
  - Engages in conduct that contains the elements of retaliation under Section 36.06 of the Penal Code against an employee either on or off school property.
  - A student that is required to register as a sex offender, and who is under any form of court supervision, including probation, community supervision or parole must report to the DAEP for at least one semester, unless otherwise court-ordered by the CP.
  - A student that is required to register as a sex offender but who is not under any form of court supervision and the board or its designee determines that the student's presence:
    - (a) Threatens the safety of other students or teachers,
    - (b) Will be detrimental to the educational process, or
    - (c) Is not in the best interests of the district's students.

<sup>2</sup> "Under the influence" for purposes of student discipline is defined as any ingestion of a prohibited substance and does not require legal intoxication to trigger disciplinary action.

<sup>3</sup> A student with a valid prescription for low-THC cannabis does not violate this provision.

<sup>4</sup> "Alcoholic beverage" has the meaning assigned in the Alcoholic and Beverage Code §1.04.

**Discretionary DAEP Offenses**

The District may place a student in DAEP for the following offenses:

- Involvement in a public school fraternity, sorority, secret society or gang or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society or gang.
- District reasonably believes the student engaged in conduct punishable as a felony, off school property and not at a school sponsored school activity, that does not constitute a Title 5 felony or aggravated battery, and the continued presence of the student threatens the safety of other students or teachers or will be detrimental to the educational process.
- **EMERGENCY.** A student’s conduct is so unruly, disruptive or abusive that the teacher cannot communicate with the class and deem an emergency placement. Oral notice will be provided and not later than the 10th day after the date of the placement, a conference will be provided for the assignment of DAEP.
- A student whose conduct constitutes serious persistent misbehavior<sup>5</sup> may include the misuse of technology resources.
- A student whose conduct sustains the criminal prosecution whether committed on or off school property or a school-related activity.
- A student uses, exhibits or possesses a switch, club or butterfly knife on school property or at a school related event.
- A student engages in the following conduct:
  - a) Bullying that encourages a student to commit or attempt to commit suicide.
  - b) Intimidates or violence against a student through group bullying.
  - c) Releases or attempts to release intimate visual material of a minor or a student who is 18 years of age or older without the adult student’s consent.
- A student engages in assault (no bodily injury) with threat of imminent bodily injury, offensive or provocative physical contact. A student who complies with directives of a school official conducting or attempting to conduct a search or security screening pursuant to board policy (LOCAL).




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<sup>5</sup> Persistent misbehavior: the demonstration of a continued behavior that constitutes a major disruption to the learning environment or a threat to safety and security.

## Expulsion Offenses:

### Mandatory Expellable Offenses [FOD(LEGAL); FNCG(LEGAL); FNCG(LOCAL)]

A student must be expelled for engaging in the following conduct while on school property, while attending a school sponsored, or at a school related activity on or off school property, for the following conduct:

- Carrying an unlawful weapon, pursuant to Section 46.02 of the Penal Code or offense relating to prohibited weapons under Section 46.05 of the Penal Code.
- Conduct that contains the elements of:
  - a) Aggravated assault, sexual assault or aggravated sexual assault.
  - b) Arson under section 28.02 of the Penal Code.
  - c) Murder under section 19.02 of the Penal Code.
  - d) Criminal attempt to commit murder, capital murder under section 15.01 of the Penal Code.
  - e) Capital murder under section 19.03 of the Penal Code.
  - f) Indecency with a child under section 22.11 of the Penal Code.
  - g) Aggravated kidnapping under section 20.01 of the Penal Code.
  - h) Aggravated robbery under section 22.07 of the Penal Code.
  - i) Manslaughter under section 19.04 of the Penal Code.
  - j) Criminally negligent homicide under section 19.05 of the Penal Code.
  - k) Continuous sexual abuse of a child or children under section 21.02 of the Penal Code.
- Conduct related to an alcohol or drug offense as described under “DAEP offenses” above, if punishable as a felony.
- Registration as a sex offender in connection with any offense listed above, whether on or off school property, at a school-related activity, or bringing a firearm as defined by federal law, on campus.

### Discretionary Expellable Offenses [FOD(LEGAL); FOC(LEGAL)]

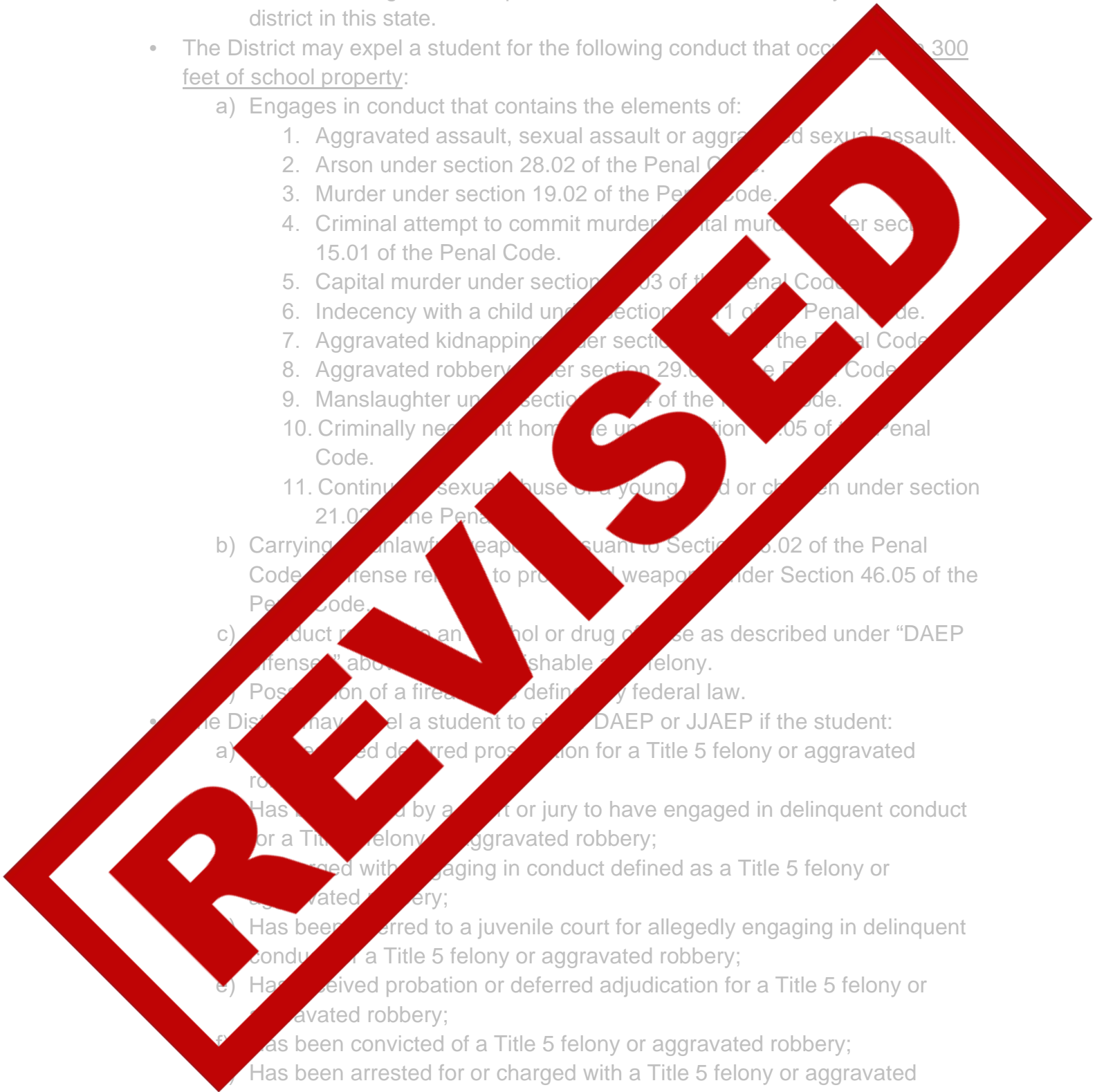
- Restriction on a student for the following conduct regardless of the location of the conduct, whether on or off school property for the following conduct:
  - a) Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Penal Code 42.06, or terroristic threat under Penal Code 22.07.
  - b) Engages in conduct against another student that contains the elements of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit capital murder, or aggravated robbery.
  - c) Engages in criminal mischief, if punishable as a felony.



- d) Engages in a breach of computer security if it involves accessing a district computer, computer network or computer and the student knowingly alters, damages or deletes school district property or information or commits a breach of any other computer, computer network or computer system.
  - e) Engages in bullying that encourages a student to commit or attempt to commit suicide;
  - f) Incites violence against a student through group bullying.
  - g) Releases or threatens to release intimate visual material of a minor of a student who is 18 years of age or older without the student's consent.
  - h) Student who is required to register as a sex offender and is under any form of court supervision, including probation, community supervision or parole.
- The District may expel a student for any of the following offenses occurring within 300 ft. of school property, while attending a school sponsored or school related activity on or off school property, or the following conduct:
    - a) Sells, gives, or delivers to another person, possesses, uses, or is under the influence of an amount of:
      1. Marijuana or controlled substance as defined by Chapter 481, Health and Safety Code, or 18 U.S.C. § 801 et seq.;<sup>6</sup>
      2. A dangerous drug as defined by Chapter 481, Health and Safety Code; or
      3. An alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.
    - b) Engages in conduct that contains the elements of the offense of deadly conduct under Section 21.05 of the Penal Code.
    - c) Engages in conduct that contains the elements of an offense under Section 21.01(a) of the Penal Code against a District employee or volunteer.
  - The District may immediately expel if necessary to protect persons or property from imminent harm. When an emergency exists, the student will receive verbal notice of the reason for the action and the student will be given the appropriate due process within ten days after the date of the emergency expulsion.
  - The District may expel a student who attends school in the district if:
    - a) The student engages in conduct for which expulsion would have been mandatory if the conduct had occurred on district property or while attending a district-sponsored or district-related activity; and

<sup>6</sup> A student with a valid prescription for low-THC cannabis does not violate this provision.

- b) The student engages in that conduct on the property of another district or while attending a school-sponsored or school related activity of another district in this state.
- The District may expel a student for the following conduct that occurs within 300 feet of school property:
  - a) Engages in conduct that contains the elements of:
    1. Aggravated assault, sexual assault or aggravated sexual assault.
    2. Arson under section 28.02 of the Penal Code.
    3. Murder under section 19.02 of the Penal Code.
    4. Criminal attempt to commit murder or capital murder under section 15.01 of the Penal Code.
    5. Capital murder under section 19.03 of the Penal Code.
    6. Indecency with a child under section 21.11 of the Penal Code.
    7. Aggravated kidnapping under section 20.01 of the Penal Code.
    8. Aggravated robbery under section 29.01 of the Penal Code.
    9. Manslaughter under section 19.04 of the Penal Code.
    10. Criminally negligent homicide under section 19.05 of the Penal Code.
    11. Continuous sexual abuse of a young child or children under section 21.02 of the Penal Code.
  - b) Carrying an unlawful weapon pursuant to Section 46.02 of the Penal Code, offense relating to prohibited weapons under Section 46.05 of the Penal Code.
  - c) Conduct relating to an alcohol or drug offense as described under “DAEP offense” above, punishable as a felony.
  - d) Possession of a firearm as defined by federal law.
- The District may expel a student to either DAEP or JJAEP if the student:
  - a) Has received deferred prosecution for a Title 5 felony or aggravated robbery;
  - b) Has been found by a court or jury to have engaged in delinquent conduct for a Title 5 felony or aggravated robbery;
  - c) Has been charged with engaging in conduct defined as a Title 5 felony or aggravated robbery;
  - d) Has been referred to a juvenile court for allegedly engaging in delinquent conduct for a Title 5 felony or aggravated robbery;
  - e) Has received probation or deferred adjudication for a Title 5 felony or aggravated robbery;
  - f) Has been convicted of a Title 5 felony or aggravated robbery;
  - g) Has been arrested for or charged with a Title 5 felony or aggravated robbery; AND



- h) The board or board's designee determines that the student's regular presence in the regular classroom:
1. Threatens the safety of other students or teachers;
  2. Will be detrimental to the educational process; or
  3. Is not in the best interests of the district's students.

### **Length of Removal**

The Campus Behavior Coordinator or other campus administrator in consultation with the committee determines the duration of a student's disciplinary placement. The duration of a student's placement shall be determined on an individual basis in light of numerous factors, including but not limited to the student's age and grade, the seriousness of the offense, frequency of misconduct, and other statutory requirements. The length of expulsion or DAEP placements not to exceed 90 school days. In view of the disciplinary placement will occur at intervals not to exceed 90 days.

### **Considerations of Mitigating Factors**

The following factors will be taken into consideration in each decision concerning suspension, removal to a disciplinary alternative educational program, expulsion or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory or discretionary offense.

1. self-defense,
2. intent or lack of intent at the time the student engaged in the conduct,
3. the student's disciplinary history,
4. a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. the student's status in the child's custody of the Department of Family and Protective Services (foster care), or a student that was homeless.

### **Restrictions on Removal from Regular Setting**

A student who is being placed in the out-of-school setting and who is homeless shall not be placed in out-of-school suspension unless when on school property or while attending a school-sponsored or school-related activity on or off of school property, the student engages in:

- conduct that contains the elements of an offense related to weapons (FNCG),
- the commission of a violent offense: Assault, Sexual Assault, Aggravated Assault, Aggravated Sexual (FNCH), or
- selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of: marijuana or a controlled substance, or a dangerous drug, or an alcoholic beverage (FNCF).



Notwithstanding any other provision of the Education Code, a student who is younger than six years of age may not be removed from class and placed in a DAEP, except that a student younger than six years of age who has been expelled pursuant to the Gun Free Schools Act (FOD) shall be provided educational services in a DAEP.

A student who is younger than ten shall be removed from class and placed in a DAEP if the student in conduct for which expulsion would be required in FOD.

### **Restrictions on Students During Period of Removal**

A student placed in an alternative setting are prohibited from attending or participating in school-sponsored or school-related activities. Additionally, the District has the authority to limit a student's participation in graduation activities in violation of the Student Code of Conduct. For seniors who are in DAEP on the last instructional day, the placement in DAEP and participation in graduation activities shall be determined by the campus principal.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. In the event of a conflict between state and/or federal law shall prevail. For more information regarding discipline of students with disabilities, see policy EQ-LEGAL.

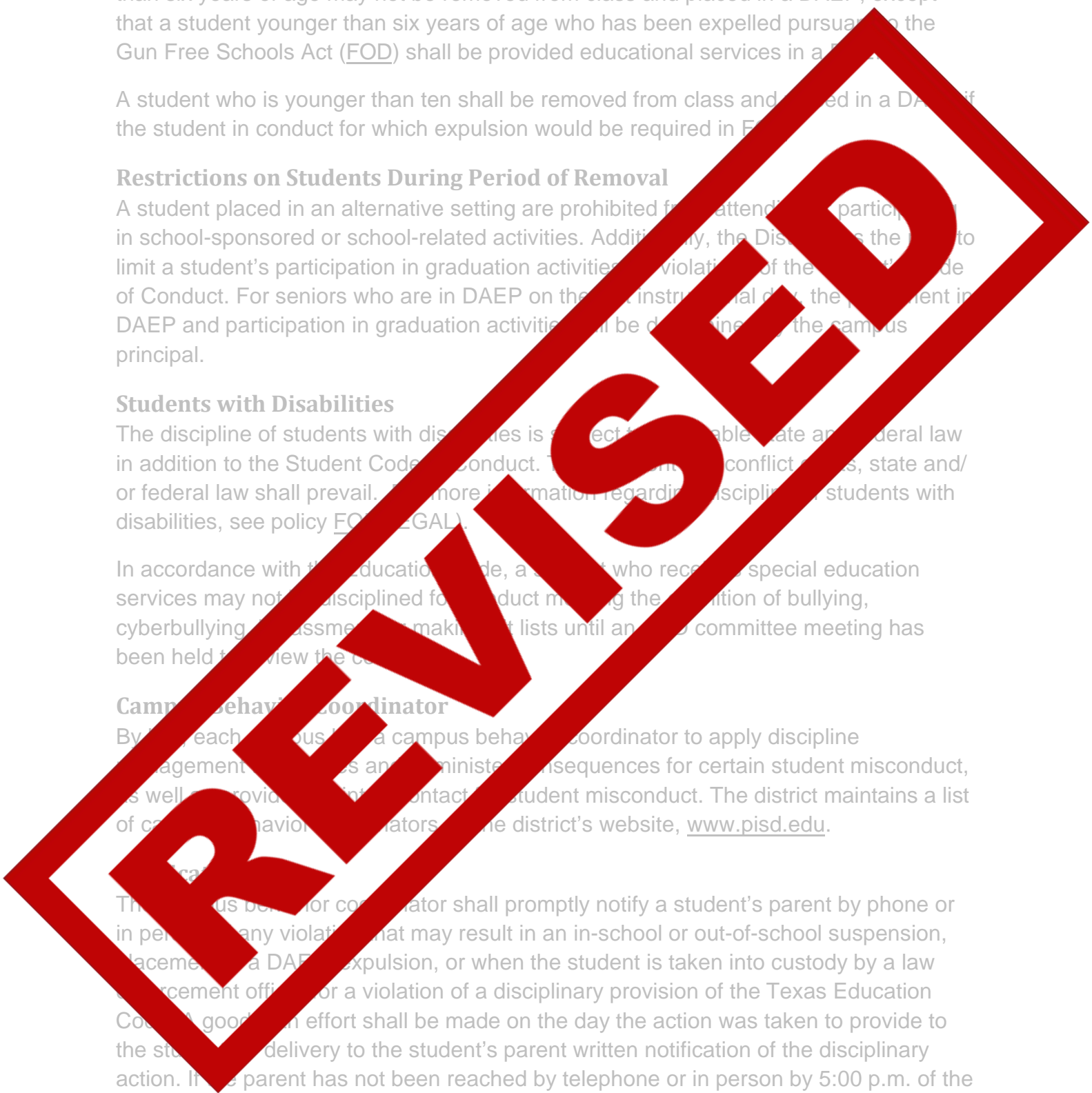
In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct involving the commission of bullying, cyberbullying, harassment, or making of lists until an appeal committee meeting has been held to review the case.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management policies and administer consequences for certain student misconduct, as well as provide prompt contact for student misconduct. The district maintains a list of campus behavior coordinators on the district's website, [www.pisd.edu](http://www.pisd.edu).

### **Notification**

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in an in-school or out-of-school suspension, placement in a DAEP, expulsion, or when the student is taken into custody by a law enforcement officer for a violation of a disciplinary provision of the Texas Education Code. A good faith effort shall be made on the day the action was taken to provide to the student or delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior



coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Until the requisite due process conference or hearing may occur, a student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension, as determined appropriate by the campus behavior coordinator or other administrator.

### **Conference - DAEP**

When a student is removed from class for a DAEP offense, the campus behavior coordinator or other administrator, in conjunction with the campus administrator, shall schedule a conference within three school days of the student's removal with the student and the teacher, if necessary, unless otherwise mutually agreed by the campus administrator and the parent. Reasonable efforts will be made to schedule a conference with the parents, however, in the event reasonable efforts fail, the District will hold the conference with or without parents' presence at the conference.

At the conference, the campus behavior coordinator or other appropriate administrator will provide notice to the student regarding the reasons for the removal, an explanation of the removal, and an opportunity to be heard to the student's satisfaction. A placement order will be issued and a copy of the order will be sent to the student and the student's parents pursuant to Board Policy 312 (LOC).

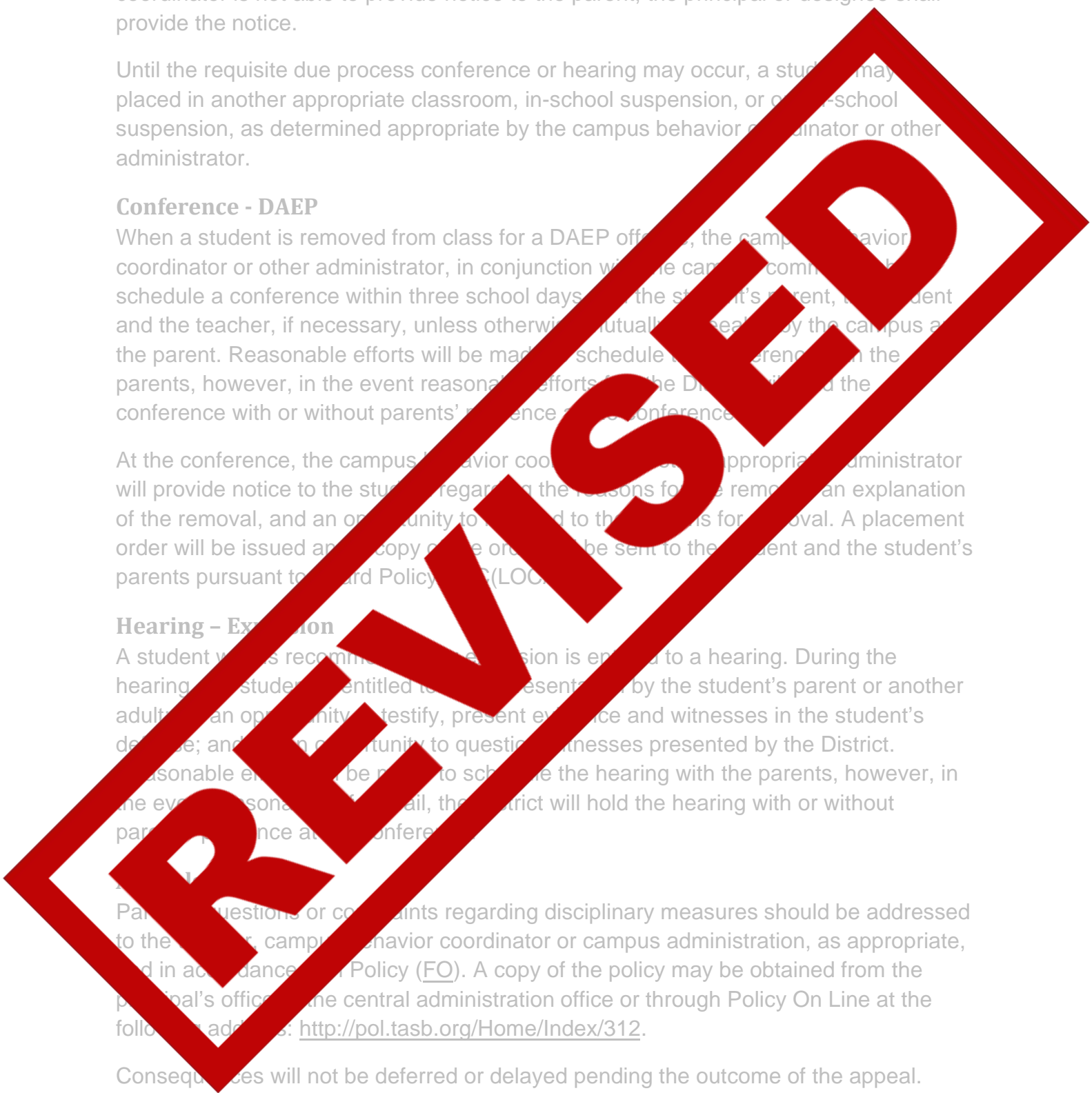
### **Hearing - Exclusion**

A student who is recommended for exclusion is entitled to a hearing. During the hearing, the student is entitled to be represented by the student's parent or another adult, an opportunity to testify, present evidence and witnesses in the student's defense; and an opportunity to question witnesses presented by the District.

Reasonable efforts will be made to schedule the hearing with the parents, however, in the event reasonable efforts fail, the District will hold the hearing with or without parents' presence at the conference.

Parent questions or complaints regarding disciplinary measures should be addressed to the principal, campus behavior coordinator or campus administration, as appropriate, and in accordance with Policy (FO). A copy of the policy may be obtained from the principal's office, the central administration office or through Policy On Line at the following address: <http://pol.tasb.org/Home/Index/312>.

Consequences will not be deferred or delayed pending the outcome of the appeal.





### **Withdrawal During the Disciplinary Process**

If a student withdraws during the pendency of a disciplinary conference or hearing for removal from the educational setting, the Campus Behavior Coordinator, or other appropriate administrator in conjunction with the committee may complete the placement proceedings and issue a placement order. If the student then returns to the District, the District may enforce the order at that time, less any period of the placement that the student served in another district.

Alternatively, if a Campus Behavior Coordinator does not complete proceedings upon the student's withdrawal, the Campus Behavior Coordinator may re-initiate the proceedings upon the student's re-enrollment with the District.

### **Coursework and Transition Services**

During a removal from the regular, educational environment, the student will receive access to coursework for foundation curriculum courses, including one session for receiving the course work that does not require the use of technology. Additionally, campus staff will provide transition services to a student returning to the regular educational environment after a removal to District as required by law.

