

Student / Parent Policy Guide

2016-2017

This guide provides a succinct review of commonly addressed policies and is not meant to be a comprehensive or detailed report of state and local laws and policies. To the extent a conflict exists, Plano ISD's "Policy On Line" prevails over the language of this guide.

Questions about this guide should be directed to the communications department, (469) 752-8150 or email ask.pisd@pisd.edu. Information regarding policies and procedures is also available from school principals.



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 havens 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,

A handwritten signature in blue ink, appearing to read "B. T. Binggeli".

Dr. Brian T. Binggeli
Plano Independent School District
Superintendent of Schools

Student / Parent Policy Guide

2016-2017

Important parent signature documents are available for digital signature on parent portal. For parents/guardians without Internet access, please contact your child's school for assistance.

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.



[Link to Policy Online](#)

PLEASE NOTE: Access to required signature forms, as described below, is found on parent portal. <https://parentviewer.pisd.edu/>

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.

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. **Parent / guardian signature required for all students.**

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 Board 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. [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)

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.

Publications, Video, Internet, Artwork Display Consent and Release Agreement – Plano ISD students are occasionally asked to be part of school and/or district publicity, publications 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, social media, videos or on the district's website. If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice. [CQ \(EXHIBIT D\)](#)

Electronic Transmittal of Student Record Information – 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.

[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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2016-2017 STUDENT CODE OF CONDUCT (Reference Texas Education Code Chapter 37).

A student who engages in one or more of the offenses listed below is subject to the appropriate discipline or action as stated. To assist students involved in violations of the Drug/Alcohol Policy, the district requires an outside assessment by a trained professional. In incidences involving threats to safety and security, the district **may** require an outside assessment by a trained professional.

Expulsion Offenses	Discipline Alternative Education Placement Offenses	Campus Discipline Management Offenses
<p>Mandatory Expellable Offenses</p> <ul style="list-style-type: none"> Engaging in conduct while on school property or at a school related event containing the elements of: <ul style="list-style-type: none"> a) Unlawfully carrying a firearm, illegal knife or club pursuant to Section 46.02 of the Texas Penal Code or b) Intentionally or knowingly possessing, manufacturing, transporting, repairing or selling a weapon prohibited by Section 46.05 of the Texas Penal Code. Bringing a firearm on campus. Engages in conduct while on school property or at a school related event containing the elements of: <ul style="list-style-type: none"> a) Aggravated assault, sexual assault or aggravated sexual assault. b) Arson. c) Murder, capital murder or criminal attempt to commit murder/capital murder. d) Indecency with a child. e) Aggravated kidnapping. f) Aggravated robbery. g) Manslaughter. h) Criminally negligent homicide. i) Conduct related to an alcohol or drug offense that is a felony j) Retaliation against a school employee in connection with any offense listed above, whether on or off school property or at a school-related activity. k) Continuous sexual abuse of a young child or children. <p>Discretionary Expellable Offenses</p> <ul style="list-style-type: none"> The district may expel for any offense listed above occurring within 300 ft. of school property. The district may expel any student who is required to register as a sex offender and who is under any form of court supervision, including probation, community supervision or parole. The district may expel for off campus felonies if they involve crimes of violence against a person, such as assault, sexual assault or homicide or aggravated robbery, regardless of when or where the conduct occurred. The district may expel for serious misbehavior as defined by TEC Chapter 37.007(c) <u>only</u> if the student is in a DAEP. The district may expel for selling, giving or delivering to another person or possessing, using or being under the influence of any type of drug, alcohol or controlled substance when not punishable as a felony. The district may expel for criminal mischief, if punishable as a felony, whether committed on or off school property or at a school-related activity. The district may immediately expel if necessary to protect persons or property. The district may expel for conduct involving the elements of the offense of a false alarm, false report or terroristic threat. The district may expel for 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. 	<p>Mandatory DAEP Offenses</p> <ul style="list-style-type: none"> Engaging in conduct that contains elements of the offense of an assault or a terroristic threat. Engaging in conduct that contains elements of the offense of a false alarm or report. Selling, giving or delivering to another person or possessing, using or being under the influence of any type of drug, alcohol or controlled substance (see expellable offenses if punishable as a felony). Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals. Engaging in conduct that contains the elements of the offense of public lewdness or indecent exposure. Engaging in conduct punishable as a felony. Off-campus felonies will require DAEP placement <u>only</u> if they involve crimes of violence against a person, such as assault, sexual offenses or homicide or aggravated robbery. Retaliating against a school employee, when not combined with another offense, 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 be removed to the DAEP for at least one semester if the student is not expelled. <p>Discretionary DAEP Offenses</p> <ul style="list-style-type: none"> The district may place in a DAEP a student whom the district determines to be a member of, pledges to become a member of or solicits another person to join or pledge a public school fraternity, sorority, secret society or gang. The district may place in a DAEP a student whose conduct contains the elements of a felony when off school property and not at a school-related activity if the continued presence of the student will cause a major disruption of the learning environment or a threat to safety and security. The district may immediately remove a student to a DAEP for behavior that is so unruly, disruptive or abusive that the teacher cannot communicate with the class. The district may place in a DAEP a student whose conduct contains serious or persistent* misbehavior. This may include the misuse of technology resources. The district may place in a DAEP a student whose conduct contains the elements of criminal mischief whether committed on or off school property or at a school-related activity. The district may place in a DAEP a student in use, exhibition or possession of a switchblade or butterfly knife on school property or at a school related event. <p>* Persistent misbehavior: the demonstration of a continued behavior that constitutes a major disruption to the learning environment or a threat to safety and security.</p>	<ul style="list-style-type: none"> Inappropriate attire. (FNCA) Weapons. (FNCG) Drug and alcohol use. (FNCF) Disruptive activities. (FNCL, GKA) Publications and prior review. (FMA) Organizations and clubs. (FNCC) Possession of prohibited devices. (FNCE) 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 smoking purposes whether it is presented as incense, herbs, spices or any blend thereof. (FNCD) Damaging or vandalizing property owned by the district, other students or district employees. (FNCB) Using profanity or vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory statements. (FFH). Engaging in sexual harassment or verbal or physical harassment based on another person's race, color, gender, national origin, disability or religion. (FFH) Being disrespectful toward students, teachers, other school employees or school visitors. Cheating or copying the work of another student. Throwing objects, outside supervised school activities, that can cause bodily injury or property damage. Leaving school grounds or school-sponsored events without permission. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules and regulations. Possession or use of matches, lighters, etc. Committing robbery or theft. Disobeying school rules about conduct on buses. Fighting, committing physical abuse or threatening physical abuse. 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, harassment or making hit lists. Engaging in any other conduct that disrupts the school environment or educational process. Improper use of technology resources. Possession, use or distribution of prescription, nonprescription or homeopathic medication or dietary supplements. Except as allowed in (FFAC LEGAL), all medication should be provided to and administered by authorized school personnel. Hazing. (FNCC) Assault. (FNCH) Attendance. (FDD) Gambling.