### **Threat Assessment and Safe and Supportive School Team**

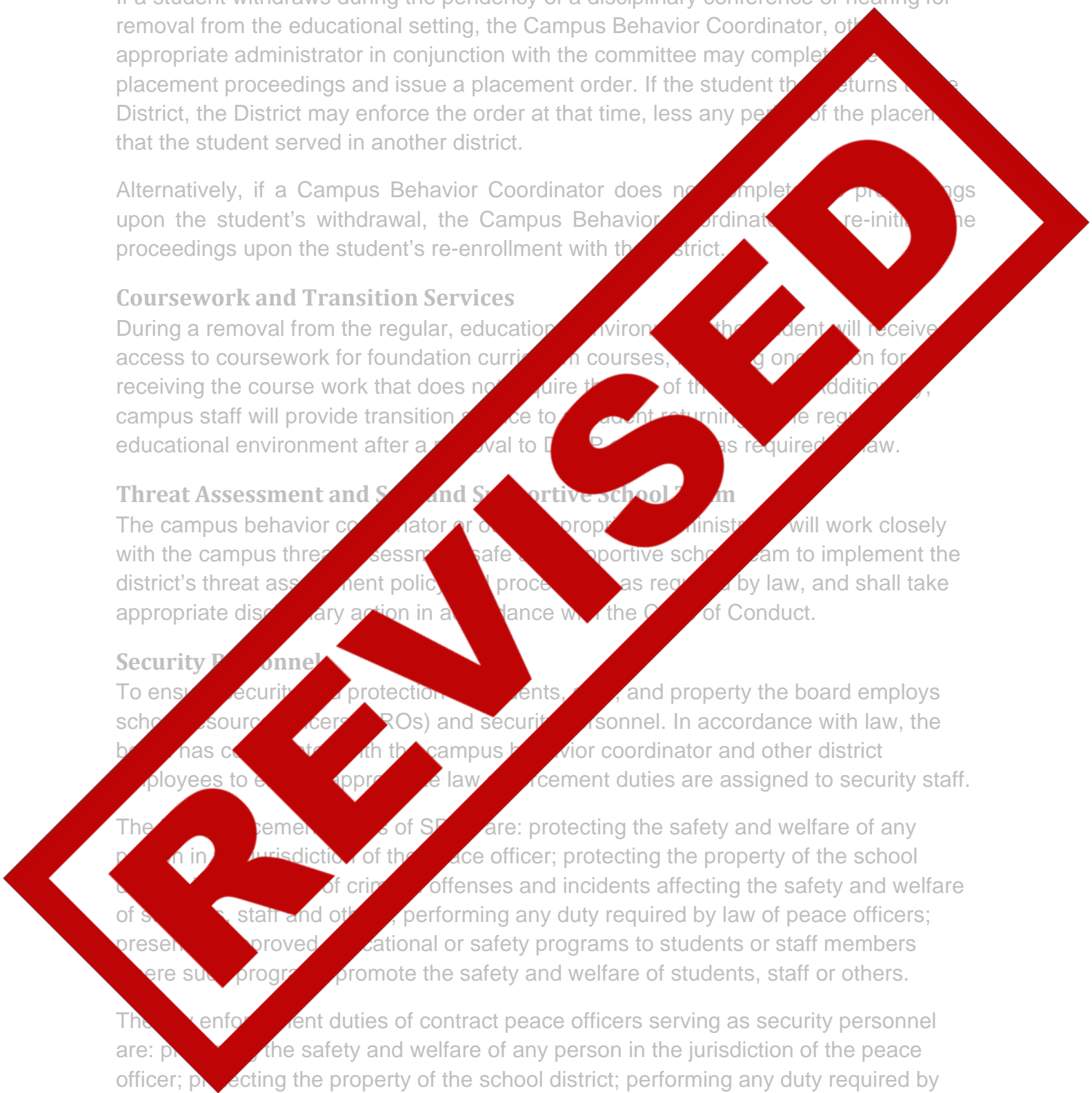
The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

### **Security Personnel**

To ensure security and protection of students, staff, and property the board employs school resource officers (SROs) and security personnel. In accordance with law, the board has contracts with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff.

The enforcement duties of SROs are: protecting the safety and welfare of any person in the jurisdiction of the peace officer; protecting the property of the school district; preventing criminal offenses and incidents affecting the safety and welfare of students, staff and others; performing any duty required by law of peace officers; presenting approved educational or safety programs to students or staff members where such programs promote the safety and welfare of students, staff or others.

The enforcement duties of contract peace officers serving as security personnel are: protecting the safety and welfare of any person in the jurisdiction of the peace officer; protecting the property of the school district; performing any duty required by law of peace officers.



Security Personnel who are not law enforcement officers shall have duties and responsibilities within the proper scope of their role or position, including activities that promote the safety and welfare of persons on district property, and the protection of district property.

## UNDERSTANDING STUDENTS: A DISCIPLINE MANAGEMENT PLAN

“Understanding Students” is the title of the discipline management program of Plano ISD. The focus of the program is the student’s awareness that a school and parent partnership is formed to address the needs and problems of the student. The root cause of a student’s unacceptable behavior must be identified with a program that the student’s behavior is to be changed. A positive plan will be developed so the student change inappropriate behavior.

The main goal of “Understanding Students” is to encourage students’ academic progress so that they can become positive contributors to society. Throughout this plan, “parents” include single parents, legal guardians, or persons having lawful control of the student, in addition to their parents, both male and female students.

The “Understanding Students” discipline management plan was developed through individual conferences with principals in Plano ISD. Parental input was gained from a 25-member Parents in Action group made up of the senior high schools and from the President’s Council of the PTA/PTSA which included a parent representative from each school in the district.

Student input was obtained from high school student senates (approximately 60 students). In addition, two conferences were held with officials at the Region 10 Education Service Center. All persons who had provided input unanimously endorsed the plan, which was adopted by the school board.

### Discipline Management Steps

“Behaviors of concern” are inappropriate student behaviors such as unexcused absences, tardies, class disruptions including cell phones/pagers, sexual harassment, name calling and violations of school rules including drug/alcohol use.

- When these behaviors of concern are observed and, depending upon the seriousness of the behavior, a teacher may schedule a student conference and/or parent conference. Detentions may be assigned, students may be temporarily removed from the classroom or other appropriate discipline management may be used.

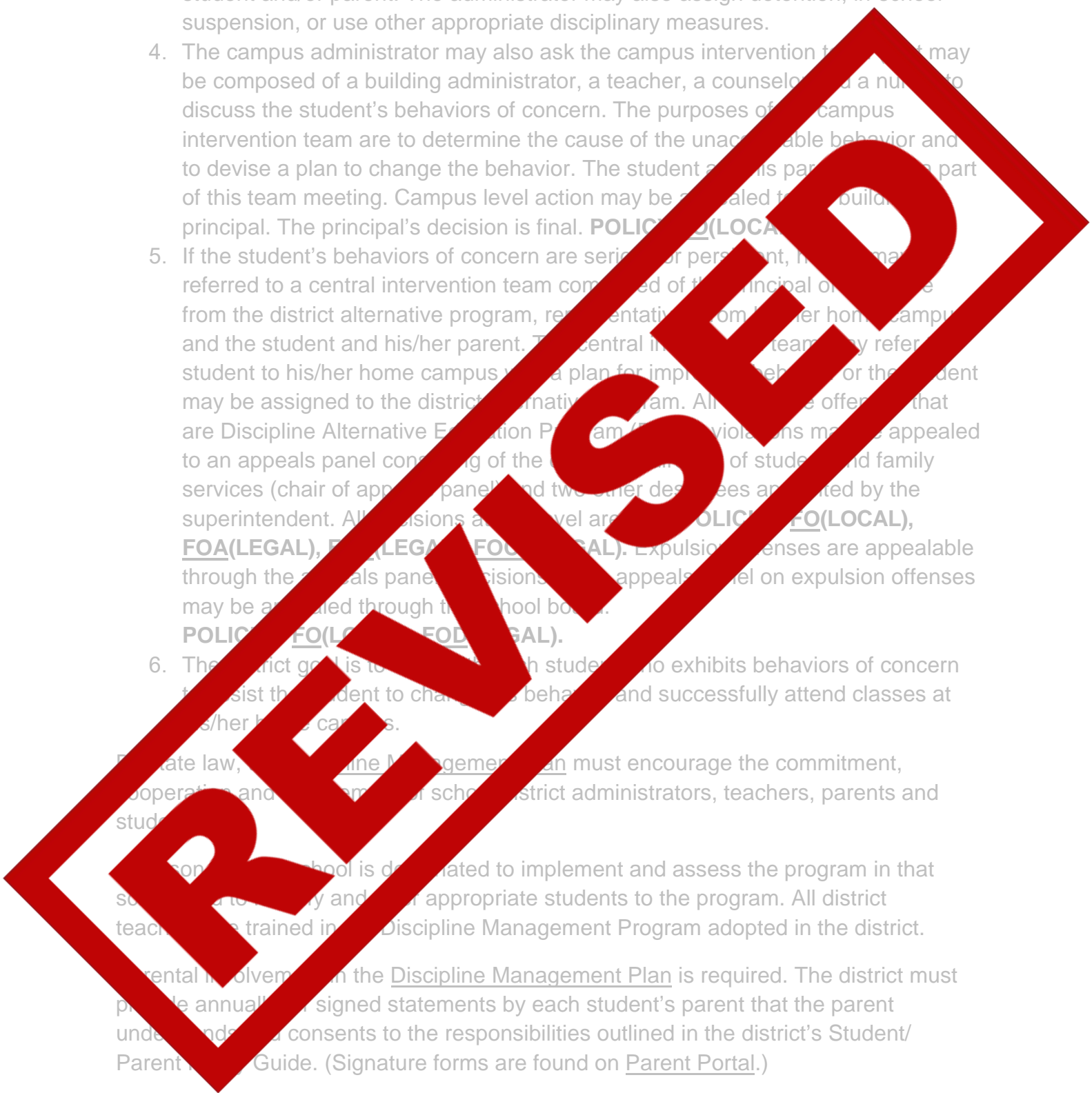
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3. If necessary, a campus administrator may schedule a conference with the student and/or parent. The administrator may also assign detention, in-school suspension, or use other appropriate disciplinary measures.
4. The campus administrator may also ask the campus intervention team that may be composed of a building administrator, a teacher, a counselor and a nurse to discuss the student's behaviors of concern. The purposes of the campus intervention team are to determine the cause of the unacceptable behavior and to devise a plan to change the behavior. The student and his parent are a part of this team meeting. Campus level action may be appealed to the building principal. The principal's decision is final. **POLICY FO(LOCAL)**.
5. If the student's behaviors of concern are serious or persistent, the student may be referred to a central intervention team composed of the principal or representative from the district alternative program, representative from his/her home campus and the student and his/her parent. The central intervention team may refer the student to his/her home campus with a plan for improving behavior or the student may be assigned to the district alternative program. All serious offenses that are Discipline Alternative Education Program (DAEP) violations may be appealed to an appeals panel consisting of the superintendent, a representative of student and family services (chair of appeals panel) and two other designees appointed by the superintendent. All decisions at this level are final. **POLICY FO(LOCAL), FOA(LEGAL), FOA(LEGAL), FOA(LEGAL), FOA(LEGAL)**. Expulsion offenses are appealable through the appeals panel. Decisions of the appeals panel on expulsion offenses may be appealed through the school board. **POLICY FO(LOCAL), FOA(LEGAL)**.
6. The district goal is to assist each student who exhibits behaviors of concern to assist the student to change his behavior and successfully attend classes at his/her home campus.

State law, the Discipline Management Plan must encourage the commitment, cooperative and collaborative effort of school district administrators, teachers, parents and students.

Each school is designated to implement and assess the program in that school to identify and refer appropriate students to the program. All district teachers are trained in the Discipline Management Program adopted in the district.

Parental involvement in the Discipline Management Plan is required. The district must provide annually signed statements by each student's parent that the parent understands and consents to the responsibilities outlined in the district's Student/Parent Involvement Guide. (Signature forms are found on Parent Portal.)



## Requesting Notices of Certain Student Misconduct

A non-custodial 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 the Discipline Alternative Education Program (DAEP) or expulsion.

## POLICY FO(LLEGAL) and Student Code of Conduct.

## Roles and Responsibilities

Everyone involved in a student's school program, including each student, has more areas of responsibility for student success.

### Parents Have the Responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the rules.
3. Be sure their child attends and participates in school regularly and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in parent-teacher conferences to discuss their child's school progress and welfare.
6. Keep informed of school policies and academic requirements of school programs.
7. Be sure their child is appropriately dressed at school and school-related activities.
8. Discuss homework and school assignments with their child.
9. Bring to the attention of school authorities any learning problem or condition that may relate to their child's school.
10. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
11. Be sure to attend and encourage in school tutorial(s) when required or as needed.
12. Provide a signed statement that they understand and consent to the responsibilities outlined in this plan.
13. Cooperate with school administrators and teachers.

### Administrators Have the Responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote positive training and discipline of all students.
3. Encourage parent communication with the school, including participation in parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.

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5. Assume responsibility and instructional leadership for discipline and for evaluation of the Discipline Management Plan.
6. Serve as contact person for teachers and other staff members reporting incidents of suspected child abuse or neglect and for investigators from the Child Protective Services division of the Texas Department of Protective and Regulatory Services investigating incidents of suspected child abuse or neglect.
7. Serve as appropriate role models for the students on their campus, in accordance with the standards of the profession.
8. Cooperate and establish rapport to build an effective working relationship with parents, teachers, students and other stakeholders.

**Teachers Have the Responsibility to:**

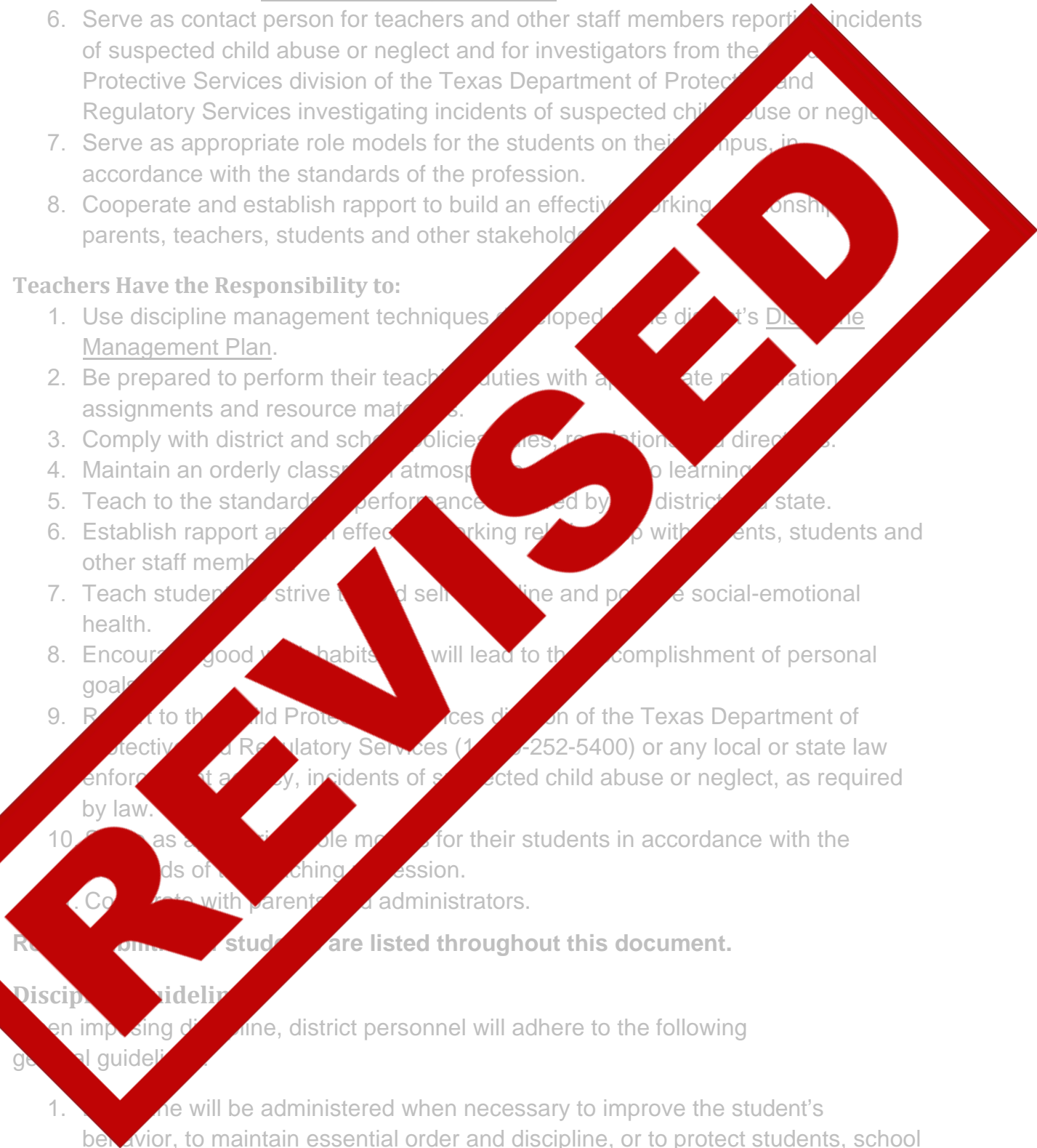
1. Use discipline management techniques developed in the district's Discipline Management Plan.
  2. Be prepared to perform their teaching duties with appropriate preparation, assignments and resource materials.
  3. Comply with district and school policies, rules, regulations and directions.
  4. Maintain an orderly classroom atmosphere conducive to learning.
  5. Teach to the standards of performance established by the district and state.
  6. Establish rapport and an effective working relationship with parents, students and other staff members.
  7. Teach students to strive toward self-discipline and promote social-emotional health.
  8. Encourage good work habits that will lead to the accomplishment of personal goals.
  9. Report to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1-800-252-5400) or any local or state law enforcement agency, incidents of suspected child abuse or neglect, as required by law.
  10. Employ as appropriate, multiple means for their students in accordance with the standards of the teaching profession.
- Cooperate with parents and administrators.

Responsibilities for students are listed throughout this document.

**Discipline Guidelines**

When imposing discipline, district personnel will adhere to the following general guidelines:

1. Discipline will be administered when necessary to improve the student's behavior, to maintain essential order and discipline, or to protect students, school employees, or property.



2. Students will be treated fairly and equitably.
3. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include: the seriousness of the offense; the frequency of misconduct; the student's attitude; the potential effect of the misconduct on the school environment; requirements of Chapter 26 of the Tex. Educ. Code; the Student Code of Conduct adopted by the Board of Trustees; self-defense (as defined in the Tex. Educ. Code Chapter 26); intent or lack of intent at the time the student engaged in the conduct; the student's disciplinary history; and a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. Students who violate policies, rules or regulations may be subject to disciplinary consequences including, but not limited to, the following which may be utilized in a variety of, in isolation and/or in combination circumstances and factors defined herein:
  - Counseling by teachers, special services or administrative personnel;
  - Parent-teacher conference;
  - Cooling-off or time-out;
  - Behavioral contracts;
  - Restorative practices;
  - Assigned school duties other than class tasks;
  - Verbal correction;
  - Withdrawal of privilege, including participation in extracurricular activities and honorary positions;
  - Sending the student to the office or other assigned area, or to in-school suspension;
  - Retention;
  - Seat changes within the classroom;
  - Rewards and merits;
  - Probation;
  - Referral to outside agency and/or legal authority for criminal prosecution;
  - Additional disciplinary measures imposed by the district;
  - Temporary confiscation of items that disrupt the educational process;
  - Production as permitted by policy;
  - Penalties identified in individual student organizations' extracurricular standards of behavior;
  - Withdrawal or restriction of bus privilege;
  - Out-of-school suspension;
  - Removal to a disciplinary alternative education program;
  - Expulsion; and/or

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- Other appropriate strategies and consequences as determined by school officials.

**POLICIES FO(LLEGAL/LOCAL), FOA(LLEGAL), FOB(LLEGAL), FOC(LLEGAL), FOD(LLEGAL), FOE(LLEGAL) and Student Code of Conduct.**

## **DISCIPLINE PROCEDURES**

### **Interrogations and Searches**

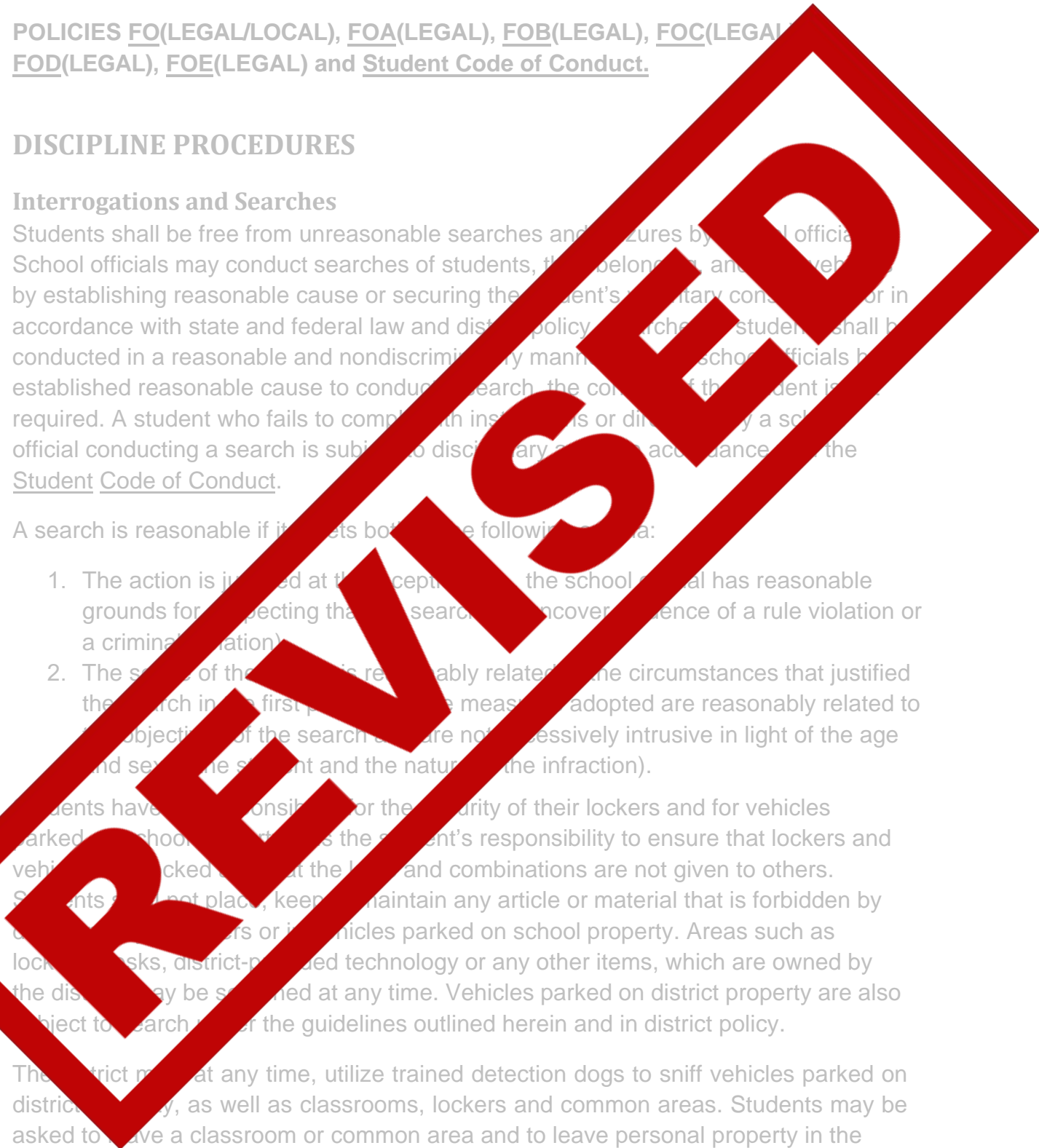
Students shall be free from unreasonable searches and seizures by school officials. School officials may conduct searches of students, their belongings, and their vehicles by establishing reasonable cause or securing the student's voluntary consent, or in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. School officials have established reasonable cause to conduct a search, the consent of the student is not required. A student who fails to comply with instructions or directions of a school official conducting a search is subject to disciplinary action in accordance with the Student Code of Conduct.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception and the school official has reasonable grounds for suspecting that a search will uncover evidence of a rule violation or a criminal violation).
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place and the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction).

Students have responsibility for the security of their lockers and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students should not place, keep, or maintain any article or material that is forbidden by the district in lockers or in vehicles parked on school property. Areas such as lockers, desks, district-provided technology or any other items, which are owned by the district may be searched at any time. Vehicles parked on district property are also subject to search under the guidelines outlined herein and in district policy.

The district may, at any time, utilize trained detection dogs to sniff vehicles parked on district property, as well as classrooms, lockers and common areas. Students may be asked to leave a classroom or common area and to leave personal property in the



classroom or common area. Detection dogs may then sniff the area and any student property remaining in the area.

In the event a detection dog alerts on a locked vehicle parked on district property or an administrator otherwise believes reasonable suspicion exists to believe a vehicle contains items forbidden by district policy, the student, owner or person bringing the vehicle onto district property shall be asked to open it for inspection. Refusal to open the vehicle for inspection may result in referring the matter to law enforcement and disciplinary action including but not limited to suspension or expulsion and immediate loss of parking privileges on district property. Detectors or dogs may be banned from district property. **POLICY FNF(LEGAL/LOCAL).**

### **Security Screening Procedures at Special Programs Campuses**

Students 6th grade and above attending a special program campus will be screened by school staff upon arrival at school each day. Screening includes the use of metal detectors. Parents and students will be provided information on the security screening procedures prior to the student's first day at the special programs campus. **POLICY FNF(LOCAL).**

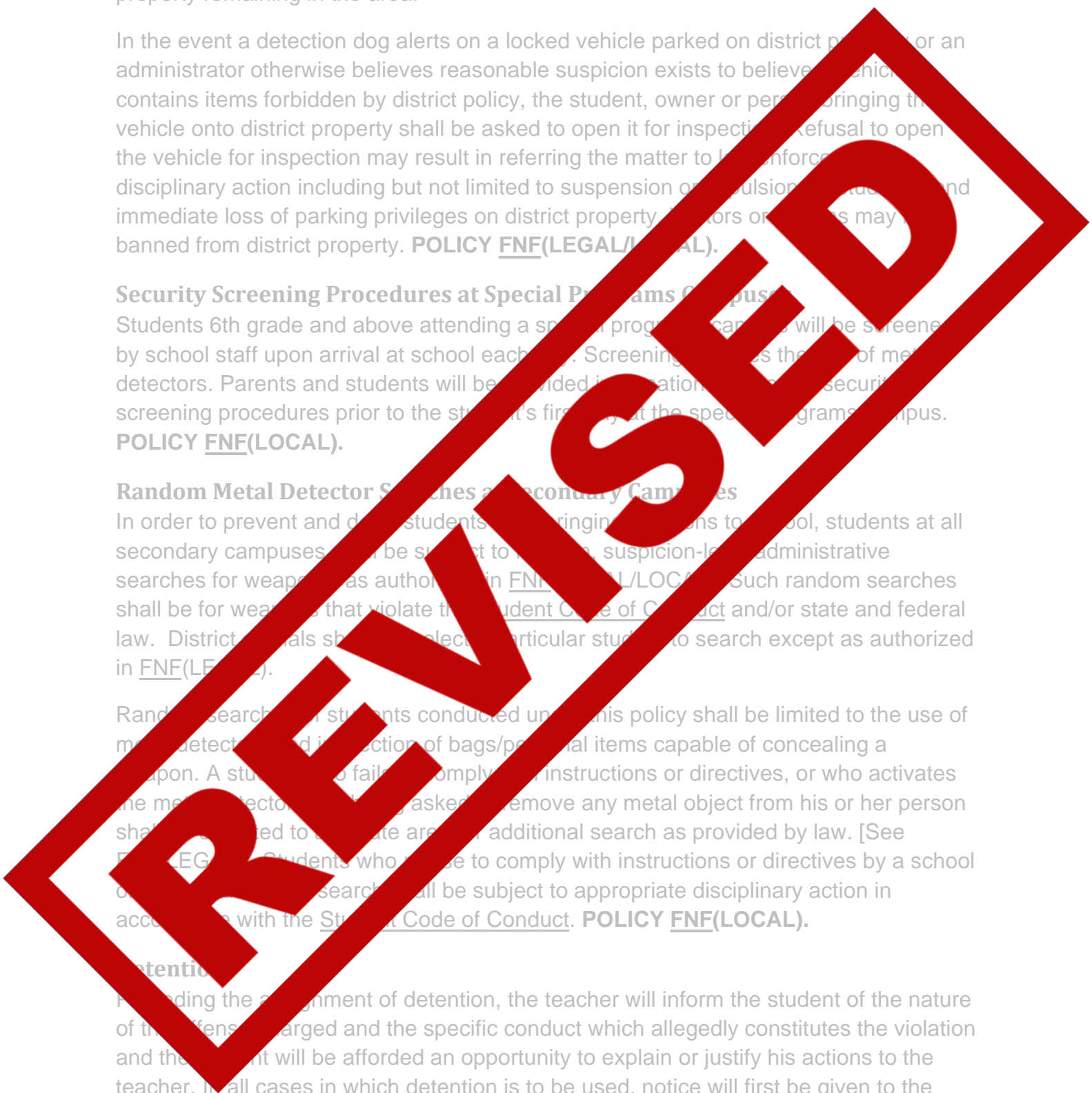
### **Random Metal Detector Searches at Secondary Campuses**

In order to prevent and deter students from bringing weapons to school, students at all secondary campuses shall be subject to random, suspicion-less administrative searches for weapons as authorized in FNF(LEGAL/LOCAL). Such random searches shall be for weapons that violate the Student Code of Conduct and/or state and federal law. District officials shall select particular students to search except as authorized in FNF(LEGAL/LOCAL).

Random searches of students conducted under this policy shall be limited to the use of metal detectors and inspection of bags/personal items capable of concealing a weapon. A student who fails to comply with instructions or directives, or who activates the metal detector, and is asked to remove any metal object from his or her person shall be subject to a separate area for additional search as provided by law. [See FNF(LEGAL/LOCAL).] Students who refuse to comply with instructions or directives by a school official conducting a search shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct. **POLICY FNF(LOCAL).**

### **Potential**

Preceding the assignment of detention, the teacher will inform the student of the nature of the offense charged and the specific conduct which allegedly constitutes the violation and the student will be afforded an opportunity to explain or justify his actions to the teacher. In all cases in which detention is to be used, notice will first be given to the student's parent or legal guardian for the purpose of informing the parent of the reason





for the detention and to permit arrangements for the necessary transportation of the student. The student's parent or legal guardian will be responsible for the transportation of the student when the student has been detained after school for disciplinary purposes.

All students detained for disciplinary purposes will be under the direct supervision of the teacher or another member of the professional staff. The principal will be responsible for seeing that the time which the student spends for disciplinary purposes will be used constructively for educational purposes.

### **Unauthorized Persons**

In accordance with Education Code 37.107, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies [FNC\(LOCAL\)](#) or [GF\(LOCAL\)](#), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 days, unless the complaint is resolved before a board hearing.

## **SCHOOL ATTENDANCE**

### **Boundaries and Attendance Zones**

Students must live in the boundaries of Plano ISD, or qualify for enrollment in accordance with Policy [FD\(LEGAL\)](#), in order to attend one of the district's schools. The Plano ISD Board of Trustees establishes attendance zones for each school. Each student is required to attend the school in the attendance zone in which the student's family resides. The growth in the Plano area has made it necessary for the board to change attendance zones from time to time.

Changes are usually made to maintain reasonable class sizes at the existing schools until numbers of students in a certain location can justify the expense of construction of a new building. In the interim, the board attempts to use existing facilities with minimal inconvenience to staff and students.

## Non-Residents

No non-resident students shall be permitted to attend district schools.

Exceptions include:

- A student living in another district on the first day of school but whose family is in the process of moving into the district may apply for permission to begin the school year in the district's schools.
- A student who moves out of the district anytime during the school year may finish the year in the district by providing his or her own transportation. Students must meet the attendance and discipline requirements of transfer students.
- A student who resides in and is in attendance in the district for the entire eleventh grade year may complete the twelfth grade in the same school where the student attended the eleventh grade, if the family has moved from the district after the student's eleventh grade year.
- The district may accept transfers from another district for specially designated magnet programs, as specified by the board, if defined enrollment shows spots are available. .
- A student whose parent(s) is a full-time employee of the school district may apply to transfer to a school within the district contingent upon available space and staffing. Current intra-district transfer guidelines regarding extracurricular participation shall apply. If the parent terminates employment with the district, the student will be allowed to complete the school year. Special consideration will be given to children of full-time employees to attend the school where their parent is employed if approval of the transfer does not require hiring additional staff.

### **POLICY [EHB](#)(EXHIBIT)**

A student whose parents do not reside within the Plano ISD school boundaries but whose grandparent resides in the district and provides a substantial amount of after school care, may qualify for enrollment.

Transfer students qualifying under an exception noted above must follow all rules and regulations of the district including, but not limited to, attendance and discipline requirements. **POLICIES [FDA](#)(LOCAL), [FD](#)(LOCAL).**

## **ENROLLING IN SCHOOL**

It is a criminal offense under Tex. Penal Code §37.10 to present false information or false records at enrollment. A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be liable to the district and may be charged the maximum tuition fee. **TEX. EDUC. CODE §25.002.**

## Age Requirements

The State of Texas requires children to attend school who are at least six years old and who have not yet reached their 19th birthday. Texas state law and Plano ISD require that a child be five years old on or before September 1 to enroll in kindergarten. A child shall be six years old on or before September 1 to be admitted to the first grade. In order to meet this requirement, parents must provide the child's birth certificate when first enrolling the student in the district.

**POLICIES [FD](#)(LEGAL/LOCAL), [FEA](#)(LEGAL/LOCAL).**

Exceptions shall be made only when a child has completed public school kindergarten in another state; transfers into the district after having been enrolled in the first grade of a public school or state-accredited private school in another state and be of age to be eligible for public school in the state; or satisfies the credit by examination requirements for kindergarten acceleration.

Criteria for acceleration may include acceptable scores on the kindergarten acceleration test; the recommendation of district staff; district staff documentation and observation of chronological age and social and emotional development; must be five years of age on or before September 1; and other criteria that may be deemed appropriate by the principal and superintendent.

A student may be enrolled in the district who lives within the school district boundaries and is over five and younger than 21 years of age on September 1 of the school year. (TEX. EDUC. CODE §25.001) A child must be enrolled by the child's parent, legal guardian or other person with legal control under a court order.

**TEX. EDUC. CODE §25.002.**

## Guardianship/Residency

A child must be enrolled by the child's parent, guardian or other person with legal control under a court order. The person enrolling the student must present his/her driver's license or suitable identification. The district shall record the name, date of birth and address of the person enrolling the child. A student must be identified by the student's legal surname as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name. The district will require evidence that the student lives within the district and/or is eligible for enrollment under state, or federal, laws and regulations. The district may investigate any questions regarding a student's residency and may withdraw the student who ceases to be a resident.

The District shall enroll a student residing in the District whose parent or legal guardian resides in the District. For minors living apart, the resident designated as temporary

guardian is asked to complete the District's Guardian Information Form to accept responsibility for the student and to establish residency. **POLICY [FD](#)(LEGAL/LOCAL).**

### **Student and Family Support**

You are encouraged to inform the district if you, or your child, are experiencing homelessness. Children who are homeless will be provided flexibility regarding certain district provisions. District staff can also share resources with you that may assist you and your family. Please also check the campus website for information related to services available in the area that can help families who are homeless.

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 allows a student who is homeless to remain enrolled in 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 local timelines, when possible, for prompt dispute resolution.

For more information on services for homeless students, contact the district's homeless education liaison James Thomas at (469) 752-6192. **POLICY [FFC](#)(LEGAL/EXHIBIT).**

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

In an effort to provide educational stability, the district will provide assistance to any student who has been placed in or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in the conservatorship (custody) of the state and who is moved outside of the district's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school without payment of tuition.

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by- examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course.

In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the district to which the student transfers, 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 district will comply with the requirements for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday.

Please contact, James Thomas, who has been designated as the district's liaison for children in the conservatorship of the state, at (469) 752-6192 with any questions.

### **Immunization Requirements**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. Tex. Educ. Code §38.001 permits an exemption from immunization for "reasons of conscience, including a religious belief." 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 district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347 or online at: Affidavit Request for Exemption from Immunization (<https://corequest.dshs.texas.gov/>). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox) and meningococcal. Pre-kindergarten and early childhood students must also show proof of Haemophilus Influenza type B vaccine (Hib) and Pneumococcal conjugate vaccine (PCV7). The school nurse can provide information on age-appropriate doses received or an acceptable physician-validated history of an illness required by the DSHS. 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. For further information, see Policy [FFAB\(LEGAL\)](#) and the DSHS website: <https://www.dshs.state.tx.us/immunize/school/default.shtm>.

A student who has not received the required immunization for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of State Health Services.

Exceptions must be made for students who are homeless, in foster care, or who are military dependents. See Policy [FFAB\(LEGAL\)](#) and TEA's implementation guide on the Interstate Compact on Educational Opportunities for Military Children.

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

For further information, see Policy [FFAB\(LEGAL\)](#) and the DSHS website Texas School & Child Care Facility Immunization Requirements. **POLICY [FFAB\(LEGAL\)](#).**

## **SCHOOL TRANSFERS**

### **Moving within the District**

If a family moves during the school year from one attendance zone to another within the district, the child(ren) may choose to attend school in either zone for the remainder of the school year. If the student elects to stay in the school served by the previous residence, all academic, attendance and discipline transfer rules are in effect. Following the expiration of the school year, the student will attend the school in the new school zone for the following school year. No transportation will be provided to the school if the student chooses to remain at the school outside his/her area of residence for the remainder of the school year. Although students who move during a school year are not required to apply for an intra-district transfer to complete the school year outside their attendance area, they must meet all academic, attendance and discipline requirements of transfer students.

### **Intra-district Transfers**

Parents may request a student transfer within the district by completing a transfer request form and returning it to the office of student administrative services. A non-refundable transfer application fee of \$50.00 will be collected at the time of application.

Fee waivers shall be considered for:

- A child of a District employee;
- A student who meets economic eligibility criteria;
- A student who is a victim of a violent crime committed on school property;
- A student involved in sexual assault or a documented bullying situation;
- A student who resides in the same household with a student receiving special education services assigned to an alternate campus; and
- A student attending a campus under the order of the Texas Education Agency (TEA) to implement the school safety choice option. [See FDE]

Transfers for students entering sixth through twelfth grades for the next school year are accepted beginning the first teacher work day after winter break through June 15. Transfers for students entering pre-kindergarten through fifth grade for the next school year are accepted beginning the third Monday in April through June 15. Requests to transfer will not be accepted after June 15 with exception of students who move into the district or within the district after June 15. Transfers are limited, and it is important to apply early and in some cases on the first day transfers are offered. Transfers for the second semester of a school year are accepted December 1-15. Other than administrative transfers, transfers are not granted during semesters.

A transfer limit shall be in effect and applications shall be processed on a first-come, first-served basis until limits are reached and the campus/grade level is closed. Transfer requests are evaluated considering building capacity, current enrollment, growth projections, boundary issues, renovation projects, teacher allocation (addition or reduction), class sizes, schools identified for improvement and student's behavior, academic and attendance histories.

If transfers to a campus have been suspended and if the approval of an exception would not cause the need to hire additional staff, a child of a full-time District employee may transfer to the campus where the parent is assigned.

A transfer, once approved, shall be granted for all grade levels on the designated campus, which shall be conditional upon suspension of transfers. There shall be no guarantee that the student will be able to transfer to the next feeder school. Once a student attends a school on a transfer basis, the student may not return to the home school during the current school semester. The student may reapply to return to the home school to begin a new semester.

Transfer requests must be approved by the Manager of Student Administrative Services. The approval of a transfer does not guarantee future transfers to the next feeder schools. Younger siblings are not guaranteed transfers to the same school and must submit an application when they wish to enroll. **POLICY [FDB](#)(LEGAL/LOCAL).**

## Special Considerations

Special consideration may be given to students with documented medical conditions or emergency safety issues, to students who wish to enroll in a board-approved magnet course not offered in their home school and to children of full-time staff members. Special consideration shall also be given to students who are victims of a violent criminal act committed on school property and to students involved in sexual assaults in order to give them the option to immediately transfer to another safe elementary or secondary school with the space and staff available within the district. The board will honor a parent's request for the transfer of his or her child to another campus if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the district will transfer the assailant. Special consideration shall also be given to victims of bullying, including cyberbullying, in accordance with Policy [FDB](#)(LEGAL). Choice options shall be given to students scheduled to attend a campus under the order of the Texas Education Agency to implement the school safety choice option. Special consideration may also be given for other documented medical and safety reasons.

**POLICY [EHB](#)(EXHIBIT).**

## Violations/Forfeitures

Transfers may be revoked by the school principal if school rules and/or standards are violated at the new school. The parents and students accepting transfers shall agree to abide by the receiving school's standards for academic progress, attendance, discipline and parental cooperation. Transfer students in grades nine through twelve generally forfeit eligibility to participate in varsity athletic competitions for a specified period of time. Appeals of transfer decisions are addressed in Policies [FDB](#)(LEGAL/LOCAL).

## Transportation

The district does not provide bus transportation for transfer students.

**POLICIES [FDB](#)(LEGAL/LOCAL), [FDE](#)(LEGAL/LOCAL).**

## Withdrawing from School

If students plan to withdraw, parents are asked to call the school at least two school days ahead of time so that an official withdrawal slip can be prepared for the parent's signature and records will be in order the day the student leaves. Students 18 or older and whose parents do not have continuing legal guardianship under court order, may request withdrawal without a parent or guardian's signature. Independent student forms must be filed in the office of student administrative services.

**POLICY [FD](#)(LOCAL).**



## SCHOOL ABSENCES

### Attendance and Student Absences

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day. Student absences should be limited and make-up or remedial work will be required from students who absend. Any student not already exempted from the compulsory attendance law nevertheless be excused for temporary absence resulting from a cause acceptable to the superintendent or to the teacher or principal of the school in which the student is enrolled.

A student who is absent from school for a portion of a school day must provide a note that describes the reason for the absence. The note must be signed by the student's parent/guardian or by the student, if the student is 18 or older, or is an emancipated minor. Failure to bring a written note signed by the parent or guardian within three school days of an absence may result in an unexcused absence being recorded. Elementary students will be considered absent after 10:00 a.m. The official attendance period for secondary students (middle school, high school and senior high) is second period. **POLICIES FEA(LEGAL/LOCAL), FEB(REGULATION).**

If a student is temporarily absent from an appointment with a health care professional and the student completes classes or returns to school on the same day of the appointment, the student will not be counted absent. The student must present to the school with a statement signed by the health care professional verifying the appointment. Absences for various reasons and trips (except those excused by the principal for unusual circumstances), babysitting, working (including modeling), non-school-sponsored events and programs shall be considered unexcused. In order for a student to make-up and receive credit for work assigned during an unexcused absence, the student must submit one week in advance a written notification of the planned absence to the principal. When no prior notification is given, students may receive a zero for all work assigned during the absence. **POLICIES EIA(LOCAL), FEA(LEGAL/LOCAL), FEB(LEGAL/LOCAL).**

### Make-Up Work

Make-up assignments or tests shall be made available to students after any absence except unexcused absences not requested in advance. It is the student's responsibility to find out the assignments and make up the work within the period of time designated by the teacher or principal. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be

responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Students may receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but may receive a zero for any assignment or test not made up within the allotted time. Teacher(s) may assign additional work to ensure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work. Make-up work may be requested on the third day of student absence. **POLICY [EIAB](#)(LOCAL).**

### **Communicable Diseases/Exclusion from School**

To protect children from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious. Students should be symptom free for 24 hours before returning to school. The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations are in conformance with the requirements of the local health authority, Plano ISD administrative guidelines and the Board of Trustees' appointed medical officer.

1. A student with any of the following symptoms must be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated or submits a signed physician's statement that he/she is not contagious.
  - a. Temperature of 100 degrees or more. Student must be fever free for 24 hours, without medication, before re-entry.
  - b. Undetermined rash over any part of the body accompanied by fever.
  - c. Undiagnosed scaly patches on the body or scalp.
  - d. Nausea, vomiting or diarrhea. Student must be symptom free for 24 hours, without medication, before re-entry.
  - e. Red, draining eyes.
  - f. Intense itching with signs and symptoms of secondary infection.
  - g. Open, draining lesions that cannot be contained in a clean, dry bandage.
2. It shall be the responsibility of the principal to exclude a student because of health problems, in collaboration with the school nurse.
3. The principal or his/her designee will notify the student's parent or guardian that the student is to be excluded for health reasons.

4. It is the responsibility of the parent or guardian to transport the student from school to his/her home.
5. For readmission, some diseases may require a statement from the student's physician affirming that the student is not contagious.

A full list of conditions for which the school must exclude children can be obtained from the school nurse. The district is 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. Additional information can be obtained at:

- 25 TAC § 97.132, 97.2(d), 97.7(a);
- [http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&ti=25&ch=97&rl=62](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&ti=25&ch=97&rl=62) (exclusion requirements)
- <http://www.dshs.texas.gov/idcu/investigation/conditions/> (notifiable conditions)

## **POLICY [FFAD](#)(LEGAL).**

### **Methicillin Resistant Staphylococcus Aureus (MRSA)**

Staphylococcus Aureus "Staph" is a common bacteria found on the skin and in noses of healthy people. Sometimes "Staph" causes infections found commonly in pimples, blemishes or boils. Some of these "Staph" infections become potent and resistant to common antibiotics such as Methicillin. Methicillin Resistant Staph Aureus (MRSA) is being seen more and more in community settings. This usually develops as a boil or abscess. Often people describe the initial lesions as a spider bite. The involved area is swollen, red and painful and pus may be present. The lesion will often get worse until proper treatment has begun.

Plano ISD follows the recommendations of the Collin County Health Authority based on the recommendations of the Centers for Disease Control and the Texas Department of State Health Services for the care, containment and reporting of identified communicable diseases, including MRSA, in schools and within school athletic departments. Plano ISD educates staff, students and visitors by promoting proper hand washing, which is the number one prevention against the spread of infections and diseases. Hand sanitizers are also made available to all staff. Student use is supervised. Universal precautions are practiced and updated instructions are offered yearly to all staff having contact with students. Proper wound care principles are followed during school and any school-related activity. Cleaning products used throughout the district are specifically purchased as effective agents against MRSA. Additional information on bacteria, antibiotics, antibiotic resistant organisms, disinfection, wound healing and other treatments for infections can be found in your local library or <http://www.CDC.gov> and [http://www.dshs.state.tx.us/idcu/health/antibiotic\\_resistance](http://www.dshs.state.tx.us/idcu/health/antibiotic_resistance).

## Illness

Parents/guardians are required to send a note for students who will not be participating in physical education classes due to an illness or injury. This note will be accepted for up to five consecutive days. Longer non-participation will require a physician's written excuse. The district must provide an exemption for a student who is unable to participate in the required physical activity because of illness or disability.

**POLICIES [EHAB\(LEGAL\)](#), [EHAC\(LEGAL\)](#) and TEX. EDUC. CODE §28.002(I).**

## Religious Observances

The district shall excuse students from attending school for the purpose of observing religious holy days. A student who is observing holy days is allowed up to one day of excused travel for traveling to the site where the student will observe the holy days and up to one day of excused travel for traveling from that site.

**Guidelines apply to absences for religious purposes (including regular and ongoing absences).** In general, an absence for a religious holy day is considered an excused absence for purposes of truancy. Plano ISD shall excuse students from attending school for the purpose of observing religious holy days, including travel for that purpose.

If travel is required for a religious observance, a student is allowed up to one day of excused travel to the site of the observance and up to one day of excused travel upon return. If a student is absent from school any portion of the school day in observance of his/her faith, the parent shall provide a written request to the principal describing the reason for the absence. The parents will be required to observe the school's sign-in and sign-out procedures in the case of a partial day missed.

A student whose absence is excused under these guidelines may not be penalized for the absence, and must be allowed a reasonable time to make up the school work missed. The student will be responsible for communicating with teachers regarding make-up work. If the student satisfactorily completes the school work, the day of absence is counted as days of compulsory attendance. Because absences for religious holy days must be counted as days of attendance when school work is made up, perfect attendance awards may not be withheld on the basis of excused absences for observance of religious holy days. Excused absences for holy days do not count as days of attendance for the purpose of the 90 percent rule under the Texas Education Code. Regardless of whether the absences are excused, the student must actually be in attendance 90 percent of the days a class is offered in order to receive credit for the course, unless the district's attendance committee determines extenuating circumstances exist. Parents may temporarily remove their children from classes or school activities that conflict with their religious or moral beliefs by providing the teacher a written statement to that effect. The removal may not be for an entire semester, and

the exemption from instruction does not exempt the child from grade level and graduation requirements. **POLICIES [FEA\(LLEGAL\)](#), [FEB\(LLEGAL/LOCAL\)](#).**

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

**POLICY [FEB\(REGULATION\)](#).**

### **Tardiness**

Tardies are considered "parts of days" and are generally considered unexcused except for doctor/dentist appointments, as outlined herein. For truancy court purposes, three tardies are equivalent to one (1) unexcused absence. Tardies are not converted to unexcused absences onto report cards or onto official attendance records.

**TEX. EDUC. CODE §25.093 and FAMILY CODE 65.003.**

### **Truancy**

If any parent or person standing in parental relation to a child who is subject to the compulsory school attendance law and not lawfully exempted or properly excused from attendance fails to require the child to attend school, he/she and/or the child will be warned in writing by the school attendance officer that attendance is immediately required.

If, after warning, a parent or person standing in parental relation with criminal negligence fails to comply, he/she will be subject to punishment as provided by law. Students ages 12-18 may also be referred to Truancy Court.

### **All Grade Levels**

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### **Students with Disabilities**

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

### **Ages 6-18**

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

The notice will:

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

The truancy prevention facilitator for the district is Denise Hammersla. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

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

### **Age 19 and Older**

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

**POLICY [FEA](#)(LEGAL/LOCAL) and TEX. EDUC. CODE §25.093.**

## **ACADEMIC ACHIEVEMENT**

### **Grading**

Letter grades, progress marks, portfolios, or reports, as well as parent conferences shall be used to report the progress of students in prekindergarten, kindergarten and grades 1 and 2. In elementary grades 3-5, achievement shall be reported to parents as:

- Number grade for language arts, mathematics, science/health and social studies.
- Letter grades (for fine arts, physical education, handwriting, work habits/study skills and citizenship):  
E (Excellent),

S (Satisfactory),

N (Needs Improvement),

U (Unsatisfactory) (Failing).