Length of expulsion or DAEP placements not to exceed 180 school days. The following factors will be taken into consideration in each decision concerning suspension, removal to a disciplinary alternative education program, expulsion or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory or discretionary action: self-defense, intent or lack of intent at the time the student engaged in the conduct; and/or the student's disciplinary history.

Standards of Conduct

Student responsibilities for achieving a positive learning environment at school or 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 do not.
- Conducting one's self in a responsible manner, always exercising self-discipline.
- 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 staff in maintaining safety, order and discipline.
- Reporting to school officials and/or proper authorities threats to safety and security.
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.

Discipline Management Techniques

The following discipline management techniques may be used – alone, in combination or as part of progressive interventions – for behavior prohibited by the STUDENT CODE OF CONDUCT or by campus or classroom rules:

- Verbal correction.
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- 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.
- 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.

Students with Disabilities

In each decision concerning suspension, DAEP placement, expulsion or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory or discretionary action the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The district maintains a list of campus behavior coordinators on the district's website, 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. A good faith effort shall be made on the day the action was taken to provide to the student for 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.

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher, campus behavior coordinator or campus administration, as appropriate, and in accordance with policy ([FO LOCAL](#)). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On-Line at the following address: www.pisd.edu.

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

SCHOOL ATTENDANCE

Boundaries and Attendance Zones

Students must live in the boundaries of Plano ISD, or qualify for enrollment in accordance with the Board 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 after the beginning of the second semester may finish the year in the district by providing his or her own transportation. At any other time of the year, the student shall be expected to transfer immediately to the new district into which the family moved. 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 intradistrict 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.
- 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. **POLICIES [FDA](#) and [FD](#) (LOCAL)**

ENROLLING IN SCHOOL

It is a criminal offense under 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. **EDUCATION 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](#) and [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. (EDUCATION CODE 25.001) A child must be enrolled by the child's parent, legal guardian or other person with legal control under a court order. **EDUCATION CODE 25.002**

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. The district may investigate any questions regarding a student's residency and may withdraw the student who ceases to be a resident. **POLICY [FD](#) (LEGAL/LOCAL)**

Student and Family Support

You are encouraged to inform the district if you, or your child, are experiencing homelessness. District staff can 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.

For more information on services for homeless students, contact the district's homeless education liaison James Thomas at (469) 752-8106. **POLICY [FFC](#) (LEGAL/LOCAL)**

Students in the Conservatorship of the State (Foster Care)

In an effort to provide educational stability, the district strives to assist 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 until the student reaches the highest grade level at the particular school without payment of tuition. 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.