Numerical scores shall be used to report achievement for all courses in secondary grades 6-12, with the exception of the Plano ISD Academy High School. Citizenship for grades 6-12 shall be reported as E, S, N and U. Grades shall reflect the student's understanding and mastery of the essential knowledge and skills of each course and compulsory attendance guidelines. Assignment of the grade by the teacher is certification of the degree of mastery of the essential knowledge and skills. A grade below 70 indicates a failure to master the essential knowledge and skills. Grades above 70 reflect varying degrees of mastery above the minimum.

**POLICIES [EIA\(LEGAL/LOCAL\)](#), [EIE\(LEGAL/LOCAL\)](#).**

### **Report Cards**

Report cards shall be issued to all students — grades 3-12 every nine weeks. Portfolio reporting in grades K-2 shall occur every nine weeks. Formal written reporting to parents of prekindergarten students shall occur once every twelve weeks.

The report card must be signed by the parent(s) and returned to the school. In addition to communicating through the written report outlined above, elementary, kindergarten and prekindergarten teachers shall schedule a parent conference for all students near the end of the first reporting period. When parents contact the school to schedule these conferences, at least two alternative dates shall be given for the conference.

Each teacher of grades K-5 who has a student failing, near failing or one who has had a significant drop in grades at the end of the first four weeks of each nine-week grading period shall notify the student's parents with an unsatisfactory grade notice. At the secondary level, teachers of students who are failing, near failing or have had a significant drop in grades in any subject at the end of the first three weeks of each **nine-week grading period** shall notify parents by sending home with students an unsatisfactory grade notice. Married students, emancipated minors and adult students living alone are exempted from this requirement. **POLICY [EIA\(LOCAL\)](#).**

### **Examinations**

All students in grades 9-12 will be required to take a comprehensive examination in each class. Students in grades 7 and 8 in English, mathematics, science, social studies, reading and foreign language will also be required to take a comprehensive examination. At the end of each semester, a minimum of two days will be set aside for administering the semester exams. Each student shall be afforded an opportunity for review of the entire semester's work to prepare the students for final examinations.

Each principal will ensure that extracurricular activities are curtailed during the examination schedule. **POLICY [EIAA\(LOCAL\)](#)**.

## **Final Exam Grade Waiver and Final Exam Exemption Guidelines**

### **Grades 9, 10 and 11 Final Exam Grade Waiver**

Students enrolled in an AP/IB course for the second semester of the school year may be eligible for a grade waiver from the final exam in that subject for the second semester if the following conditions exist:

- A minimum overall 2nd semester of 80 (per class) *and* a minimum of 80 in the final grading period.
- Student takes the National AP or IB exam for that course in May.
- Student shall attend class 90% of the days class is offered and have no more than nine absences during the second semester (per class).
- Student shall have no more than five tardies in that AP/IB class.
- No major infractions resulting in ISS, Saturday School, Out of School Suspension, or Special Programs Center.
- Student must have no outstanding fines, fees or debts for school property or other Plano ISD services.
- Student takes the semester exam on the date/time originally scheduled or, in the case of an excused absence, during the determined make-up exam time.

To qualify for the grade waiver, a student must report to class on the day of the exam and take the final exam for the course. If the semester exam grade benefits the student, it will be recorded and counted toward the student's course grade.

If a student has an unexcused absence during the exam, the student forfeits the option to take advantage of the exam grade waiver, and will take the exam for credit.

### **Grade 12 Final Exam Exemption**

Seniors may qualify for exemption from final exams during the second semester of the school year if the following conditions exist:

- A senior in an AP/IB class must meet the criteria noted above to qualify for exemption in that AP/IB class or
- A senior in an AP/IB course who chooses not to take the national exam may also qualify for the final exam exemption if all of the requirements for the Senior Exemption Guidelines are met.

For seniors in all other classes:

- A minimum overall 2nd semester average of 85 (per class) *and* a minimum grade of 85 in the final grading period.



- Student shall attend 90% of the days class is offered and have no more than nine absences during the second semester (per class).
- Student shall have no more than five tardies in each class.
- No major infractions resulting in ISS, Saturday School, Out of School Suspension, or Special Programs Center.
- Student must have no outstanding fines, fees or debts for school property or other Plano ISD services.

To qualify for the exam exemption, a student must be present in class for each exam. Various activities will be conducted at this time for students qualified to use exemptions, including the completion of course evaluations, student surveys and projects.

Exempt students may choose to take the exam. If the semester exam grade benefits the student, it will be recorded and counted toward the student's course grade.

If a student has an unexcused absence during the exam, the student forfeits the option to take advantage of the exam exemption, and will take the exam for credit.

## **Homework**

Homework is a process to support or enrich the learning that occurs in class. Students should be able to see the purpose of homework and clearly understand the assignment.

At the elementary level, a consistent plan for homework assignments shall be developed in each grade level on each school campus. A detailed explanation of the plan shall be provided to parents during the fall grade-level meetings.

At the secondary level, a written syllabus will be provided for each course of study to each student at the beginning of each semester. The syllabus will include a brief description of the course and a list of major course projects or assignments. At the beginning of each unit or grading period, teachers shall provide each student with an overview of the unit plan including major tests, projects and papers schedules. Homework may be assigned with prior notification for major projects or tests.

The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the course's essential elements. This includes providing the student with ample notice of impending homework assignments.

The student's responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

Parents are responsible for ensuring that their child completes the homework assigned each day. Regular monitoring of the homework provides a good overview of how and

what the student is doing in various subjects. Homework provides a regular channel of communication between the parent and the teacher. **POLICY [EIB](#)(LOCAL)**.

### **Major Tests**

Tests are an integral part of the learning process as a means to diagnose needs, inform instruction and demonstrate and assess mastery of the essential knowledge and skills of a course. Students should have a clear understanding of the purposes of exams and how they measure course objectives and expectations.

As partners in the learning process, parents shall have access to all materials made available to students. After assessments have been administered, they shall be made available for review by parents. Because assessments often contain copyrighted or otherwise restricted items, the preferred method for such review is at the school campus through an appointment with the teacher. The campus may specify reasonable hours for such review. In circumstances where review during the regular school day is not possible or, in the event a teacher wishes to retain control of the test on campus, the campus will designate at least two days per week for review appointments. Parents may schedule a time between 7:00 a.m. and 8:00 p.m. on these days to meet with a teacher to review the assessment instrument. Parents may not make a copy or picture of test items during the review. **POLICY [EIAA](#)(LOCAL)**.

### **Dyslexia and Related Disorders**

Plano ISD provides each student with dyslexia or a related disorder access to each program under which the student qualifies for services. The district's dyslexia program engages in early identification by screening all students in kindergarten and first grade for dyslexia and related disorders at appropriate times throughout each school year and provides individualized evaluations to students who are identified as being at risk of having dyslexia or related disorders. A parent may request an evaluation for dyslexia and related disorders at any time. If your student is experiencing learning difficulties, you may contact the campus principal to learn about the school's overall general education referral or screening system for support services.

The district dyslexia program employs appropriate, evidence-based instructional strategies and techniques for treating dyslexia and related disorders. The strategies and techniques are described in the *Dyslexia Handbook: Procedures Concerning Dyslexia and Related Disorders* available on TEA's Dyslexia webpage (<https://tea.texas.gov/academics/dyslexia/>). Districts shall provide a copy or a link to the electronic version of the *Dyslexia Handbook* to parents of children suspected to have dyslexia or a related disorder. For more information regarding the district's requirement to provide dyslexia programs and services, see **POLICY [EHB](#)(LEGAL)**. The Texas State Library and Archives Commission's Talking Book Program provides audiobooks

free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

### **Teachers and Staff Professional Qualifications**

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

### **Armed Services Aptitude Test**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The date, time, and location of the test will be provided on the District's website or through other appropriate means of communication. Contact the principal for information about the Armed Services Aptitude Test.

## **PROMOTION, RETENTION, REMEDIATION AND PLACEMENT**

### **Student Promotion**

Promotion, grade-level advancement and course credit shall be based on mastery of the curriculum and compulsory attendance guidelines. Expectations and standards for promotion shall be established for each grade level, content area and course and shall be coordinated with compensatory/accelerated services. Students who fail to demonstrate mastery of the essential knowledge and skills will be re-taught. Throughout the year, students will be recommended for the tutoring program if they are not making satisfactory progress in mastering the essential knowledge and skills. Teachers are responsible for determining student mastery. Diagnostic tests aid the teacher in identifying areas of mastery and non-mastery and allow time for intervention to take place before the end of the school year. In addition, teacher-made tests administered frequently throughout the year will also measure essential knowledge and skills mastery and provide continuing diagnostic information for the teacher.

A student's promotion, retention, remediation and placement are governed by Policy [EIE](#)(LEGAL/LOCAL) and the Grade Placement Committee and appeal process outlined therein. **POLICY [EIE](#)(LEGAL/LOCAL).**

### **Promotion Grades K-2**

Students assessed by portfolio must demonstrate satisfactory performance in language arts, mathematics, science/health and social studies to be promoted to the next grade level.

### **Promotion Grades 3-5**

To be promoted from one grade level to the next in grades 3-5, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, science/health and social studies. In addition, a student shall attain an average of 70 or above in both language arts and mathematics.

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 State of Texas Assessment of Academic Readiness (STAAR) in English or Spanish. A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. For the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous, and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy [EIE\(LOCAL\)](#).]

When a student in special education fails to perform satisfactorily on a STAAR test in the grades 5 or 8, the ARD committee is required to meet before a second STAAR test administration, and allows the committee to promote the student to the next grade level without a second test if the committee determines the student is making sufficient progress on the IEP goals. No later than September 1 of each school year, a district must notify the parent of each student enrolled in special education of the ARD committee's options under these provisions.

**TEX. EDUC. CODE §28.0211(i), (i-1), (i-2) and POLICY [EIE\(LOCAL\)](#).**

### **Promotion Grades 6-8**

The following rules apply to sixth, seventh and eighth grade students for promotion to the next grade level:

To be promoted from one grade level to the next, a student shall attain an average of 70 or above when all courses taken are averaged together. In addition, students shall attain an average of 70 or above in:

1. Language Arts.
2. Mathematics.
3. Science.
4. Social Studies.

Students who fail to meet the above requirements shall attend summer school and successfully master the requirements prior to being promoted. 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 State of Texas Assessment of Academic Readiness (STAAR) in English.

### **Promotion Grades 9-10\***

The following rules apply to students in ninth and tenth grades for promotion to the senior high school:

- a. To be promoted from one grade level to the next, the student must have met the following criteria:
  1. From the ninth grade, a student must have acquired six credits.
  2. From the tenth grade, a student must have acquired 13 credits, including two credits of English (English I and English II) and one credit of Algebra I, one credit of Geometry, one credit of Biology and one credit of Social Studies (World Geography or World History).
- b. The above rules make it imperative that failing students secure the needed credit in the summer school session prior to the next school year.
- c. Students who are having difficulty in the timely mastery of academically essential knowledge and skills must be strongly urged to attend after school tutoring sessions conducted by their teachers. **POLICY [EIE](#)(LOCAL).**

### **Promotion Grades 11-12\***

- a. Students must satisfy all state and local requirements for graduation.
- b. Students must complete prerequisites designated for specific courses before enrolling. Only one English course can be taken during any one semester.
- c. Seniors needing additional English credit for graduation are permitted to take more than one English course per semester.
- d. The following rules apply to students in eleventh and twelfth grades for promotion and graduation:
  1. From the eleventh grade, a student must have acquired 19 credits.
  2. To graduate, a twelfth grade student must satisfy requirements for graduation. In addition, to receive a diploma, a student must demonstrate mastery of the exit level tests. A student who has not passed the exit level tests will not receive a diploma. Students with disabilities shall pass the section(s) of the exit level test for which they are eligible, as specified in their

Individual Education Plan (IEP), to receive a high school diploma. Students officially placed in special education programs shall be promoted and shall graduate according to the criteria stated in their IEP and by the decisions of the Admission, Review and Dismissal (ARD) committees.

3. For students who have failed to comply with the EOC assessment performance requirements for not more than two assessments, the district will establish an Individual Graduation Committee after the student's 11th grade year to determine additional requirements by which the student may qualify to graduate, in accordance with applicable law and board policy.

\*The high schools (9-12) will provide tutoring sessions with their assigned teachers for students needing additional assistance in any course specifically required for graduation. **POLICIES [EIE\(LOCAL\)](#), [EIF\(LOCAL\)](#).**

### **Class Rank/Highest Ranking Student**

A student's rank in class shall be determined according to the following:

1. Rank shall be determined after all grades are recorded.
2. Grades earned for all high school credit courses (except as noted below) shall be computed.
3. Final senior ranking shall be determined after the third nine-week grading period of the student's senior year.

Determination of rank in class shall include all courses except the following: student aide, independent study, correspondence courses, online courses, credit by examination (with or without prior instruction), summer school programs abroad, courses repeated for local credit and college courses (with the exception of courses in the Plano ISD/Collin College Concurrent Enrollment Program and advanced college courses not offered in the district curriculum course offerings).

The valedictorian and salutatorian shall be the two students with the highest weighted grade point average who have been enrolled in the district continuously commencing with enrollment no later than the first day of the second nine-week grading period of the student's junior year until graduation.

A senior enrolling in the district on the first day of the second nine-week grading period and thereafter shall be ranked by a percentile ranking.

Honors at graduation shall be governed by the following:

Students who reach the following standards of excellence based on their cumulative GPA shall be recognized as follows:

Summa cum laude 4.3 or higher

Magna cum laude 4.0–4.2

Cum laude 3.6–3.9

Business rules for rounding apply; when the number in the second decimal place is 5 or higher, the number shall be rounded up. Honors shall be determined at the end of the third nine-week grading period of the senior year.

The calculation of cumulative GPA shall include grades earned in all courses taken for high school credit except the following: student aide; independent study; correspondence courses; online courses; summer school programs abroad; courses taken for no credit; college courses (with the exception of courses in the PISD/Collin College Dual Credit Program); advanced college courses not offered in the District curriculum course offerings; and through credit by examination. [See exceptions for Plano Academy High School, below] **POLICY [EIC\(LOCAL\)](#)**.

### **College and University Admissions**

For two school years following graduation, a district student who graduates, as valedictorian, 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 with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University during the summer or fall 2021 terms or spring 2022 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

As required by law, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

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

### **Mastery of Texas Essential Knowledge and Skills (Grades 6-12)**

Mastery of the essential knowledge and skills for a course is indicated by a final grade of at least 70. Nine-week grades reflect the extent to which students have mastered the essential knowledge and skills of the course. In grades 7-12, the semester grade is determined by averaging the two nine-week grades and the final exam.

Semester examinations in grades 9-12 will be counted as 20% of the semester grade. Semester examinations in grades 7-8 will be counted as 10% of the semester grade. In grades 9-12, the final examination is composed of the district examination questions and additional teacher-developed supplementary questions. Since essential knowledge and skills are often cumulative, the second semester examination may be comprehensive, including material from both semesters of the course.

The following steps will be taken with all students (elementary and secondary) who are having difficulty mastering the essential knowledge and skills:

- a) **Review of Appropriateness of Instructional Placement:** Placement in instructional groups and assignment of materials occurs after the teacher determines, through observation and testing, the student's level of mastery of prerequisite essential knowledge and skills. The composition of instructional groups varies for different subjects. Students can move among various groups as skills are mastered or not mastered.
- b) **Focused Instruction:** Teachers should always make the teaching of essential knowledge and skills their priority. Instruction will focus on those elements with which the student is having difficulty. Any needed remediation will begin within the regular instructional program. Emphasis will be given to re-teaching and review.
- c) **Re-teaching:** Re-teaching during the school day is permitted as long as no essential knowledge and skills of other courses are omitted or neglected.
- d) **Tutorial Services:** Students not achieving at least 70 percent mastery of the material being taught are required (with special exception) to attend tutorials during the reporting period following the grade below 70. Each teacher is responsible for providing tutorial services. Transportation will be provided by parents.



- e) **Summer School Programs:** With parental permission, students will be placed in summer school programs for additional time on task. These programs will offer instruction in essential knowledge and skills and will give students opportunities to study and practice these skills. Participation in these programs and subsequent essential knowledge and skills mastery will be a prerequisite for promotion for some students. Middle school and high school students who do not pass required courses during the school year should attend summer school.

Every effort will be made to provide students with opportunities for remediation in non-mastered areas. However, if mastery is not achieved, the students will be retained in the same grade level and/or required to obtain needed credit. **POLICY [EIE](#)(LOCAL).**

### **Extracurricular Eligibility Requirements**

A student may participate in University Interscholastic League (UIL) contests over a period of four consecutive calendar years after the student first enrolls in the ninth grade. **TEX. EDUC. CODE §33.081(B), POLICY [FM](#)(LEGAL) and UIL CONSTITUTION AND CONTEST RULES (SUBCHAPTER M).**

### **Scholarship**

In order to be eligible for participation in extracurricular activities the first six weeks of the fall semester, a student in grades 7-9 must have been promoted from the previous grade level. In grades 10-12, students must have accumulated the required number of credits as follows, or he/she must have earned five credits during the preceding 12-month period.

- Grade 10 - 5 credits, which count toward state high school graduation requirements.
- Grade 11 - 10 credits, which count toward state high school graduation requirements.
- Grade 12 - 15 credits, which count toward state high school graduation requirements.

In order to participate in extracurricular activities, a student must have been, at the time of the activity, a regular attendant in the school for at least 15 calendar days preceding the activity, or since the sixth day of the current school year. A student who has represented another school in an athletic event is ineligible in that activity for one year unless (1) his/her parents have a bona-fide residence within the district (or zone) to which the student changes and (2) the district executive committee has approved the Previous Athletic Participation form stating that the move was not made for athletic purposes. Students residing outside their designated attendance zone must meet local transfer eligibility guidelines to participate in competitive extracurricular activities.

**TEX. EDUC. CODE §33.081 (C, D, F), POLICY [FMF\(LOCAL\)](#) and UIL CONSTITUTION AND CONTEST RULES (SUBCHAPTER M).**

**Extracurricular Activities**

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>. A hard copy can be provided by the coach or sponsor of the activity on request.

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL following the sixth week of the school year or the end of any designated grading period after the sixth week of school, in which the student receives a grade lower than the equivalent of 70 percent in a course except in an advanced placement or international baccalaureate course, or honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English.

**TEX. EDUC. CODE §33.081 (D-1), POLICIES [FM\(LOCAL\)](#), [FO\(LOCAL\)](#) and UIL CONSTITUTION AND CONTEST RULES (SUBCHAPTER M).**

The student will have an opportunity at the designated three-week periods to regain eligibility provided he/she is passing all courses, not just the one failed, at that point. The loss or regaining of eligibility has a grace/waiting period of one week following all grading periods and check points, during which time the student's eligibility status will not change.

An ineligible student may practice or rehearse with other students for an extracurricular activity but may not travel with the group, nor participate in a competition or other public performance. Performances needed to meet the requirements of certain state-approved courses (i.e., fine arts programs) may not be extracurricular provided they meet other specified criteria. **19 TAC § 76.1001(a) and POLICY [FM\(LEGAL\)](#).**

Under changes in May 2019 to 19 TAC §76.1001 (a)(3) (<http://ritter.tea.state.tx.us/rules/tac/chapter076/ch076aa.html>), a student who has not passed all of his or her classes but who is enrolled in a state-approved music course that participates in UIL Concert and Sight-Reading Evaluation may perform with the ensemble during the UIL evaluation performance.

Students involved in extracurricular activities are held to a higher standard of conduct. Plano ISD views participation in extracurricular activities as a privilege, not a right. Any student who violates the [Student Code of Conduct](#) shall be subject to disciplinary action,

including disciplinary action in extracurricular activities. 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. This includes any misconduct, regardless of time or location, which would reflect upon Plano ISD. Students involved in major disciplinary infractions (i.e. including, but not limited to, drugs, alcohol and violent behavior) will be placed on probation, removed temporarily or removed permanently from extracurricular activities. To report 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 TEA at (512) 463-9581 or curriculum@tea.texas.gov.

**POLICY [FO](#)(LOCAL).**

### **Online Courses**

All high school students shall be eligible to take online courses to earn credit toward graduation. Students may access online courses through Plano ISD eSchool or the state virtual school network. Currently enrolled Plano ISD students must follow the approval process through their campus counselor, or through the principal or designee. Grades earned in online courses shall not be used in computing class rankings, including, but not limited to, computation of class ranking for valedictorian / salutatorian honors. **POLICIES [EHDE](#)(LOCAL), [EIC](#)(LOCAL).**

### **Texas Virtual School Network**

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation. Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment. A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. **POLICY [EHDE](#)(LEGAL/LOCAL).**

### **STAAR-EOCs**

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 U.S. 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 assessments 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.

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

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

### **College Credit Courses**

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

- Certain courses taught at the high/senior high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in courses taught in conjunction and in partnership with Collin College, which may be offered on campus by Collin faculty or PISD embedded faculty;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

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

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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

All students are entitled to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state for persons of their age and maturity. No student shall be required, as part of any program funded in whole or by part of the U.S.

Department of Education, to submit to a survey, analysis or evaluation that reveals information specified in Policy [EF](#)(LEGAL).

Each student is expected to respect the rights and privileges of classmates, teachers and other school personnel.

District schools will foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which the district exists and the educational program designed to achieve that purpose.

All district personnel will recognize and respect the rights of students. All students will exercise their rights responsibly, with due regard for the equal rights of others in compliance with applicable laws, regulations, rules and policies established for the orderly conduct of the schools.

Students who violate the rights of others or who violate rules and regulations of the district or of their school are subject to appropriate disciplinary measures, designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community. (See [Student Code of Conduct](#) and [Discipline Management Plan](#))

**POLICIES [EF](#)(LEGAL), [FN](#)(LOCAL), [FNC](#)(LEGAL), [FO](#)(LEGAL/LOCAL).**

### **Pledges of Allegiance and a Minute of Silence**

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

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day. **POLICY [EC](#)(LEGAL/LOCAL)**

### **Prayer**

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity. **POLICY [FNA](#)(LEGAL/LOCAL)**

## Student Responsibilities

Student responsibilities for achieving a positive learning environment at school or school-sponsored activities will include, but are not limited to:

1. Attending all classes daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Meeting district and campus standards of grooming and dress.
4. Exhibiting an attitude of respect toward others, even when others do not.
5. Conducting one's self in a responsible manner, always exercising self-discipline.
6. Obeying all campus and classroom rules.
7. Refraining from violation of the [Student Code of Conduct](#).
8. Respecting the rights and privileges of students, teachers other district staff and volunteers.
9. Respecting the property of others, including district property and facilities.
10. Cooperating with and assisting the school staff in maintaining safety, order and discipline.
11. Reporting to school officials and/or proper authorities threats to safety and security.
12. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels. (See [Student Code of Conduct](#) and [Discipline Management Plan](#))

## Student Expression

In compliance with the Religious Viewpoint Antidiscrimination Act, the Plano ISD Board of Trustees approved Policy [FNA\(LOCAL\)](#), Student Rights and Responsibilities: Student Expression. The Act addresses four general areas: freedom of religious expression, student speakers, religious expression in class assignments and freedom to organize religious groups and activities. The purpose of the Act is to ensure that school districts treat a student's voluntary expression of a religious viewpoint on a subject in the same manner it treats a student's voluntary expression of a secular (non religious) viewpoint.

**POLICY [FNA\(LOCAL\)](#).**

## Student Complaints

Student complaints regarding:

- discipline;
- alleged discrimination;
- prohibited harassment;
- dating violence;
- bullying or retaliation related to bullying, discrimination or harassment;
- instructional material;

- a commissioned peace officer who is an employee of the district;
- transfers or residency;
- Section 504; special education identification, evaluation, or educational placement;
- selection or exit from the gifted program; or
- admission and placement or services provided for a homeless student are covered by separate procedures.

For all other issues, students will seek resolution of their complaints informally, beginning at the lowest possible level. Students may appeal decisions in accordance with Policy [FNG](#)(LOCAL). The student will have the right at any level of resolution to be accompanied and assisted in the presentation of the complaint by parent(s) or guardian(s). **POLICY [FNG](#)(LEGAL/LOCAL).**

## STUDENT VIOLATIONS

### Firearms and Weapons

A student shall not knowingly, intentionally or recklessly go onto the school premises with a firearm, explosive weapon or knife unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of any school bus engaged in the transportation of students to and from school-sponsored activities by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon or knife.

School personnel may search lockers and cars parked on school premises if there is reasonable suspicion to believe they contain weapons.

Students found to be in violation of this policy will be subject to appropriate disciplinary action.

Students may not bring to school or a school-related activity any weapons prohibited by law or board policy including, but not limited to:

1. Guns, including air guns, paintball guns, bb guns or stun guns.
2. Knives of any size, including pocketknives.
3. Fireworks of any kind, smoke or stink bombs or any other pyrotechnic devices.
4. Clubs or night sticks.
5. Razors, box cutters, chains or any other object used in a way that threatens or inflicts bodily injury to another person.

6. Brass or metallic knuckles<sup>7</sup>.
7. Ammunition.
8. Mace or pepper spray.
9. A laser pointer for other than approved use.
10. Tire deflation device.
11. A facsimile weapon which includes any toy, replica, collectable or any other device or item in size, shape, color or design which appears to be a weapon.
12. Any other device or object that is designated, made, adapted or used to inflict bodily injury on another.
13. Explosive devices.
14. Any article not generally considered to be a weapon, including school supplies, when the principal or designee determines that danger exists.

Specific exceptions to this policy may be made for replicas of weapons in faculty supervised, school-sponsored activities (i.e. theatrical productions, band/flag corp, winter guard and athletic events) with prior approval of the building level administration and notification of campus law enforcement personnel. **POLICY [FNCG](#)(LEGAL/LOCAL), TEX. PENAL CODE §46.01 and TEX. EDUC. CODE §37.125.**

*A student who uses, possesses or exhibits a firearm, location-restricted knife, a club or a prohibited weapon on school property or while attending a school-sponsored or school-related activity on or off of school property will be subject to immediate expulsion from school. **POLICY [FOD](#)(LEGAL).***

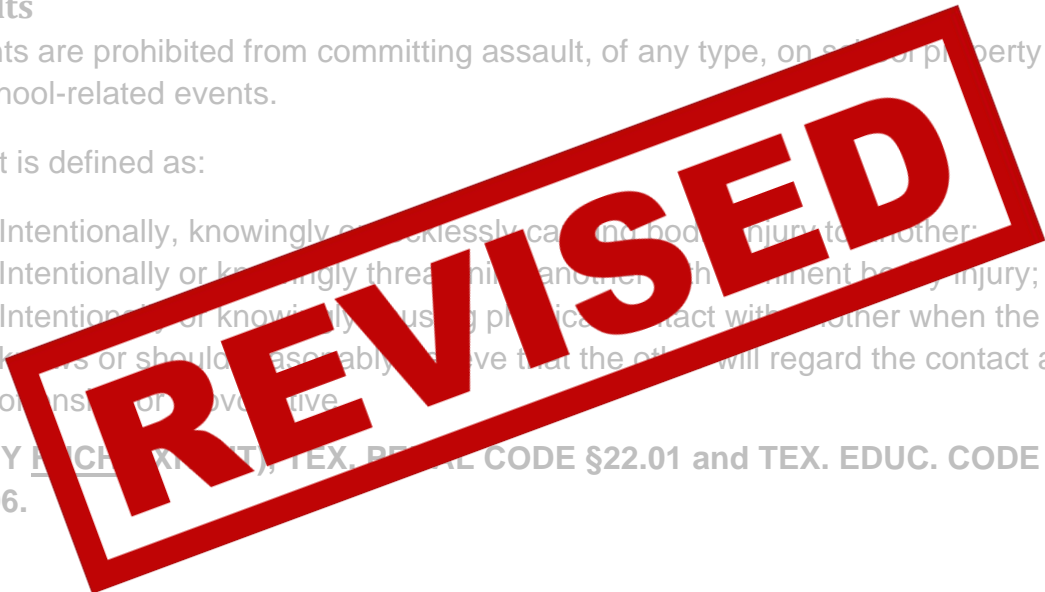
### Assaults

Students are prohibited from committing assault, of any type, on school property or at any school-related events.

Assault is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably have known that the other will regard the contact as offensive or provocative.

**POLICY [FNCH](#)(KNIFE), TEX. PENAL CODE §22.01 and TEX. EDUC. CODE §37.006.**



<sup>7</sup> “Knuckles” means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in knuckles.



## Offenses to Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to, or used by, the district or by district schools. In addition to disciplinary sanctions under the district's *Student Handbook and Code of Conduct*, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with district policy and state law. Students shall be responsible for the care and return of instructional materials and may be charged for lost and/or damaged instructional materials.

Employees shall report to an administrator incidents of vandalism and, if known, the names of those responsible.

All individuals are subject to the provisions of Texas State Law.

**POLICY [FNCB](#)(LEGAL).**

## Alcohol and Drug Use

The Board of Trustees is committed to creating a drug-free climate for learning and for general student health and welfare. Drug and alcohol education will be available for all students and their parents on all levels. Materials, activities and instruction will be provided to all campuses through the district's student & family services department.

No student shall possess, use, deliver, or attempt to possess, use, deliver or be under the influence of (legal intoxication not required) any of the following substances on school property or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate or anabolic steroid.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs.

The delivery, sale or gift of what is represented to be any of the above listed substances is also prohibited under this policy. Drug paraphernalia, defined as equipment, a product or a material of any kind that is used or intended for use in packaging, repackaging, storing, containing or concealing a prohibited substance or in injecting, ingesting, inhaling or otherwise introducing into the human body a prohibited substance is prohibited under this policy. **POLICY [FOC](#)(LEGAL).**

A student who personally uses a drug as authorized by a licensed physician through a prescription specifically for that student's use will not be considered to have violated this

policy, if the student is in compliance with the district's policies regarding medication.  
**POLICIES [FFAC\(LEGAL/LOCAL\)](#), [FFAF\(LEGAL/LOCAL\)](#), [FNCF\(LEGAL\)](#).**

### **Tobacco Prohibited**

Students are prohibited from possessing or using any type of tobacco product; electronic cigarettes; electronic vaporizing device; and any component, part or accessory for an electronic cigarette 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; electronic vaporizing device; and any component, part or accessory for an electronic cigarette device by students and others on school property and at school-sponsored and school-related activities. Any student in violation of this policy shall be subject to disciplinary action in accordance with the [Student Code of Conduct](#).

**POLICIES [FNCD\(LEGAL\)](#), [GKA\(LEGAL\)](#) and [Student Code of Conduct](#).**

### **Disciplinary Action for Alcohol/Drug Abuse**

After ascertaining a policy violation, the principal or his designee will place the student in an alternative education location. The incident may be reported to the police. The principal/designee will schedule a conference with the student and his/her parent(s). At the conference, the principal/designee will explain the school policy in relation to the incident. The principal/designee will provide the student and parents with one or more of the following options:

- Student will be referred to an alternative education program for a period of time to be designated;
- Student will participate in a pre-assessment interview by a trained staff member to evaluate the student's drug/alcohol use;
- Student and parent(s) will be provided a list of resources for drug/alcohol assessment centers should they choose to pursue assessment;
- Student and parent(s) will be provided a list of counseling/treatment centers with certified counselor, psychologist or psychiatrist should they choose to pursue counseling/treatment;
- Student, parent(s) and school develop a corrective plan of action;
- Student may be placed in the disciplinary alternative education program for a period of time to be designated; and/or
- Student may be recommended for expulsion.

In addition to other offenses outlined in the [Student Code of Conduct](#), students convicted of a misdemeanor or felony possession, use or sale of a dangerous or narcotic drug outside school may be placed in a disciplinary alternative education program (DAEP) if there is reason to believe that the student's continued presence at school constitutes a threat to district students, employees or property or will disrupt

normal school activities.

**POLICIES [FOC\(LEGAL\)](#), [FOD\(LEGAL\)](#) and [Student Code of Conduct](#).**

The student and his/her parents will have the right to appeal decisions resulting in a disciplinary alternative education placement or expulsion according to board policy.

**POLICIES [FO\(LOCAL\)](#), [FOC\(LEGAL\)](#), [FOD\(LEGAL\)](#).**

### **Disruptions**

Conduct by students either in or out of class which for any reason whether because of time, place or manner of behavior materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.

As identified by state 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 or within 500 feet of district property 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 is also considered a disruption.

Students who participate in any prohibited activities described above are subject to disciplinary action based on the severity of the violation and its overall effect upon the welfare of other students. **POLICY [FNCI\(LEGAL\)](#) and [Student Code of Conduct](#).**

## **Gang-Free Zones**

Certain criminal offenses, including those involving organized criminal activity including, but not limited to, 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. **POLICY [FNCC](#)(LEGAL).**

## **Hazing**

The district prohibits hazing. Hazing means any intentional, knowing or reckless act occurring on or off campus, by one person alone, or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in an organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental/physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics or consumption of food, liquids, drugs or other substances.
3. An activity that induces, causes or requires the student to perform a duty or task that involves a violation of the Tex. Penal Code.
4. Coercing a student to consume a drug, or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. The district will not tolerate hazing. Disciplinary consequences for hazing will be 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. **POLICY [FNCC](#)(LEGAL).**

## **Prohibited Discrimination, Harassment and Bullying**

The district prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age or any other basis prohibited by law. The district prohibits dating violence as defined by policy, bullying and cyberbullying. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

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

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

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

Prohibited harassment includes dating violence as defined by policy. Dating violence occurs when a person in a dating relationship, either past or current, uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate or control the other person. 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.

Harassment may include, but is not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs or rumors; physical aggression or assault; display of graffiti<sup>8</sup> or printed material promoting racial, ethnic or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an

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<sup>8</sup> "Graffiti" includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

These provisions apply to:

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

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.

Any student who believes that he or she has experienced prohibited harassment or bullying or witnesses the bullying of another student, the student or parent should immediately report the alleged acts to a teacher, counselor, principal or district employee. Procedures for reporting allegations of bullying may be found on the district's website. A student may anonymously report an alleged incident of bullying by using the Plano ISD anonymous Tip Line available in the Plano ISD mobile app or at

<https://asp.schoolmessenger.com/planoisd/quicktip>. You should not use the Tip Line in an emergency - instead immediately notify law enforcement by calling 911.

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

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

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Students engaging in prohibited harassment, bullying or cyberbullying shall be subject to appropriate disciplinary action in accordance with the [Student Code of Conduct](#). The district, in response to an identified case of bullying, may decide to transfer a student found to have engaged in bullying to another classroom at the campus or in consultation with the student's parent, the student may also be transferred to another campus in the district.

**POLICIES [FFH](#)(LEGAL/LOCAL/REGULATION/EXHIBIT), [FFI](#)(LEGAL/LOCAL), [FDB](#)(LEGAL/LOCAL/EXHIBIT) and [Student Code of Conduct](#).**

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

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 on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as “sexting”—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course, a state-developed program that addresses the consequences of sexting.

## Other Prohibitions

In addition to the actions outlined throughout this guide, students at school or school-sponsored or school-related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects, with the exception of objects approved as part of supervised school activities, that can cause bodily injury or property damage.
3. Leaving school grounds or school-sponsored activities when not permitted to do so.
4. Using profanity, vulgar language, name calling; religious, ethnic or racial slurs; hate language; obscene gestures or derogatory statements.
5. Failing to comply with lawful directives issued by school personnel or school policies, rules and regulations.
6. Committing robbery or theft.
7. Disobeying school rules about conduct on buses.
8. Engaging in dating violence, bullying, harassment or making hit lists.
9. Fighting, committing physical abuse or threatening physical abuse.
10. Committing extortion, coercion, blackmail (i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force).
11. Being disrespectful toward other students, teachers or other school employees, or school visitors.
12. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.

This is not an exhaustive list of prohibited conduct. Other conduct may be subject to disciplinary intervention at the discretion of the campus administrator or other district personnel. [Student Code of Conduct](#)

## DRESS AND GROOMING

### Dress Code

Students' dress and grooming are expected to be in keeping with accepted community standards and district policy. Students violating the school's dress code will be given an opportunity to correct the area subject to disciplinary action in accordance with the [Student Code of Conduct](#).

### Guidelines for Dress and Grooming

1. Students in grades 9-12 must wear an approved student identification (ID) badge while on campus. Student ID badges must be worn at school-sponsored and school-related events as directed by the campus principal. Student ID badges



must be worn on a neck lanyard outside the outer-most layer of clothing, with the front of the ID badge visible at all times. A fee will be charged for replacement student ID badges that are lost or forgotten.

2. Shoes must be worn at all times.
3. Students in grades K-2 may wear regular shorts. Students in grades 3-12 may wear shorts but must meet the following standards:
  - a. Must be loose-fitting; no biking shorts, cutoffs, boxer shorts or combination thereof.
  - b. Must be hemmed or cuffed.
  - c. Length must be to the fingertips or longer.
4. Dresses or skirts must be longer than fingertips.
5. Tank tops, tube tops, halter-type blouses or mesh shirts will not be permitted. Sundresses will be permitted if modestly cut. Shirts should overlap the waistband of skirts, shorts or pants.
6. Items with provocative, offensive, violent or drug-related pictures or slogans will not be permitted. Items advertising alcoholic beverages or tobacco products will not be permitted.
7. No hats, caps, bandannas, hoods, wallet chains or sunglasses.
8. No type of clothing which has been torn or has holes will be allowed.
9. No sagging pants or shorts.
10. No gang paraphernalia.
11. No visible pierced jewelry other than earrings.
12. All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.

**POLICY [FNCA](#)(LEGAL/LOCAL/REGULATION).**

### **Standardized Dress**

Standardized dress or other unique situations may be dealt with by the individual campuses, as long as they do not violate policy. For example, if a school considers standardized dress they must adhere to the following guidelines:

1. Must be approved by school improvement committee.
2. Must be shared and discussed with the campus PTA board.
3. Establish a firm decision by January to implement for the next school year.
4. Effectively communicate decision to all parents.
5. Participation is voluntary for students and staff.
6. The standardized dress option is limited to elementary campuses only.
7. Special consideration may be given to middle schools to adopt standardized dress, if the majority of elementary feeder schools are practicing standardized dress.

**POLICY [FNCA](#)(LEGAL/LOCAL/REGULATION).**

## STUDENT SAFETY

### Security Guidelines

District security guidelines require that all exterior doors of schools remain locked during the school day. Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. Exterior doors at senior high schools shall remain locked during the school day except during passing periods or for an approved purpose when monitored by school staff. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the [Student Code of Conduct](#) or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by using the Plano ISD anonymous Tip Line available in the Plano ISD mobile app or at <https://asp.schoolmessenger.com/planoisd/quicktip>. You should not use the Tip Line in an emergency - instead immediately notify law enforcement by calling 911.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.
- Enter the school in the morning and exit the building in the afternoon through the main front doors or through a door where there is a teacher to provide assistance.
- Follow school procedures and the directions of their teachers in case of an emergency. The district has adopted the Standard Response Protocol (SRP) and provides an annual review with students (3rd grade and above) on the four emergency actions of Lockout, Lockdown, Evacuate and Shelter. Fire drills and emergency drills will be conducted regularly to develop safety practices that will help students respond safely and quickly during an emergency. Teachers will review the rules of safety with students, whose personal safety will depend on the way that they carry out the instructions.
- Parents are advised to discuss safe walking and biking procedures with their students.

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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 changes.

### **Preparedness Training: CPR and Stop the Bleed**

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed and Stop the Bleed Texas.

### **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. State law and district policy authorize schools to require visitors to present government-issued photo identification upon entering a campus. Plano ISD asks that all visitors be ready to present identification when coming onto a campus to assist us with the safety and security mission of the district.

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.

In such circumstances, district officials may also request assistance from law enforcement officers and may issue a criminal trespass warning prohibiting future entry onto Plano ISD property.

No animals shall be allowed in District buildings or on District premises during the instructional day except as provided under District policy. **POLICIES**  
**[BBE](#)(LEGAL/LOCAL), [GKA](#)(LEGAL/LOCAL), [GKC](#)(LEGAL/LOCAL/REGULATION).**

## **LAW ENFORCEMENT**

### **Questioning of Students**

When peace officers, law enforcement officers or others authorized by law wish to question or interview a student at school the principal will cooperate fully regarding the

**Personal Protective Equipment ("PPE") - NEW SECTION (Added August 19, 2020)**

conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal or designee will:

1. 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.
2. Ordinarily make reasonable effort to notify the student's parents or other persons having lawful control of the student unless the interviewer instructs them not to.
3. Ordinarily be present during the interviewing of students by peace officers, law enforcement officers or others authorized by law to conduct such interviews, unless the interviewer raises what the principal considers to be a valid objection to a third party's presence.

**POLICY [GRA](#)(LEGAL/LOCAL).**

### **Students Taken into Custody**

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal 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 campus behavior coordinator or principal will immediately notify the superintendent and ordinarily shall notify the parents or other persons having lawful control of the student unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal or designee does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. **POLICY [GRA](#)(LEGAL/LOCAL).**

## Notification of Law Violations

The district is required by state law to notify:

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

## Child Sexual Abuse, Sex Trafficking and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, sex trafficked, a victim of labor trafficking, or neglected has a legal responsibility, under state law, for reporting suspected abuse or neglect to law enforcement or to the Child Protective Services division of the Texas Department of Protective and Regulatory Services.

Investigators of abuse who make contact with the student while at school will initiate this contact through the principal or designee of the school. The law prohibits school employees from reporting (or threatening to report) parents/guardians for child abuse/neglect based solely on the fact that the parent/guardian refused to allow their child to be given a psychotropic drug or to undergo other psychiatric or psychological testing.

Exceptions under the law allow parents/guardians to be reported for child abuse/neglect if the refusal presents a substantial risk of death, disfigurement or bodily injury to the child or had resulted in an observable and material impairment of the growth, development or functioning of a child.

**POLICIES [FFG](#)(LEGAL/LOCAL/EXHIBIT), [GRA](#)(LEGAL).**

The district has established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children, which may be accessed at the district website or from the campus counselor. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional or physical welfare, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. 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 a particular gender or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school. Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral and emotional warning signs.

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person into sexual abuse, assault, indecency, prostitution or pornography. Traffickers are often trusted members of a child's community such as friends, romantic partners, family members, mentors and coaches, although traffickers frequently make contact with victims online. Possible warning signs of sexual trafficking in children include: changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude; sudden appearance of expensive items (for example manicures, designer clothes, purses, technology); tattoos or branding; refillable gift cards; frequent runaway episodes; multiple phones or social media accounts; provocative pictures posted online or stored on the phone, unexplained injuries, isolation from family, friends, community; and older boyfriends or girlfriends. Additional warning signs of labor trafficking in children include:

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

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 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, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see:

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/)

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

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- <http://taasa.org/resources/>
- <http://kidshealth.org/en/parents/child-abuse.html>
- <https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse>
- [https://tea.texas.gov/About\\_TEA/Other\\_Services/Human\\_Trafficking\\_of\\_School-aged\\_Children/](https://tea.texas.gov/About_TEA/Other_Services/Human_Trafficking_of_School-aged_Children/)

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (800) 252-5400 or on the Web at <http://www.txabusehotline.org>.

## **HEALTH SERVICES**

Each Plano ISD campus is staffed by a registered nurse. As the medical professional at each school, the nurse works with students, parents and staff to promote the optimum health of students.

### **Asthma or Anaphylaxis Medicine (Student's Self Administration)**

Tex. Educ. Code §38.015 details information regarding the "Self-Administration of Prescription Asthma or Anaphylaxis Medicine by Students."

### **Anaphylaxis Care**

Anaphylaxis is a sudden, severe, and potentially life-threatening allergic reaction that occurs when a person is exposed to an allergen. The most dangerous symptoms include breathing difficulties, a drop in blood pressure or shock. Common examples of potentially life threatening allergies are those to food or stinging insect. Other allergic reactions may also occur to medications, latex or while exercising. The emergency treatment is epinephrine. All students who have been diagnosed with a severe allergy should be seen by their healthcare provider, provide notification to the school of the

allergy, provide properly labeled epinephrine auto-injector and current year action plans. Unlicensed personnel will be trained to give students prescribed epinephrine when the school nurse may not be available and the personnel reasonably believes that the student is experiencing anaphylaxis. Each clinic is supplied with epinephrine, Benadryl and standing orders from the district medical officer to be used for cases of reasonably suspected anaphylaxis and can only be used by trained and authorized school personnel. The district has specific procedures regarding the maintenance, administration and disposal of epinephrine auto-injectors. Staff is appropriately trained as to the right circumstances in which to administer an epinephrine auto-injector, vial/syringe, and Benadryl in the event of an anaphylactic reaction. Plano ISD has developed a Food Allergy Management Plan, based on the Texas Department of State Health Services “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis”. The complete text of these guidelines can be found on the DSHS website at <https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/>. To view more information regarding the district’s procedures and the Food Allergy Management Plan, please see Policy [FFAC](#)(LEGAL/LOCAL/REGULATION) and the district resource: [https://www.pisd.edu/Anaphylaxis\\_Food\\_Allergy](https://www.pisd.edu/Anaphylaxis_Food_Allergy). The Food Allergy Management Plan provides guidelines in order to manage students with these life-threatening allergies, so that they may safely participate in the educational process. Students who are at risk for developing anaphylaxis are entitled to carry and self-administer their anaphylaxis medications while at school or a school event, if they have met the legal requirements below:

- The medication and the self-administration must be authorized by a physician or licensed health care provider.
- The student must demonstrate to the physician or other health care provider and to the school nurse, if available, the skill levels necessary to self-administer the medication.

Plano ISD has developed an Allergy Action Plan that has the components of the legal requirements included within it. Please contact your school nurse before enrollment or at the start of the new school year, to obtain all the proper paper work needed that will enhance the safety of your student with an allergy.

Plano ISD Food Allergy Management Plans will be individualized and fair to all students who have food allergies. Once notified of the student’s allergy, a working partnership with students, parents, student’s physician, school nurse and other Plano ISD personnel, as appropriate, begins the foundation for the development of an individual health plan (IHP).

Upon receipt of signed medical plans and parental consent, the IHP is developed. The first to be addressed is the emergency response. This ensures that a team of at least



three principal designated staff members, daily working with the affected student, are trained to recognize an allergic reaction, have the rescue drugs readily available and quickly treat the student. This will include training of these staff members, at least annually, or more frequently, as the school nurse deems. The emergency response team in each school drills every semester to hone their response skills. In the case of severe life threatening allergies, the school principal will collaborate with the school nurse to send letters to other parents of the class requesting parents to voluntarily refrain from sending the allergen food in their child's belongings during school or for after-school activities, celebrations or parties. Depending on physical constraints within the school, the principal may designate a food-allergy friendly area lunch table. The Food and Nutritional Services department in collaboration with the parents and school nurse will follow their policy for medical documentation for meal substitution, when applicable. Also, site-based Food Service Managers will flag the child's account through the POS system. Hand washing guidelines to staff and students are enforced. The custodial department will be instructed to use commercial wipes and cleaners that remove the allergen from the hard surfaces. Non-food items will be adapted in curriculum for those classes who have students with food allergies. The transportation department will also be notified and trained to recognize the specific reactions to life-threatening allergies, if applicable. While Plano ISD cannot guarantee an allergy-free environment at school, the district is committed to the safety of every child who has allergies.

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possible life-threatening reactions either by inhalation, ingestion or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. 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 food allergy. Upon enrollment, all new students with severe allergies are also asked to provide this information to the school in order to plan for appropriate care during the school day. A *Request for Allergy Information Form* is requested from the parent or legal guardian. Please contact the registrar or school nurse for a copy of this disclosure form. **POLICIES [FFAC\(LEGAL\)](#), [FFAF\(LOCAL\)](#).**

### **Asthma Care**

Tex. Educ. Code §38.015 entitles a student with asthma to possess and self-administer prescription asthma medication while on school property or at a school-related event or activity. A student with asthma or severe allergic reaction (anaphylaxis) may 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

health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If a physician feels it is medically necessary for a student with asthma to carry and self-administer prescription asthma medication, the student must have on file in the school nurse's office, an Asthma Action Plan form. This form may be obtained from the school nurse. The Asthma Action Plan must be completed each year by the student's prescribing physician and must be signed by both the prescribing physician and the parent/guardian. **POLICY [FFAC](#)(LEGAL/LOCAL).**

### **Bacterial Meningitis Awareness**

Please see the district's website at <https://www.pisd.edu/Page/1751> for information regarding meningitis.

Also refer to the [Immunizations section](#) for more information. A Spanish version of information regarding meningitis can be found at <https://www.cdc.gov/spanish/especialesCDC/Meningitis>. **POLICY [FFAD](#)(LEGAL).**

### **Diabetes Care**

Plano ISD requires the following forms be signed by the parent/guardian for all students seeking diabetes care while at school: 1) Current Diabetes Medical Management Plan signed by the student's physician and dated to reflect the specified school year and 2) district medication forms for use of insulin, Glucagon, glucose tablets/gels, etc.

Texas Health and Safety Code Sections 168.001, et seq., (Care of the Student with Diabetes) specifies that each school train one unlicensed diabetes care assistant (UDCA), if a full-time nurse is assigned to the school. In order to protect the safety and health of students, the Plano ISD has chosen to have a minimum of three UDCAs trained at each campus, in addition to the nurse. Training of the UDCAs is provided under the supervision of a health care professional. The UDCAs will provide diabetes management and care services, if the nurse is unavailable. Such services include, but are not limited to, the administration of insulin, or in an emergency, the administration of glucagon. A student's parent/guardian is required to provide all necessary supplies/food for the student with diabetes while on school property or at a school-related event or activity such as field trips.

In the event the school nurse is not available, signed acknowledgment that a trained UDCA may administer diabetes care, must be on file. If the student's parent or guardian chooses not to allow this designation of care, the parent/guardian will be responsible for administration of the diabetes care in the absence of the school nurse.

In addition, a Quick Reference Emergency Plan (QREP), completed by the school nurse and the student's parent/guardian, will be provided to district employees who are

responsible for providing transportation for, or supervision of, a student during an off-campus activity. The QREP identifies the student with diabetes, the potential emergencies that may occur and provides the telephone numbers of contact persons in case of an emergency.

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

### **Head Lice**

Head lice, although not an illness or a disease, are very common among children and are spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss treatment. FDA-approved medicated shampoos or cream rinses that may be purchased from any drug or grocery store are recommended. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the student's reentry to school. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

Information regarding head lice can be located on the district website [https://www.pisd.edu/head\\_lice](https://www.pisd.edu/head_lice) or can be obtained from the school nurse.

### **Mandatory Screenings**

State-required health screenings are mandated for vision, hearing, spinal (scoliosis) and Texas Risk Assessment for Type 2 Diabetes in Children (TRAT2DC). TRAT2DC screening assesses for a skin marker which may indicate pre-diabetes and is done at the same time the district screens for hearing and vision issues or for abnormal spinal curvatures. Testing schedule for vision and hearing is as follows: Students who turn four years old by September 1st, kindergarten, first, third, fifth and seventh grades, as well as all new students to Texas schools. School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

More specific information about screening requirements may be obtained from the district website at [https://www.pisd.edu/Health\\_Screenings](https://www.pisd.edu/Health_Screenings).

**POLICY [FFAA](#)(LEGAL/LOCAL).**

**Medicine at School**

Any prescription or over the counter medication must be in the original, properly labeled container, and accompanied by the medication request form or 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 accompanied by the medication request form. For student safety, all medication should be brought to the clinic by the parent/guardian; however, controlled substances must be brought to the clinic by the parent/guardian. Intramuscular injections (IM) will only be administered in life-threatening situations, per physician emergency action plan. Intravenous (IV) medications will not be given.

Prescription medication must be administered in compliance with the prescription contained on the label. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be 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. Nonprescription, homeopathic, dietary supplements and herbal supplements will be given as listed below:

- Must be approved by the U.S. Food and Drug Administration and appear in the United States Pharmacopeia.
- Medications must be in their original, properly labeled container and must be given as is consistent with the recommended usage provided on the label.
- Only medication that cannot be given at home will be given at school.
- A written request will be required from a physician or other healthcare professional with authority to write prescriptions to administer nonprescription, homeopathic medication, dietary supplements, or herbal substances when such medication are to be administered for more than ten consecutive days.
- Will be given in compliance with a student's Individual Education Plan or 504 plan in accordance with federal and state law.

For further information see Policy [FFAC](#)(LEGAL/LOCAL), [https://www.pisd.edu/Medication\\_at\\_School](https://www.pisd.edu/Medication_at_School) and your school nurse.

**POLICY [FFAC](#)(LEGAL/LOCAL)**

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

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. **POLICY [FNCF](#)(LEGAL)**

### **Medical Emergencies**

Each campus must have a written parental consent or emergency form on file in the event a student has a medical emergency at school or a school-related activity and the parent/guardian cannot be reached. Parents/guardians should include information about pre-existing medical conditions, allergies and medications, etc. on the form.

Parents/guardians are required to complete and sign an emergency form each year, keep emergency care information up-to-date (i.e., emergency phone numbers, allergies, name of doctor, etc.) and contact the school nurse to update information.

**POLICY [FFAC](#)(LOCAL).**

### **Seizure Care**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year or upon enrollment of the student, or as soon as practicable following a diagnosis of a seizure disorder for the student. For more information, contact the school nurse.

For additional information, see "[A Student with Physical or Mental Impairments Protected under Section 504](#)".

### **Counseling**

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

## Mental Health Support

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

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

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

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

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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

- The campus nurse,
- The campus school counselor,
- The local public health authority, Collin County Health Care Services, which may be contacted by dialing 2-1-1, then choosing option 6.
- The local mental health authority, Lifepath Systems, which may be contacted at 1-877-442-5939.

The district has adopted board policies that promote student physical and mental health. Local policies on the topics below can be found in the district's policy manual, available at <https://pol.tasb.org/Home/Index/312>.

- Food and nutrition management: [CO](#), [COA](#), [COB](#)
- Wellness and Health Services: [FFA](#)
- Physical Examinations: [FFAA](#)
- Immunizations: [FFAB](#)
- Medical Treatment: [FFAC](#)
- Communicable Diseases: [FFAD](#)
- School-Based Health Centers: [FFAE](#)
- Care Plans: [FFAF](#)
- Crisis Intervention: [FFB](#)
- Trauma-informed Care: [FFBA](#)
- Student Support Services: [FFC](#)
- Student Safety: [FFF](#)
- Child Abuse and Neglect: [FFG](#)
- Freedom from Discrimination, Harassment, and Retaliation: [FFH](#)
- Freedom from Bullying: [FFI](#)

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health. Counseling and SEL curriculum delivered in the classroom promote behaviors that lead to improved academic performance and overall well-being. The District Improvement Plan includes the provision of physical resources needed by families which can result in less anxiety and improved academic progress.

The district has developed administrative procedures as necessary to implement the above policies and plans. Please contact Staci Antelo at 469-752-5990 for further information regarding these procedures and access to the District Improvement Plan.

### **Consent for Psychological or Mental Health Services**

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The

district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

Campus counselors have received training on recognizing risk for suicide and self-harm and on following the district prescribed protocol immediately following a report of a student at risk. The protocol includes providing parents with resources for emergency care and therapeutic counseling.

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

The mental health liaison, Jana Hancock, can be reached at [Jana.Hancock@pisd.edu](mailto:Jana.Hancock@pisd.edu) and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

## **SCHOOL HEALTH PROGRAM**

### **School Health Advisory Council**

The Plano ISD School Health Advisory Council (SHAC) members are parents, students, teachers, community members and staff members appointed by the district. The school district must consider the recommendations of the local school health advisory council before changing the district's health education curriculum or instruction.

**TEX. EDUC. CODE §28.004.**

During the preceding school year, the Plano ISD SHAC held four regular meetings. Additional information regarding the district's SHAC is available from the Plano ISD Director for District Health or the Coordinator of Health and Physical Education. Further, the District developed a board-adopted wellness policy and corresponding plans and procedures to implement it. **POLICIES [BDF\(LEGAL/LOCAL\)](#), [EHAA\(LEGAL/LOCAL\)](#), [EHAC\(LEGAL\)](#), [FFA\(LEGAL/LOCAL\)](#).**

### **Basic Instructional Program Required (All Levels)**

The physical education goals are designed to reflect the Plano ISD goals and to define the special role physical education plays in the district's total program. The physical education goals broad purposes transcend any one subject within the scope of the physical education program. By completion of high school, the physically educated student:



- Demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities.
- Demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to the learning and performance of physical activities.
- Participates regularly in physical activity.
- Achieves and maintains a health-enhancing level of physical fitness.
- Exhibits responsible personal and social behavior that respects self and physical activity settings.
- Values physical activity for health, enjoyment, challenge, self-expression and social interaction.

*For a full listing of physical education program goals and objectives please see the district website or contact the Plano ISD Physical Education Coordinator.*

Plano ISD will maintain a student-teacher ratio that is small enough to enable the district to carry out the purposes of and requirements for the physical education curriculum and provide for the safety of students participating in physical education. If the district establishes a student-to-teacher ratio greater than 45 to 1 in a physical education class, the district shall specifically identify the manner in which the safety of the students will be maintained. **POLICIES [EHAA](#)(LEGAL), [EEB](#)(LEGAL).**

### **Physical Activity**

Plano ISD provides opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short- and long-term benefits of a physically active and healthy lifestyle. Plano ISD offers developmentally appropriate sequential curriculum of physical education instruction with a focus on students' development of motor skills, movement forms and health-related fitness, and incorporates lifetime physical activities. **POLICIES [EHAA](#)(LEGAL/LOCAL), [EHAB](#)(LEGAL), [EHAC](#)(LEGAL), [FFA](#)(LEGAL/LOCAL).**

### **Elementary School**

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, as part of the district's physical education program or through structured activity during a campus' daily recess. If a school determines, for any particular grade level, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns or other factors, the school may as an alternative require a student in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week.

**POLICIES [EHAB](#)(LEGAL), [EHAC](#)(LEGAL), [EHBG](#)(LEGAL), [FFA](#)(LEGAL/LOCAL).**

## Middle School

The district will ensure that students in grades 6-8 will engage in 30 minutes of moderate or vigorous physical activity per day for a least four semesters during those grade levels as part of the district's physical education curriculum.

Plano ISD requires four semesters in grades 6-8 of physical education to meet the physical activity requirement.

Exemptions:

1. The district must allow an exemption from the physical activity requirement for a student with an illness or a disability, using the health classifications defined in **19 TAC §74.31**.
2. The district must provide an exemption for a student to participate in an extracurricular activity that (a) is a structured activity, (b) has a moderate to vigorous physical activity component and (c) meets the requirements for extracurricular activity as defined by **19 TAC §76.1001**.
3. The district may allow an exemption for a student participating in a school-related activity or an activity sponsored by a private league or club only if (a) that activity is a structured activity, (b) the Board of Trustees certifies the activity and (c) the student provides proof of participation in the activity.

A "structured activity" is an activity that meets, at a minimum, each of the following requirements:

1. The activity is based on the grade-appropriate movement, physical activity and health, and social development strands of the essential knowledge and skills for physical education specified in **19 TAC Chapter 116** (relating to Texas Essential Knowledge and Skills for Physical Education).
2. The activity is organized and monitored by school personnel or by appropriately trained instructors who are part of a program that has been certified by the school district's Board of Trustees (**19 TAC §103.1003**).

**POLICIES [EHAC](#)(LEGAL), [FFA](#)(LEGAL/LOCAL).**

*For a full listing of physical education exemptions please see the district website or contact the Plano ISD Physical Education Coordinator.*

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.

- Any district extracurricular program identified by the superintendent.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination. See the UIL's explanation of sudden cardiac arrest for more information.

### **School Health Program/Human Sexuality Instruction**

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

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction. State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice 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, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as 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.

### **POLICY [EHAA](#)(LEGAL).**

#### **Notice to Parents**

Plano ISD will include human sexuality instruction in grades 5-12 for the 2020-21 school year.

A summary of the sexuality content of this course includes:

#### **Middle School**

##### **Anatomy and Physiology**

- Changes in male and female anatomy and physiology during puberty,
- Menstrual health and the relationship to reproduction,
- The role of hormones as they relate to growth, development and personal health,

- Physical and emotional development during adolescence,
- Life cycle of human beings, including birth, dying and death,
- Differences in growth patterns among adolescents, such as onset of puberty may affect personal health,
- Endocrine system influence on growth and development,
- Physiological and emotional changes during pregnancy.

### **Relationships**

- Healthy ways to express affection and love,
- Use of refusal skills in unsafe situations,
- Strategies for monitoring positive and negative relationships that influence health,
- Strategies for prevention and intervention of emotional, physical and sexual abuse.

### **Abstinence and the Risks of Sexual Activity**

- Consequences of sexual activity and the benefits of abstinence,
- Strategies such as abstinence for communicating refusal to engage in unsafe behaviors,
- Information relating to abstinence,
- Importance of abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age,
- Abstinence from sexual activity as the only method that is 100% effective in preventing pregnancy, sexually transmitted diseases and the sexual transmission of HIV or acquired immune deficiency syndrome, and the emotional trauma associated with adolescent sexual activity,
- Legal implications regarding sexual activity as it relates to minor persons.

### **Diseases and Disorders**

- Relationship between health needs and technology development such as the development of a Human Immunodeficiency Virus (HIV) vaccine,
- Relationship between tobacco, alcohol, drugs and other substances and the role these items play in unsafe situations, such as drinking/driving and HIV/Sexually Transmitted Disease (STD) transmission,
- Risks for contracting specific diseases based on pathogenic, genetic, age, culture, environment and behavioral factors,
- Risk factors associated with communicable and non-communicable diseases,
- Facts related to HIV infection and STDs.

## High School

### Reproduction, Pregnancy and Development

- Identify the structure and function of the male and female reproductive systems,
- Fetal development from conception, through pregnancy and birth,
- Importance of prenatal care and proper nutrition,
- Harmful effects of alcohol, tobacco and other substances,
- Effects of health behaviors on body systems,
- Significance of body changes during adolescence,
- Summarize the process of heredity and explain genetic disorders.

### Building Responsible Relationships

- Refusal skills and avoidance of unsafe situations,
- Benefits of abstinence for emotional health, pregnancy and STD prevention,
- Analyze behaviors in a dating relationship that will enhance dignity, respect and responsibility, relating to marriage,
- Recognize sexual harassment and realize that it is wrong and harms people,
- Explain how high self-esteem can help students make decisions based on what's right for you.

### Risks of Adolescent Sexual Activity

- Explain how reasonable and unreasonable risks affect personal behavior,
- Examine the effects of health behaviors on body systems,
- Importance of early detection, heeding warning signs to seek health care,
- Define the term: “sexually transmitted diseases” and “Acquired Immune Deficiency Syndrome,”
- Benefits of abstinence for emotional health, pregnancy and STD prevention, emphasizing that abstinence is the only 100% effective way to prevent pregnancy and STD's,
- Analyze the dynamics of family roles and responsibilities relating to health behavior,
- Identify and describe the prevention, transmission, symptoms and treatment for common STDs and HIV/AIDS,
- Report the latest statistics on HIV/AIDS and STDs,
- Examine pictures of people infected with various STDs,
- Explore the consequences of early sexual activity,
- Differentiate between fact and fiction about HIV/AIDS and STDs.

### Prevention Strategies

- Strategies related to the prevention of communicable and non-communicable diseases,

- Benefits of abstinence for emotional health, pregnancy and STD prevention,
- Effectiveness and ineffectiveness of barrier protection and other contraceptive methods including the prevention of sexually transmitted diseases (STD's), keeping in mind the effectiveness of remaining abstinent until marriage,
- Describe the advantages of sexual abstinence and respect abstinence as a positive choice.

As a parent, you are entitled to review the curriculum materials. In addition, you may request your child to be removed from any part of direct classroom instruction during the Human Sexuality curriculum with no academic, disciplinary or other penalties. All high school health teachers will notify parents prior to the start of the Human Sexuality curriculum giving the parent an opportunity to have their child opt out of receiving the information in the classroom setting. If a parent chooses to remove their student during the human sexuality curriculum the student will be provided the content to learn on their own.

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 School Health Advisory Council (SHAC). Please see the campus principal for additional information.

**POLICY [EHAA](#)(LEGAL).**

### **High School Health**

Plano ISD uses a curriculum Parenting Awareness Program developed by the State Board of Education which includes:

- Parenting skills and responsibilities, including child support,
- Relationship skills, including money management, communication and marriage preparation,
- Skills relating to the prevention of family violence, only if the district's secondary schools do not have a family violence program.

**POLICY [EHAC](#)(LEGAL).**

### **Alcohol Awareness Instruction**

The district shall incorporate instruction in the dangers, causes, consequences, signs, symptoms and treatment of binge drinking and alcohol poisoning into any course meeting a requirement for a health education credit.

The district shall choose an evidence-based alcohol awareness program to use in the district's middle school and high school health curriculum from a list of programs approved by the Commissioner for this purpose.

“Evidence-based alcohol awareness program” means a program, practice or strategy that has been proven to effectively prevent or delay alcohol use among students, as

determined by evaluations that use valid and reliable measures and that are published in peer-reviewed journals. **TEX. EDUC. CODE §28.002(r), 19 TAC §74.35(b) and POLICY EHAC(LEGAL).**

### **Physical Fitness Assessment**

Annually, Plano ISD will assess the physical fitness of students enrolled in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. Each district across the state of Texas will use the FITNESSGRAM physical fitness test instrument to assess each student's health-related fitness. FITNESSGRAM was developed by The Cooper Institute and uses research-based criterion-referenced standards. These standards, called Healthy Fitness Zones, determine student's fitness levels based on what is optimal for good health. The assessment measures three components of health-related physical fitness that have been identified as important to overall health and function:

- Aerobic capacity,
- Body composition,
- Muscular strength, endurance and flexibility.

FITNESSGRAM tests all students regardless of age, gender or ability. Students are encouraged to be self-aware of health-related fitness and take responsibility by setting personal fitness goals. When students focus on the process of doing their personal best, a more positive lifelong impact is achieved.

Each Plano ISD campus is involved in physical fitness testing during the school year. Each campus will determine the best testing timeline and protocol for their students' needs. The Tex. Educ. Code permits an exemption for students with disabilities from participating in the physical fitness assessment, as indicated in the code below:

**TEX. EDUC. CODE §38.101. ASSESSMENT REQUIRED.**

- a) Except as provided by Subsection (b), a school district annually shall assess the physical fitness of students enrolled in grade three or higher in a course that satisfies the curriculum requirements for physical education under Section 28.002(a)(2)(C).
- b) A school district is not required to assess a student for whom, as a result of disability or other condition identified by commissioner rule, the assessment instrument adopted under Section 38.102 is inappropriate.

You may request a copy of your child's physical fitness assessment by submitting a letter to your principal at the end of the school year. Plano ISD believes by providing you and your child with this health-related fitness information, you can lead your child toward

a healthy lifestyle. A healthy student is better prepared to learn and perform in all aspects of life. **POLICY [FFA](#)(LOCAL).**

### **CPR Instruction**

The district shall provide instruction to students in grades 7-12 in cardiopulmonary resuscitation (CPR) consistent with State Board of Education (SBOE) rules. The instruction may be provided as part of any course. A student shall receive the instruction at least once before graduation. A school administrator may waive this requirement for an eligible student who has a disability.

CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross or using nationally recognized, evidence-based guidelines for emergency cardiovascular care and incorporating psychomotor skills to support the instruction.

The district may use emergency medical technicians, paramedics, police officers, firefighters, representatives of the American Heart Association or the American Red Cross, teachers, other school employees or other similarly qualified individuals to provide instruction and training. Instruction is not required to result in CPR certification. If instruction is intended to result in certification, the course instructor must be authorized to provide the instruction by the American Heart Association, the American Red Cross or a similar nationally recognized association.

**TEX. EDUC. CODE §28.0023 (c)-(e), (g) and POLICY [EHAC](#)(LEGAL).**

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in:

- Agriculture, Food and Natural Resources
- Architecture and Construction;
- Arts, Audio/Visual Technology and Communications;
- Business, Marketing and Finance;
- Education and Training;
- Health Science;
- Hospitality and Tourism;
- Human Services;
- Information Technology;
- Law and Public Service;
- Science, Technology, Engineering and Mathematics;
- Transportation, Distribution and Logistics.



Admission to these programs is based on career pathway or interest, prerequisites and/or graduation requirements.

See the [Nondiscrimination Statement](#) of this guide for additional information regarding the district's efforts to provide equal opportunities for all students to participate in all educational and CTE programs.

## **TECHNOLOGY GUIDELINES**

Plano ISD provides a variety of technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence in the Plano schools. The support and supervision of parents, teachers and support staff are essential elements of technology use. Plano ISD regards the use of these technology resources as a privilege, not a right.

### **Acceptable Use**

The district's technology resources will be used only for learning, teaching and administrative purposes consistent with the district's mission and goals. Commercial use of the district's system is strictly prohibited. The district will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the district's system will emphasize the ethical use of these resources. Software or external data may not be placed on any computer, whether standalone or networked to the district's system, without permission from the superintendent or designee.

Other issues applicable to acceptable use are:

1. Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. Supervision and permission: Student use of the computers and computer networks is only allowed when supervised or granted permission by a staff member.
3. Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. Improper use of any computer or the network is prohibited. This includes the following: submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either public or private; using the network for financial gain, political or commercial activity; attempting to or harming equipment, materials or data; attempting to or sending anonymous messages of any kind; using the network to access inappropriate material; knowingly placing a computer virus on a computer

or the network; using the network to provide addresses or other personal information that others may use inappropriately; accessing of information resources, files and documents of another user without authorization.

5. 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 consequences may rise to the level of expulsion.

The district's guidelines for acceptable use of technology resources are available on the Internet at: <https://www.pisd.edu/domain/9611>.

Any student who violates the Plano ISD acceptable use policy shall be subject to disciplinary action as stated in the Campus Discipline Management Plan. This includes any misconduct involving any related Plano ISD technology use, regardless of time or location. When students are involved in disciplinary infractions of technology equipment or its uses, disciplinary action will be taken.

**POLICY CQ(LEGAL/LOCAL/REGULATION) and [Student Code of Conduct](#).**

### **Personal Telecommunications/Electronic Devices**

The district permits students to possess personal cell phones for safety purposes; 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 personal telecommunications devices such as laptops, tablets, or other portable computers.

Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained.

The use of cell phones 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.

Principals are authorized to address issues that are disruptive to the academic environment that may arise from the improper use of personal telecommunications devices and other electronic devices. Each campus shall develop student handbook provisions or guidelines addressing personal telecommunications devices and other electronic devices. The campus student handbook provisions or guidelines shall provide that:

1. Authorized district employees may confiscate personal telecommunications devices or other electronic devices, including mobile telephones, used in violation of applicable campus rules.

2. No fee shall be charged for the release of a personal telecommunications device or other electronic device.
3. The student's parent shall be allowed to retrieve a confiscated device after receiving notification from the district. The student may be allowed to retrieve a confiscated device in accordance with campus student handbook provisions or guidelines.

If a personal telecommunications device or other electronic device is not retrieved, the district may dispose of the device. Personal telecommunications devices must be disposed of in accordance with [FNCE](#)(LEGAL).

A student who violates this policy shall be subject to established disciplinary measures. Parents shall be notified within two school days after a personal telecommunications device is confiscated.

**POLICY [FNCE](#)(LEGAL/LOCAL/EXHIBIT) and [Student Code of Conduct](#).**

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate agreement as designed by each campus. Any disciplinary action will be in accordance with the [Student Code of Conduct](#). The district is not responsible for damaged, lost, or stolen telecommunications devices.

**POLICY [FNCE](#)(LOCAL/EXHIBIT).**

**[Student Technology Equipment Checkout](#)**

Plano Independent School District (PISD) may provide learning devices and/or WiFi hotspots (technology equipment) to students enrolled in its schools. The District understands the need for students to have access to adequate technology resources on and off campus. While no deposit is required, the District expects all technology equipment to be returned in good working condition.

Students and their parents/guardians are reminded that the use of PISD Technology is a privilege and not a right. Actions taken or materials accessed on any PISD-owned computer, network, or electronic communication device may be monitored by school authorities. It is the expectation that students will bring any device/Chromebook to school each day charged and ready to use.

Technology equipment that is used inappropriately, lost, damaged or defaced may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, legal action and/or assessed fees consistent with Policy [CMD](#)(Legal). During the time that outstanding fees remain uncollected, the District may withhold student records including, but not limited to,

grades, schedules, transcripts and/or report cards. If full payment cannot be made at one time, a payment plan may be offered by PISD. **POLICY [CMD](#)(LEGAL)**

## **Resources**

Technology resources encompass the creation, gathering and distribution of information via voice, data or video communications, including but not limited to:

- Local and wide area networks, including the Internet
- Computers, printers, handheld devices, audio/visual and related materials, assistive technology or equipment for instructional program
- Video distribution networks

The district's computer systems and networks consist of a variety of hardware and software. The systems and networks include all of the computer hardware, operating software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available. The district reserves the right to monitor all technology resource activity.

**POLICY [CQ](#)(LEGAL/LOCAL/REGULATION).**

## **OTHER INFORMATION**

### **Asbestos-Related Activity/Notification**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available for review during normal business hours at each district location, as well as the district's central administration office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator, Manuel Rodriguez, at (469) 752-1597, FAX (469) 752-0297 or by email at [manuel.rodriguez@pisd.edu](mailto:manuel.rodriguez@pisd.edu). **POLICY [CKA](#)(LEGAL).**

### **Class Assignment**

Parental requests for class assignment will be thoughtfully considered by school administrators on a timely basis. Consideration will be given as to appropriate balance of student academic needs, gender, behavioral accommodations, learning styles and special needs, as well as the teaching style of the teacher.

Reassignments will not be approved if the change would affect the assignment or reassignment of another student. **POLICY [FDB](#)(LEGAL/LOCAL).**

## Classroom Interruptions

Students' school days should not be interrupted needlessly. Therefore, the district suggests the following guidelines: If students must leave school during school hours, a note from the parent or legal guardian must be sent to the office. The note should state the time the student will be picked up. Approval from the office is necessary before a teacher may allow a student to leave class. Anyone who picks a student up during the day may be asked for identification. Students must come to the office to meet the adult who is signing the student out.

Anyone who wishes to contact the student or teachers must come to the office. A request for a parent and/or others to visit a classroom must be approved with advanced notice by the teacher and the principal. Parents must leave forgotten lunches, homework, money or supplies in the office. The school staff will see that the student receives these items.

The school staff will deliver only EMERGENCY telephone messages. After-school plans must be made ahead of time. If parents change a student's after-school arrangements, they should send a signed written notice to the school office. (If the school does not have a written note, the student will follow the usual routine.)

Floral arrangements, singing telegrams, balloons, third party food deliveries, etc. will not be delivered to students during the school day. If parents wish to speak to their child's teacher during the day, they should call the school office and/or teacher's voice mail. The teacher will return the call as soon as possible. Parents delivering students to school are asked not to use class time to discuss their child or visit with the teacher. **POLICIES [GKC](#)(LEGAL/LOCAL/REGULATION/EXHIBIT), [BBE](#)(LOCAL).**

## Complaints

The school board encourages students and parents to discuss concerns and complaints through informal conferences with the appropriate teacher, principal or administrator. Complaints regarding school matters should follow these steps and should be filed at the lowest level, with the staff member who has the authority to remedy the alleged problem.

- Level One: Teacher/Campus Administrator.
- Level Two: Executive Director of Elementary or Secondary Campus Services.
- Level Three: Superintendent of Schools or Designee.
- Level Four: Board of Trustees.

For details regarding student/parent complaints, such as timelines, costs, deadlines and written complaint procedures, please refer to Policy [FNG](#)(LOCAL), via Plano ISD's Policy On Line at: <http://pol.tasb.org/Home/Index/312>. For details regarding public complaints, please refer to Policy [GF](#)(LOCAL), via Plano ISD's [Policy On Line](#).

Timelines affect this process and grievance forms are online, see [FNG](#)(EXHIBIT). Additional information on how to resolve student and family complaints can be found in the following link: <https://www.pisd.edu/page/20314>.

**POLICY [FNG](#)(LEGAL/LOCAL/EXHIBIT).**

### **Distribution of School Materials and Non-School Materials**

School publications may be posted or distributed, with the prior approval of the principal, sponsor or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor and the principal. Elementary school students will be permitted to distribute materials to fellow students thirty minutes before and after school at any entrance or exit, at recess and in any gathering areas approved by the principal. Students may place items on the distribution table. Distribution is not permitted in instructional areas, hallways or cafeterias during school hours, with the exception of three annual parties, usually the winter holiday party, Valentine’s Day party and end-of-school party. At these parties, distribution is permitted.

The policies for elementary school student-to-student distribution are found in Plano ISD Policies [FNA](#)(LOCAL) and [GKD](#)(LOCAL).

Secondary school students may distribute materials to fellow students thirty minutes before and after school at any entrance or exit and from the distribution table. In addition, secondary students may distribute materials in the hallways during non-instructional time and in the cafeterias during lunch and non-instructional times.

At both the elementary and secondary levels, principals may develop other reasonable time, place and manner restrictions regarding the distribution of materials at areas designated by the principal. 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 approval will be removed. [See policy [FNG](#)(LOCAL) for student complaint procedures.]

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy [GKDA](#). As a result, distribution by all non-school adults warrants different guidelines according to Policy [GKD](#)(LOCAL). In this policy, the following guidelines apply.

#### **Non-School Adult Distribution to Student:**

- Materials require prior approval.

- Items may be distributed in accordance with [GKD\(LOCAL\)](#).
- Content of material is subject to limitations listed in the policy.

**Non-School Adult to Non-School Adult:**

- Materials do not require prior approval.
- Items may be distributed in accordance with [GKD\(LOCAL\)](#).
- Content of material is subject to limitations listed in the policy.

The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies [DGBA](#) or [GF](#) for more information.]

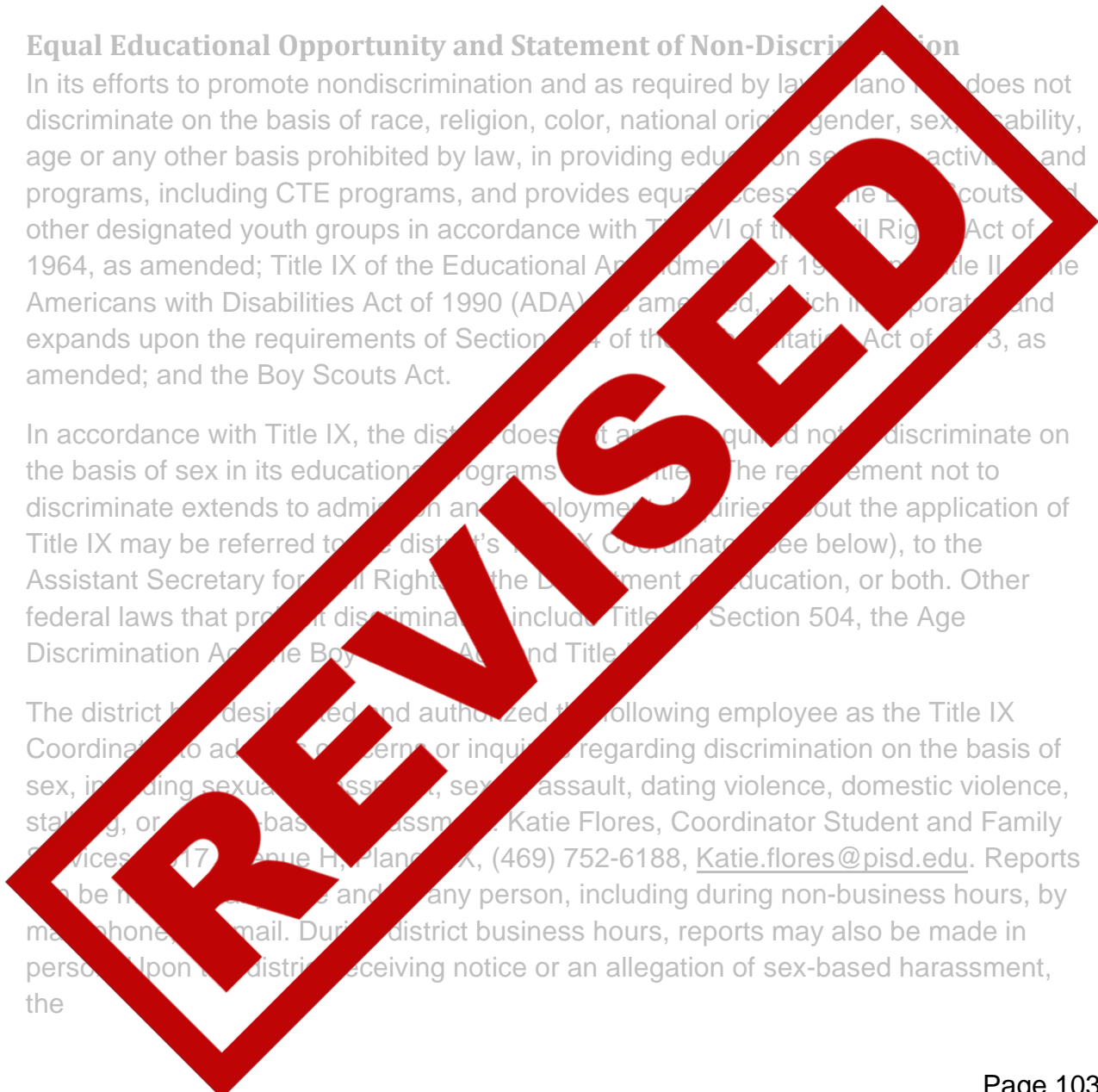
**POLICIES [FNAA\(LEGAL/LOCAL/EXHIBIT\)](#), [GKD\(LEGAL/LOCAL/EXHIBIT\)](#), [GKDA\(LEGAL\)](#).**

**Equal Educational Opportunity and Statement of Non-Discrimination**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; and the Boy Scouts Act.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs and activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights at the Department of Education, or both. Other federal laws that prohibit discrimination include Title VII, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title I.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sex-based harassment. Katie Flores, Coordinator Student and Family Services, 1700 Avenue H, Plant City, FL, (469) 752-6188, [Katie.flores@pisd.edu](mailto:Katie.flores@pisd.edu). Reports may be made by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person upon the district receiving notice or an allegation of sex-based harassment, the



Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability: ADA/Section 504 Coordinator, Sharon Brackley, Director of Family and Social Services, 1517 Avenida del Arroyo, (469) 752-5795.
- For a complaint regarding discrimination: Superintendent, Sara Bonser, 2000 15th Street, Plano, TX, (469) 752-8100.

CIV. PRAC. & REM. CODE 106.001 and POLICIES FB(LEGAL/LOCAL/EXHIBIT), FFH(LEGAL/LOCAL/EXHIBIT/REGULATION), GKD(LEGAL/LOCAL/EXHIBIT).

### **Financial Policies**

The district may charge fees as outlined in Policy FP(LEGAL/LOCAL). Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. On an individual basis and receipt by the District of reliable proof that a student or the student's parent or guardian is unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Evidence of inability to pay must be presented to the appropriate principal for review and determination for eligibility for a fee waiver. **POLICY FP(LEGAL/LOCAL).**

### **Check Payments/Electronic Funds Transfer**

Plano ISD accepts pre-printed checks only. All checks must be printed with the proper name, address, check number and micro encoding. Parents should include the student ID number on the memo portion of the checks. All checks need to be written in black ink for processing purposes.

If payments are made to Plano ISD by check, the check may be converted into an electronic funds transfer. Electronic Funds Transfer is the term used to refer to the process in which the district electronically instructs the financial institution to transfer funds from one account to the other, rather than processing a check. By sending a completed check to the district, the check writer authorizes use of the account information from the check to make an electronic funds transfer from that account for the same amount as the check and fee incurred. If the electronic fund transfer cannot be processed for technical or other reasons, an image replacement document, draft or a copy of the check will be processed.



### Returned Check Policy

Returned checks are sent to Paytek, a check collection company, which processes all returned checks for Plano ISD. In the event that a check written to any Plano ISD campus, club or organization is returned unpaid, Plano ISD or its agent will redeposit the check electronically. Additionally, it is understood and agreed that Paytek may electronically collect a returned check fee as allowed by state law. The use of a check for payment is the **acknowledgment** and **acceptance** of this policy and its terms.

Plano ISD will not accept any checks from the check writer, if said check writer's history includes:

- One returned check for \$200 or more;
- Check writer has three or more returned checks (regardless of amount);\*
- Check writer has an uncollectible check (regardless of amount); or
- Returned check was written to the Early Childhood programs (regardless of amount).\*

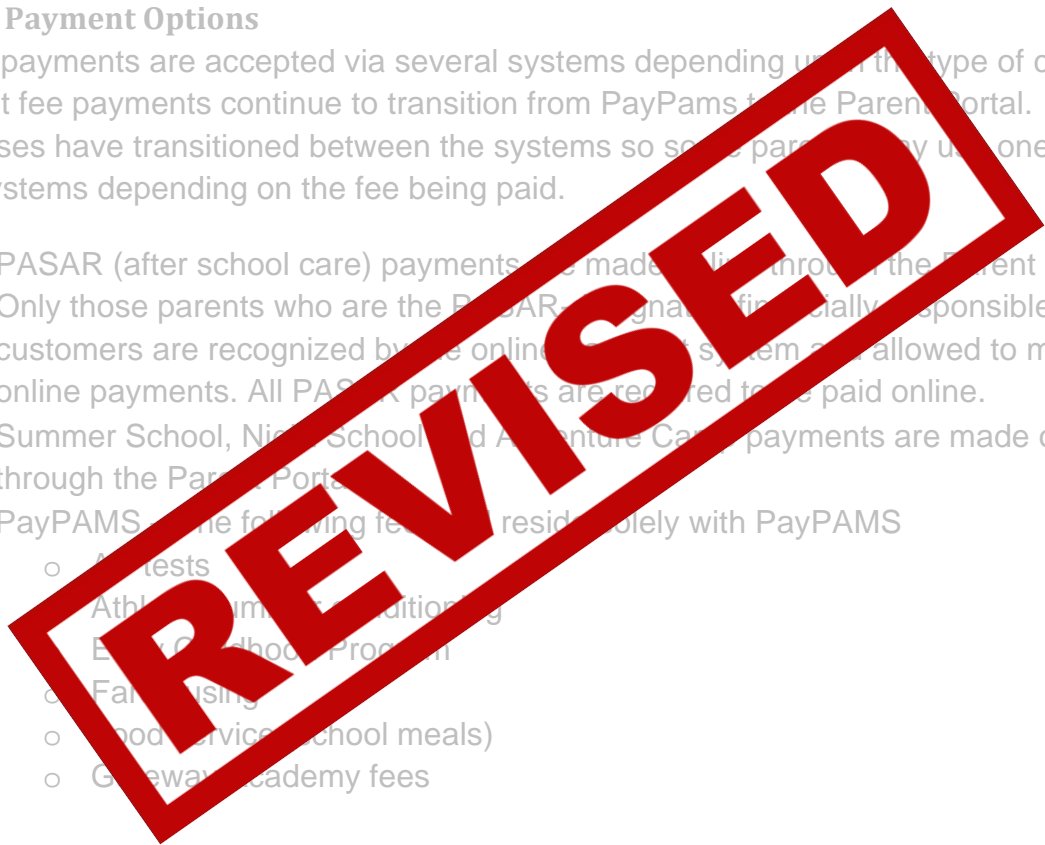
\* Note that Early Childhood programs will not accept checks for the student's account after one returned check, instead of three, as stated above.

Check writers can contact Paytek with questions regarding their returned checks at 800-641-9998.

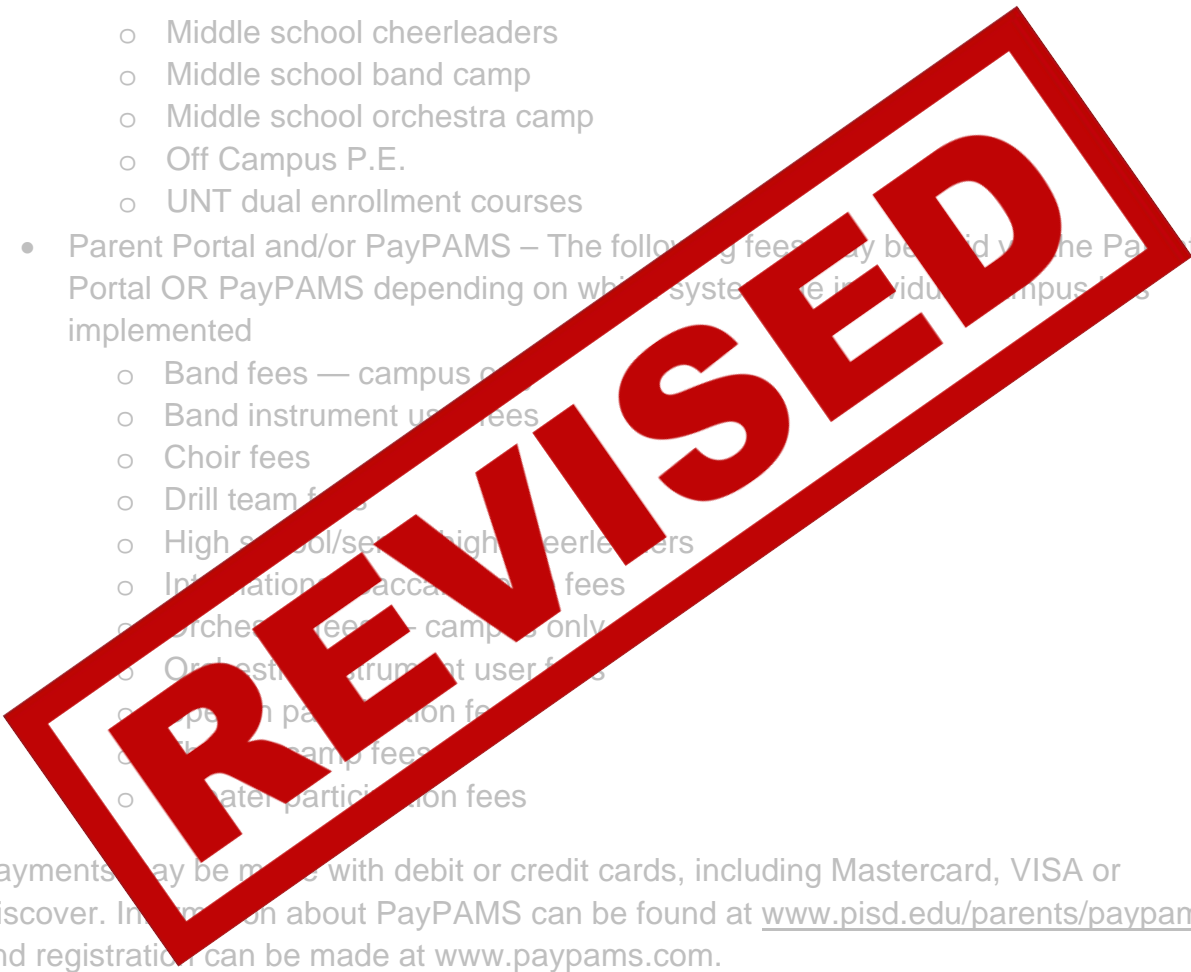
### Online Payment Options

Online payments are accepted via several systems depending upon the type of charge. Student fee payments continue to transition from PayPams to the Parent Portal. Not all campuses have transitioned between the systems so some parents may use one or both systems depending on the fee being paid.

- PASAR (after school care) payments are made online through the Parent Portal. Only those parents who are the PASAR signatory (financially responsible customers) are recognized by the online payment system and allowed to make online payments. All PASAR payments are required to be paid online.
- Summer School, Night School and Adventure Camp payments are made online through the Parent Portal.
- PayPAMS – the following fees are paid solely with PayPAMS
  - Activities
  - Athletic uniforms (conditioning)
  - Early Childhood Program
  - Family Housing
  - Food Service (school meals)
  - Gateway Academy fees



- Middle school cheerleaders
- Middle school band camp
- Middle school orchestra camp
- Off Campus P.E.
- UNT dual enrollment courses
- Parent Portal and/or PayPAMS – The following fees may be paid via the Parent Portal OR PayPAMS depending on which system the individual campus has implemented
  - Band fees — campus camps
  - Band instrument user fees
  - Choir fees
  - Drill team fees
  - High school/semester high cheerleaders
  - Informational/accout fees
  - Marching fees — campus only
  - Orchestral instrument user fees
  - Open participation fees
  - Summer camp fees
  - Water participation fees



Payments may be made with debit or credit cards, including Mastercard, VISA or Discover. Information about PayPAMS can be found at [www.pisd.edu/parents/paypams](http://www.pisd.edu/parents/paypams) and registration can be made at [www.paypams.com](http://www.paypams.com).

### **Food and Nutritional Services (FANS)**

Plano ISD participates in the National School Lunch and School Breakfast Programs which is governed by the United States Department of Agriculture (USDA). Several schools participate in the Universal Free Breakfast Program (free to all students). Check your campus for availability. The district follows the food based menu planning approach for breakfast and lunch. Lunch consists of five groups which are: meat/meat alternate, grains, fruits, vegetables and milk. A reimbursable meal consists of three items from the five groups listed above, one of which must be a half cup of a fruit or vegetable. Breakfast (where served) will include at least three choices from the five food groups, one of which must be a half cup of a fruit. If minimum requirements for a reimbursable meal are not met, à la carte prices will be charged.

Nutritious à la carte snacks are sold according to USDA Smart Snacks in School and Texas Department of Agriculture (TDA) policies. All districts that participate in the National School Lunch and School Breakfast Programs must follow USDA Smart Snacks in School and TDA policies. All foods sold in schools must meet nutrition

standards. Menus and meal pricing can be found on the Plano ISD website:  
[https://www.pisd.edu/Menus\\_Nutritional\\_Information](https://www.pisd.edu/Menus_Nutritional_Information).

An automated point of sale system is used in all FANS cafeterias. Pre-payments for breakfast, lunch, snacks and á la carte items may be accepted via the online payment system.

### **Free and Reduced Price Meal Applications**

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed. Participating students will be offered the same meal options as their peers and will not be treated differently from their peers. To expedite the processing of meal applications, we encourage parents to apply for free or reduced priced meals online at the following Plano ISD website: <https://www.schoolcafe.com/pisd>. By request, applications for the free and reduced priced meals are available at all campus sites and at the Food and Nutritional Services office located at 6600 Alma Drive, Plano, TX 75023. Applications are processed in compliance with USDA guidelines. Information about a student's participation is confidential. However, disclosure of a student's eligibility may be made without prior notice or consent to agencies. For information on free and reduced priced meals and for confidentiality of information regarding individual eligibility, send e-mail to [mealprograms@pisd.edu](mailto:mealprograms@pisd.edu).

### **Unpaid Meal Charge Guidelines (Effective July 1, 2020)**

#### **Notification for Parents**

The goal of Plano ISD's school breakfast and lunch program is to provide healthy meals to children during the school day. In order to serve healthy, high-quality meals to all children, we must make sure we are financially secure. Since parents play a key role in this effort, we want to share the district's Unpaid Meal Charge Guidelines.

#### **Students with Unpaid Meal Charges**

Families are expected to provide a breakfast or lunch or provide their child with cash or money deposited in their child's meal account to purchase school meals.

Parents/guardian may make payments in students' account through the online payment system or in person at the campus site.

- a. For online payments go to: <https://www.pisd.edu/Page/3841>
- b. To access the Free and Reduced Price Meal Application go to:  
<https://fans.pisd.edu/fma/>

- c. For questions or inquiries about payment plans, contact the food and nutritional services manager at the campus site.
- d. Community resources are available to assist families online at:  
<https://www.pisd.edu/cms/lib/TX02215173/Centricity/Domain/307/CommunityResources2017.pdf>

### Elementary

1. A student is allowed up to two reimbursable breakfast meal charges and two reimbursable lunch meal charges (where served). Once a student incurs these charges communication to the parents/guardian will be initiated.
  - a. An automated phone message is sent to parents/guardian weekly when a student has a debt of \$5.00 or more.
  - b. An email notification is sent to parents/guardian weekly when a student has a debt of \$5.00 or more.
  - c. An email notification is sent to parents/guardian two times per year (December/April) when a student has a debt of \$4.99 or less.
2. Students with a negative balance will not be allowed to charge pre-packaged a la carte snack and beverage items. These items will be removed from a student's tray.

### Secondary

1. A student is allowed up to two reimbursable breakfast meal charges and two reimbursable lunch meal charges (where served). Once a student incurs these charges communication to the parents/guardian will be initiated.
  - a. An automated phone message is sent to parents/guardian weekly when a student has a debt of \$5.00 or more.
  - b. An email notification is sent to parents/guardian weekly when a student has a debt of \$5.00 or more.
  - c. An email notification is sent to parents/guardian two times per year (December/April) when a student has a debt of \$4.99 or less.
2. Students with a negative balance will not be allowed to charge pre-packaged a la carte snack and beverage items. These items will be removed from a student's tray.
3. Once a student has incurred a debt of \$10.00 or more, an alternate meal will be provided at \$2.75. An alternate meal will contain a cheese sandwich, fruit and/or vegetable servings, and choice of milk.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, phone number, and a written description of the alleged discriminatory action in significant detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

**POLICIES [CO\(LEGAL/LOCAL\)](#), [COB\(LEGAL\)](#), [FFA\(LEGAL/LOCAL\)](#).**

### **Instructional Resources**

All instructional materials, including electronic instructional materials to the extent of any applicable licensing agreement, purchased in accordance with Tex. Educ. Code Chapter 31 for the district are the property of the district.

**TEX. EDUC. CODE §31.001, .102(a)-(b) and POLICY [CMD\(LEGAL\)](#).**

Textbooks and other district-approved instructional and technology resources 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 at the time it is issued. This includes the return of the instructional materials to the school district at the end of the term or year, or when the student withdraws from the district. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the

necessary instructional resources and equipment for use at school during the school day.

Students, parents, or guardians are responsible for the following:

- Must keep instructional material books covered at all times,
- Must insure proper use and care for all instructional materials,
- Must return instructional materials at the close of the school year, or end of the course, or at the time of pupil withdrawal, whichever is applicable, in acceptable condition.
- Each student, or his parent or guardian, shall be responsible to the teacher for all instructional materials and technological equipment not returned in acceptable condition by the student. Any student who fails to return all instructional materials and technological equipment in acceptable condition forfeits the right to free instructional materials and technological equipment until the item previously issued, but not returned in an acceptable condition, is returned in acceptable condition or the damage is paid for by the student, parent or guardian. The student will be provided the necessary instructional resources and equipment for use at school during the school day.

On an individual basis and receipt by the District of reliable proof that a student or the student's parent or guardian is unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Evidence of inability to pay must be presented to the appropriate principal for review and determination for eligibility for a fee waiver.

Writing in or marking on non-consumable instructional materials is not allowed. Any misuse of the instructional materials due to carelessness or neglect may be considered cause to charge the student a fine for the textbook.

The State of Texas provides funding for instructional materials to Plano ISD based on enrollment numbers. Plano ISD cannot provide extra instructional materials to students for their home use, unless specified for the student in accordance with the Individuals with Disabilities Education Act 2004 or Section 504 of the Rehabilitation Act. Additional instructional materials may be purchased through the publisher directly. Each campus is responsible for its own instructional materials inventory at the close of the school year.

**POLICIES [CMD](#)(LEGAL), [FP](#)(LEGAL/LOCAL).**

### **Parental Access**

A parent is entitled to review all instructional materials and resources used in the classroom of the parent's child and to review each test administered to the child. The district shall make teaching materials and tests readily available for parental review and may specify reasonable hours for such review.

**POLICIES [EF](#)(LEGAL), [EIAA](#)(LOCAL), [EIB](#)(LOCAL), [FL](#)(LEGAL/LOCAL/EXHIBIT).**

## Parent Involvement

Parents and members of the community are encouraged and welcomed to participate in determining educational goals and objectives that will meet the needs of students in the district. The board recognizes that both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities that the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. Each campus will provide parents with the dates and times for scheduled parent teacher conferences. To schedule an additional telephone or in-person conference with a teacher, school counselor, or principal, parents are encouraged to call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information see policy [GKG](#)(LEGAL).
- Encouraging parents whose child attends a school that receives Title I funding to become aware of the campus developed parent and family engagement plan.

The board recognizes that parent associations, booster clubs, SBICs, DBIC, district advisory committees and auxiliary organizations are mediums through which district personnel, parents and other community members may strengthen ties with the school and district and work to enhance educational progress for all students. Specific guidelines regarding Plano ISD and UIL fund-raising are provided in Policy [GE](#)(LOCAL). Booster club members are encouraged to become familiar with provisions in this policy. **POLICIES [GE](#)(LEGAL/LOCAL), [FJ](#)(REGULATION).**

## **Parent Teacher Association (PTA)**

The Parent Teacher Association (PTA) shall be the parent organization for the district. The PTA is a national partner of public education, bringing into closer relation the home and the school to cooperate in the education of children and youth. Parents, corporate citizens, individuals and students are invited to join PTA. Please commit to Plano PTA in support of the district and to support parents who volunteer to ultimately enhance the education of every child. The PTA provides the leadership training, liability insurance and parental training and assistance for parent organizations that will assist the board in strengthening connections with parents and the community. All parent/citizen clubs and organizations operating within schools shall operate within the policy for local groups. See Policy [GE](#)(LOCAL) under Specific Guidelines for School-Related Clubs regarding PTA leadership for district employees. **POLICY [GE](#)(LOCAL).**

To volunteer at any Plano ISD school, parents must complete a volunteer application found online at: <https://www.pisd.edu/volunteer>.

## **Parties**

Three parties per year during the school day may be planned at all schools. Principals will determine when these parties will be scheduled. Suggested times to schedule parties are before winter break, Valentine's Day and the end of the school year. PTA-designated room parent volunteers plan activities with teachers and/or the principal.

## **Pest Management Plan**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and provide 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. Parents, who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area, may contact the district's IPM coordinator, Manuel Rodriguez, at (469) 752-1597, FAX (469) 752-0297 or by email at [manuel.rodriguez@pisd.edu](mailto:manuel.rodriguez@pisd.edu).

**POLICY [CLB](#)(LEGAL/LOCAL).**

## **School Based Improvement Committees — SBIC**

Plano ISD has long been recognized as a visionary school district. The district believes that it takes a combination of well-trained staff, supportive parents and business and civic leaders to create a strong education program.



Plano ISD parents, teachers, business and civic leaders serve on School Based Improvement Committees (SBICs) on each of the district's campuses. Committees include representatives from the business community who work with teachers and parents and other community members analyzing student test data and developing goals which will positively affect student achievement.

In addition to the school based improvement process, the District Based Improvement Committee has taken seriously the challenge of developing and refining our district improvement plan. Teams of staff members have reviewed and revised many aspects of curriculum planning and management, professional development, long-range planning and organization. For more information about the SBIC process, contact your school principal.

**POLICIES [BQ\(LEGAL/LOCAL\)](#), [BQA\(LEGAL/LOCAL\)](#), [BQB\(LEGAL/LOCAL\)](#).**

### **School Supplies**

Each year the school district publishes a list of school supplies for students in elementary schools on the district website at <https://www.pisd.edu/supplies>. Secondary students receive information about necessary school supplies from their teachers the first week of school. Students should not bring items that are not on the list unless the teacher requires them to do so. Students may need to replenish supplies during the school year. Toys, skates, roller blades and skateboards are not school supplies. On an individual basis and receipt by the District of reliable proof that a student or the student's parent or guardian is unable to pay for school supplies as outlined above, the requirement shall be waived. Evidence of inability to pay must be presented to the appropriate principal for review and determination for eligibility for a waiver.

**TEX. EDUC. CODE §11.158 and POLICY [FP\(LEGAL/LOCAL\)](#).**

### **Student Records Access**

Plano ISD maintains general education records required by law. The district makes available to parents and guardians information concerning their child enrolled in school. Until parental rights are legally terminated and/or restricted, each parent or guardian may access the records until the student is 18 years of age (or is attending an institution of post-secondary education, or is no longer a dependent for tax purposes). After that time, only the student has access to his/her records.

Parents, guardians, students (as outlined above) and school officials with a legitimate educational interest are the only persons with access to a student's records. "School officials" would include a district employee, board member, or agent of the district, including an attorney, a consultant, a volunteer, a school resource officer, and any outside service provider used by the district to perform institutional services. A school official has a legitimate educational interest in a student's records when he or she is working with the student, considering disciplinary or academic actions, the student's

case, or an individualized educational program for a student with disabilities, compiling statistical data, reviewing an education record to fulfill the official's professional responsibility, or investigating and evaluating programs. The district also forwards education records (including Special Education Records) on request to a school in which a student seeks to enroll. Certain other exceptions apply under which the district may disclose education records without consent including to officials from various governmental agencies and juvenile service providers.

Upon request, records may be reviewed during regular hours. A parent may review his child's records by contacting the school principal. If, after reviewing the records, a parent or student believes the contents include misleading or incorrect information, the parent or student may request an informal hearing to give that individual the right to challenge the records' content. The principal should be contacted for this hearing.

After following administrative procedures under board policy, the parent, guardian or student has the right to file a complaint if he/she feels that the district is not in compliance with the law regarding student records.

The district will comply with all provisions of the Family Education Rights and Privacy Act of 1974 ("FERPA"). The cumulative records will be made available to the parent, guardian or eligible student upon written request to the school principal. The principal or counselor shall be present to explain the records and to answer any questions. The confidential nature of the student's records will be maintained at all times. The records will be restricted to use only in the superintendent's, principal's or counselor's offices, or other restricted areas designated by the principal. The original copy of the records, or any document contained in the cumulative records, will not be removed from the school. Parents may request information regarding any state or district policy related to their child's participation in assessments required by federal law, state law, or the district policy.

The district may request transcripts and/or any other records as defined under FERPA from previously attended schools for students transferring into Plano ISD schools; however, the ultimate responsibility for obtaining transcripts from the sending school rests with the parent/guardian or student (if age 18 or older).

Some items of information are legally considered directory information and may be released to anyone without consent, unless a parent or student objects to their release in writing within 10 days after the issuance of the notice. Examples of directory information include:

- Student name,
- Photograph,
- Date and place of birth,

- Major field of study,
- Degrees, honors and awards received,
- Dates of attendance,
- Grade level,
- Most recent educational institution attended,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams.

When requested by a child welfare, juvenile justice or law enforcement agency for the purpose of contacting the student's parent or guardian, the following additional categories of information have been designated as directory information:

- Parent or guardian name, address and telephone number

Objections to the release of any or all directory information should be filed in writing (see signature form on [Parent Portal](#)) with the principal of the school which the student attends. Copies of the district's student records policy are located at each district campus, at district administrative offices and Policy On Line at: <http://pol.tasb.org/Home/Index/312>.

**POLICIES [EF](#)(LEGAL), [EKB](#)(LEGAL), [FL](#)(LEGAL/LOCAL).**

### **Transportation**

Plano ISD provides transportation for those students who qualify in accordance with TEA (Texas Education Agency) guidelines. The only exception is for routes which have been declared as "temporary special transportation" by the school board. Under certain conditions, the district may provide "fare busing" transportation for students who live within the two-mile radius from school and within the student's attendance zone. The district shall charge a fee based on a schedule approved by the board.

Route information for the new school year will be available online approximately the first week in August. Go to <https://www.pisd.edu/transportation> and select "Route Finder." Enter your student's home address and home school and then click "Search." Bus stop information and times will appear, if your address is eligible for bus service.

All students being transported are held to a high standard of conduct. Appropriate behavior as outlined in the [Student Code of Conduct](#) is expected for the safety of all students.

To take advantage of this convenience, students must adhere to the established procedures. Any student who violates transportation procedures shall be subject to disciplinary action as stated in the [Student Code of Conduct](#). This includes any misconduct on the bus, or on any related Plano ISD-sponsored transportation. When

students are involved in disciplinary infractions (including, but not limited to: fighting, eating or drinking, excessive noise level, hanging out windows, using inappropriate language, not staying seated, not wearing a seat belt (if available), defiance, destroying property, disrespect toward the driver or other students, littering, etc.), disciplinary action will be taken. The privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

Tex. Trans. Code §547.701(e) requires three-point seat belts on all new school buses that are model year 2018 purchased by a school district on or after September 1, 2017. Students riding a Plano ISD school bus are required to wear seat belts if the bus is so equipped for all passengers. The Plano ISD Transportation Department may refer any student who refuses to wear a seat belt to the campus administration for additional actions. **POLICY [CNC](#)(LEGAL).**

If eligible students are not planning to ride the bus after school, the school office must have a note from a parent. All practices and procedures of the Plano ISD Transportation Department meet Texas Education Agency guidelines. Parents must not request that the student ride a different bus home with another child. If parents have an emergency and cannot meet the bus, they should make arrangements to have another adult receive the child at the regular bus stop. Students should be at their assigned bus stop ten minutes prior to the estimated stop time in order to board the bus promptly.

A parent or guardian may designate a grandparent home or licensed child care facility as a transportation address provided the address of those locations meet the 2-mile busing eligibility criteria and are established as a current bus stop within the boundary for the school which the child attends. Questions about the application of this law and the district's practice may be directed to the Plano ISD Transportation Department at (469) 752-0780.

Tex. Educ. Code §34.0021 requires districts to conduct school bus emergency evacuation training for students and teachers. The Transportation Services staff will conduct the drills. **POLICIES [CNA](#)(LEGAL/LOCAL), [CNC](#)(LEGAL), [FOA](#)(LEGAL).**

### **Vending**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines visit:

<https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks>.

**POLICIES [CO](#)(LEGAL), [FFA](#)(LEGAL).**

## Visitor Management System

Plano ISD utilizes a visitor management system at all campuses and facilities. District policy requires that a visitor present government-issued picture identification upon entry into the campus or facility. The visitor management system logs the visitor at that location, creates a temporary visitor badge with the picture of the visitor and checks a national database to ascertain if the visitor is a registered sex offender. The visitor management system is a convenient and efficient way to track visitors in Plano ISD buildings while protecting students from potential predators. Visitors are required to wear a District-provided visitor ID badge as directed by school or district staff.

**POLICIES [GKA](#)(LEGAL/LOCAL), [GKC](#)(LEGAL/LOCAL).**

## Voluntary Student Accident Insurance

Student insurance is available for purchase through Markel Insurance Company. Parents may enroll students in the voluntary accident insurance using the online enrollment process. Markel has dedicated a secure enrollment website at <http://markel.sevencorners.com>. Coverage is available for accidents occurring during the school day only or on a 24-hour basis. Parents are responsible for enrollment and payment of the full annual premium.

Parents can also contact Markel at 1-877-444-5014 for details on obtaining a form for enrollment.

## Volunteer Application Online

Excellence in public education is best achieved through a shared vision and cooperative effort of students, families, staff and the community. Plano schools benefit from active parent and community participation in the classroom, on field trips, at special events and beyond.

In an effort to create a safe environment for students and pursuant to the Texas Education Code, Plano ISD shall conduct a criminal history record check of prospective volunteers who will be working with or be in the presence of students, including but not limited to: camp counselors, mentors, tutors, field trip sponsors, overnight trip sponsors, any volunteers who will have access to student information and volunteers who work on a regular basis with students. In order to volunteer for any campus activity, an individual must complete a volunteer application found on the district website at:

<https://www.pisd.edu/volunteer>. Individuals may not begin serving as a volunteer until the required criminal history check has been completed and approved. In some instances, fingerprinting may be required. **POLICY [GKG](#)(LEGAL).**

## PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDOE):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student. Exceptions are hearing, vision or spinal screenings, or any physical exam or screening permitted or required under state law;
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Plano ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal

information for marketing, sales, or other distribution purposes. Plano ISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Plano ISD will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Plano ISD will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by USDOE.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901. **POLICIES [EF](#)(LEGAL), [FFAA](#)(LEGAL/LOCAL).**

## **PARENTS OF STUDENTS WITH DISABILITIES**

Parents of students with learning difficulties or who may need special education or Section 504 services may request an evaluation for special education or Section 504 services at any time. For more information regarding the process, contact the campus special education team leader or Section 504 coordinator. See directory of schools: [https://www.pisd.edu/Directory\\_of\\_Schools](https://www.pisd.edu/Directory_of_Schools). **TEX. EDUC. CODE §26.0081, §29.004 and POLICIES [EHBAA](#)(LEGAL), [FB](#)(LEGAL/LOCAL).**

## **[Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services](#)**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter 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 and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school'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 or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

#### Special Education Referrals:

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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



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

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

#### Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Campus Principal or Child Find Help Line

Phone Number: 469-752-4299

Website: [https://www.pisd.edu/Directory\\_of\\_Schools](https://www.pisd.edu/Directory_of_Schools)

#### Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

#### Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Campus Principal

Phone Number: [https://www.pisd.edu/Directory\\_of\\_Schools](https://www.pisd.edu/Directory_of_Schools)

#### Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process (<http://framework.esc18.net/display/Webforms/LandingPage.aspx>)
- Partners Resource Network (<http://prntexas.org/>)
- Special Education Information Center (<http://www.spedtex.org/>)
- Texas Project First (<http://www.texasprojectfirst.org/>)

## **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 is defined in Federal law. Contact person: 504 campus coordinator or school counselor.

**POLICY [FB](#)(LEGAL/LOCAL/EXHIBIT).**

## **WHY JOIN PTA?**

### **What is PTA?**

For more than 120 years, the National Parent Teacher Association (PTA) has worked toward improving the lives of every child in education, health and safety. PTA is a grassroots organization made up of parents, teachers, students and community members who have a special interest in children, families and schools. PTA membership is as diverse as Texas, with different cultures, education levels and parenting skills. Each PTA is different and reflects the interests, activities and needs of its members and surrounding community. By joining PTA, you become a member of the largest child-advocacy group in the nation, with over 515,000 members across Texas and 4 million members nationwide. In Plano ISD, our PTAs have approximately 23,000 members and our PTA Council is one of the largest in Texas. Each one of our 70 school campuses in Plano ISD has a PTA eager for your involvement.

### **What does PTA do?**

PTAs work for children. They meet together, study problems, support teachers and staff, volunteer in schools, attend workshops on parenting and become informed about issues regarding children and youth. As a result, PTA members become better parents, teachers and citizens. Last year, Plano ISD PTA volunteers spent approximately 300,000 hours working for kids!

### **Why should I get involved?**

Your children and your community need you. Studies have proven that membership in PTA provides your child and other children around you, a greater chance of achieving in school. As a PTA member, you are more likely to be an informed, involved and engaged parent. These are critical times for children. More than ever, it is important for parents to learn ways to keep children safe, advocate for children and help their schools achieve more. Together, we really do make a difference.

### **How can I benefit?**

PTA is a great way to connect with other parents who have similar interests and concerns. The school years are fundamental to developing friendships among children, and PTA also provides that opportunity for adults. Plano ISD Council of PTAs encourages learning, provides training for various positions and seeks to recognize outstanding volunteer accomplishments. Ultimately, PTA provides the opportunity to serve and to contribute to the welfare of all children throughout the district. Your membership and volunteerism help fund and support the programs and activities chosen by the members of your PTA.

### **How can I get involved?**

First please join your PTA at your local campus or through [JoinPTA.org](http://JoinPTA.org)<sup>1</sup>! Next, contact the PTA President or Volunteers Chairperson and let them know you are available to help. They will be excited to hear from you. There are tasks you can do from home in the evening or during the day at school, such as chaperoning field trips, helping with parties and programs, preparing class materials and more! Some jobs can be special projects that last a day or a week, while others can be long-term projects like mentoring a child or helping with distributing YO (Youngest Only) packets to teachers' mailboxes. However you can help, you are needed.

### **How can I learn more about PTA?**

Please check out the Plano ISD Council of PTAs website at [www.planopta.org](http://www.planopta.org)<sup>1</sup> to learn more about the Plano ISD Council of PTAs, as well as find links to the PTAs at each of our schools. While there, we encourage you to sign up for the Council e-newsletter. This will keep you up to date on events and issues affecting parents, students and our school community. You can also find the "Plano ISD Council of PTAs" on Facebook where they share announcements and article links to issues affecting children, parents and schools.

## **INFORMATION ABOUT PTA AND YEARBOOK CONSENT FORMS:**

### **How do I give permission for my student's image or work to be included in PTA-produced publications, website, etc.?**

Signed consent is required. The "PTA Student Information and Image Consent Form" can be accessed through [Parent Portal](#) under the "PTA/PTSA Consent" tab. This PTA form provides consent for your student's information/image to be used in PTA-produced publications — including newsletters, directory, website and any other publications (with the exception of yearbook as noted below). Please contact your campus PTA for additional information. This form is specific to PTA projects only and is separate from the yearbook and district required consent forms.

## **How do I give permission for my student to be included in the campus yearbook?**

Signed consent is required. The yearbook consent and release form is available on [Parent Portal](#) under the “Authorization Statement” tab, and includes consent for all yearbook publications. There is not a separate form for PTA produced yearbooks as in years past.

<sup>1</sup>Pano ISD is not responsible for content on external sites or servers.

**POLICY [GE](#)(LOCAL).**

# PLANO ISD STRATEGIC PLAN

## Our Mission

Our Plano ISD learning community will educate, inspire and empower every student to activate their unique potential in a dynamic world.

## Our Vision

Committed to Excellence

Dedicated to Caring

Powered by Learning

**Plano ISD Proud.**

## Plano ISD Pillars and Objectives

### Pillar 1: Learning and Teaching

Objective: All students will have access to a culture of high expectations coupled with an engaging, innovative, personalized and supportive learning environment.

### Pillar 2: Life Ready

Objective: Plano ISD graduates will possess the skills and knowledge that enable them to be future-ready citizens and leaders in the global workforce.

### Pillar 3: Talent Acquisition, Support and Growth

Objective: To ensure a quality school system, Plano ISD will hire, train and retain the most effective and talented workforce.

### Pillar 4: Culture of Community

Objective: Plano ISD embraces the diverse community in which we live and work and will foster partnerships that are beneficial to the education of our students and meet the needs of our families.

### Pillar 5: Strategic Resource Management

Objective: As good stewards, we will strategically and equitably manage our resources to meet identified student needs and align resource allocation with district goals.

**POLICY [AE](#)(LOCAL).**

## PUBLICATION EDITORS AND STAFF

- Sara Bonser, Superintendent of Schools
- Gloriane Fernandez, Manager Policy, Elections, Operations
- Brionna Gray, Executive Assistant

## **SCHOOL BOARD**

- Tammy Richards, President
- Angela Powell, Vice-President
- Jeri Chambers, Secretary
- Nancy Humphrey
- David Stolle
- Dr. Heather Wang
- Cody Weaver

### **School Board Meetings**

Regular meetings of the board shall normally be held on the first and third Tuesday of each month. The board shall set its meeting schedule at the annual organizational meeting. Notices of all meetings are posted at the front door of the Administration Center, and are also available in the superintendent's office and the communications department. Agendas including attachments are made available to the media and the public on the Plano ISD website at <https://www.pisd.edu/Page/19763> and also in the superintendent's office. Meetings are streamed live online and archived for on-demand viewing at [www.pisd.edu/pisdlive](http://www.pisd.edu/pisdlive). Please use the following link to view official meeting minutes, videos, presentations and related documents: <https://www.pisd.edu/Page/19763>.

## FORMS

**PLEASE NOTE:** Access to required signature forms, as described below, is found on [Parent Portal](#):  
<https://parentportal.pisd.edu/Login.aspx>.

The following signature forms are provided as a reference. Please access these forms via [Parent Portal](#) for electronic signature. All electronic signatures are valid and binding. If parent or guardian is unable to access the forms electronically, the school can provide electronic access.

**STATEMENT OF CONSENT FORM**  
**Student | Parent Policy Guide and Student Code of Conduct**

My child and I have access to either an electronic or paper copy of the Plano ISD Student/Parent Policy Guide and the [Student Code of Conduct](#) for the 2020-2021 school year.

- <https://www.pisd.edu/policy>.
- Paper copies of the Student/Parent Policy Guide or [Student Code of Conduct](#) can be obtained by contacting individual campus offices.

I understand that the Student/Parent Policy Guide contains information that my child and I may need during the school year. I understand that revisions may be made throughout the school year and will be posted online at <https://www.pisd.edu/policy> and I am responsible for accessing and reviewing the revisions. I also understand that my child shall be held accountable for the behavior and consequences outlined in the Student/Parent Policy Guide and the [Student Code of Conduct](#), and any subsequent revisions to either document, at school and at school-sponsored and school-related activities, including school-sponsored travel and for any school-related misconduct, regardless of time or location. If I have any questions regarding the Student/Parent Policy Guide or [Student Code of Conduct](#), I should direct those questions to the campus principal.

**Texas State Testing Requirements for Promotion and Graduation**

I have been informed of the Texas state testing requirements for promotion and graduation. **POLICIES [EIE\(LEGAL\)](#), [EIF\(LEGAL\)](#), [EKB\(LEGAL\)](#).**

**School** (Please Print): \_\_\_\_\_

**Name of Parent or Guardian:** \_\_\_\_\_

**Name of Student** (Please Print): \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

*Failure to complete this form does not mean that students or parents are excused from presumed awareness of the items contained herein.*



## 2020-2021 NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Plano ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of your child's first day of instruction for this school year.

This means that the District must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. The District is providing you with this form so that you can communicate your wishes about these issues. [FL](#)(EXHIBIT A)

### Plano ISD has designated the following information as directory information:

- Student name
- Date and place of Birth
- Dates of attendance
- Photograph
- Grade Level
- Major field of study
- Degrees, honors, and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team

**Parent:** Please choose one of the choices below.

I parent of \_\_\_\_\_ (*student's name*),

**Do give** the District permission to release the information in this list in response to a request.

**Do not give** the District permission to release the information in this list in response to a request.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone numbers of secondary school students enrolled in the District, unless the parent or the eligible student directs the District not to release information to these types of requestors without prior written consent.

**Parent:** Please complete the following **only** if you **do not** want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I parent of \_\_\_\_\_ (*student's name*),

request that the District **not** release my child's name, address, and telephone number to a military recruiter or institution of higher education upon their request without my prior written consent.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE FORM FOR PUBLICATIONS, VIDEO AND ELECTRONIC  
DISPLAY OF STUDENT WORK**

**PLANO INDEPENDENT SCHOOL DISTRICT  
PUBLICATIONS, VIDEO, INTERNET, ARTWORK DISPLAY CONSENT AND RELEASE  
AGREEMENT**

Students who attend school in the Plano Independent School District are occasionally asked to be a part of school and/or district publicity, publications, social media, and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the district asks that you sign this form and return a form to the school for each of your students.

The form referenced below indicates approval for the student's name, picture, work, voice, verbal statements, or portraits (video or still) to appear in school publicity or district publications, videos, or on the district website. For example, pictures and articles about school activities may appear in local newspapers or District publications and artwork may appear in public spaces. These pictures and articles may or may not personally identify the student. The pictures, videos, and artwork may be used by the district in subsequent years.

**AGREEMENT**

The student and parent/guardian release to Plano ISD the student's name, voice, verbal statements, class assignment(s), portraits (video or still), pictures, and artwork and consent to their use on behalf of Plano ISD for publicity purposes.

Plano ISD agrees that the student's name, work, voice, verbal statements, class assignment(s), portraits, or pictures (video or still) will only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and parent/guardian understand and agree that:

- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives; and
- The photo, video, artwork, class assignment(s), or student statements may be used in subsequent years.

If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice.

**Effective Date of Agreement:** \_\_\_\_\_

**Student's Name** (please print): \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Parent/Guardian Name** (please print): \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

Pursuant to Tex. Educ. Code §26.009(b)(2)

Plano ISD has no control over media use of pictures/statements that are taken without permission.

**The information above does not relate to yearbooks. The Yearbook Consent and Release Agreement must be completed for yearbook authorization and is found on the Plano ISD [Parent Portal](#) (“Authorization Statements” tab) and the Student/Parent Policy Guide.**

[CQ](#)(EXHIBIT)

EXHIBIT E

**RELEASE FORM FOR STUDENT RECORDS**

I, \_\_\_\_\_ (*name*), give my permission and request the release of student record information of my child \_\_\_\_\_ (*child's name*), to be provided to me electronically by the district. The specific information and/or records requested are:

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I understand that the District cannot guarantee that the transmittal of this material by electronic means is secure and that the material may be capable of observation, interception, or monitoring by others. Further, I understand the District cannot ensure that the records will be received only by the requestor at the e-mail address provided. I acknowledge the risks identified herein and request that the student record information request above be sent to \_\_\_\_\_, my e-mail address.

**Student's Parent or Guardian:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

The above release assumes that the student records will be sent via e-mail or fax rather than through direct access to the Internet.

## **YEARBOOK CONSENT AND RELEASE AGREEMENT**

I give my permission and agree to the release of my student's name, statements, portraits, picture, and/or artwork for use in the district and/or \*Parent Teacher Association (PTA) produced yearbook.

Student and parent/guardian understand and agree that:

- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives; and
- The student's name, statements, portraits, picture, and/or artwork may be used in subsequent years.

If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice.

\*The PTA is a separate and distinct legal entity from the Plano Independent School District.

**This form is solely for the purpose of obtaining yearbook consent and is separate and apart from the Publications, Video, Internet, Artwork Display Consent and Release Agreement. The Yearbook Consent and Release Agreement is available on the Plano ISD [Parent Portal](#) (Authorization Statements tab).**