Please contact, James Thomas, who has been designated as the district's liaison for children in the conservatorship of the state, at (469) 752-8106 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. Education 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 (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347 or online at: <https://corequest.dshs.texas.gov>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox) and meningococcal. 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 TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor’s opinion, the immunization required 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 TDSHS <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 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 now, 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.

With the exception of the health clinics in your district, information is available at the TDSHS Web link provided in this section. [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 intradistrict transfer to complete the school year outside their attendance area, they must meet all academic, attendance and discipline requirements of transfer students.

Intradistrict 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 or a copy of a qualification letter for the Free or Reduced Lunch Program will be accepted for waiver of the fee. 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 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. 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.

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 make application when they wish to enroll. **POLICY [FDB](#) (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 while in or on the grounds of the school the student attends to give them the option to immediately transfer to another safe elementary or secondary school with the space and staff available within the district. Special consideration shall also be given to victims of bullying, in accordance with Policy [FOB](#) (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.

Violations/Forfeitures

Transfers may be revoked by the school principal if school rules 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.

Transportation

The district does not provide bus transportation for transfer students. **POLICIES [FDB](#) (LEGAL/LOCAL) and [FDE](#) (LEGAL/LOCAL)**

Withdrawing from School

If students plan to withdraw, parents are asked to call the school a day or two 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

Student absences should be limited and make-up or remedial work will be required from students with absences. Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from any 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 any 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 excuse 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 counted absent after 9:00 a.m. The official attendance period for secondary students (middle, high school and senior high) is second period. [FEB](#)
(REGULATION)

If a student is temporarily absent due to an appointment with a health care professional and the student commences 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 office a statement signed by the health care professional verifying the appointment. Absences such as vacations and trips (except those excused by the principal for unusual circumstances), babysitting, working (including modeling), non-school sponsored athletic 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.

A student may not be given credit for a class if the student is in attendance for less than 90 percent of the days the class is offered. A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. A committee appointed by the Board of Trustees may hear petitions for class credit by students who are in attendance fewer than 90 percent of the days the class is offered during a semester due to extenuating circumstances. If a student is denied credit for a class by the committee, the student may appeal the decision according to district appeal policies. **POLICIES** [EIAB](#) and [FEA](#) (LOCAL), [FEC](#) and [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.

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&p_tac=&ti=25&pt=1&ch=97&rl=7](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=7) (exclusion requirements)
- [http://www.dshs.state.tx.us/idcu/investigation/conditions/\(notifiableconditions\)](http://www.dshs.state.tx.us/idcu/investigation/conditions/(notifiableconditions))

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 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 www.CDC.gov and 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), EDUCATION 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.

If the student satisfactorily completes the make-up work, the days of absence shall be counted as days of compulsory attendance. The student shall not be penalized for the absence. **POLICIES [FEA](#) (LEGAL) and [FEB](#) (LEGAL/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. **EDUCATION 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 intentionally, knowingly, recklessly, or 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. **POLICY [FEA](#) (LEGAL/LOCAL) AND EDUCATION 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. 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. 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) AND [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)**

Interim Reports

Each grade (kindergarten – grade 12) teacher who has a student who is failing, near failing or 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 by sending an unsatisfactory grade notice. Interim progress reports may be issued at the teacher's discretion.

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 grade of 80 overall 2nd semester average (per class) and 80 for the 4th grading period must be maintained (per class).
- Student takes the National AP or IB exam for that course in May.
- Student shall have no more than four 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 Program 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 students must report to class on the day of the exam and take the final exam for the course. Students will have the option of allowing the final exam grade to be counted toward their grade or utilizing the grade waiver option.

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 Guidelines

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.
- 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 grade of 85 overall 2nd semester average (per class) and 85 for the 4th nine-week grading period must be maintained (per class).
- Student shall have no more than four 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 Program Center.
- Student must have no outstanding fines, fees or debts for school property or other Plano ISD services.

To qualify for the exam exemption, students 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 and have the option of utilizing a grade waiver or allowing the final exam grade to be counted toward their 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 an integral part of the learning process to support, enrich, or reinforce topics covered in class. Students shall be able to see the purpose of homework and clearly understand requirements.

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.

Teachers shall communicate samples of assessment expectations in advance of major tests and exams. Communicating expectations may include, but is not limited to objective sheets, review/study guides and samples of the types of questions students will answer on the formal assessment.

Teachers shall assist students in interpreting assessment results. At a minimum, this interpretation shall include going over tests in class. Further efforts may include:

- Providing opportunities for students to analyze their mistakes,
- Making individual appointments with students,
- Making individual appointments with parents.

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 Program

Plano ISD offers a program for students with dyslexia and related disorders by providing identification, intervention and placement in a timely manner in compliance with the program descriptors defined by the State Board of Education. Diagnostic reading assessments administered in kindergarten, first and second grade classrooms assist in early identification of students who are at risk for reading difficulties.

Each campus provides a teacher trained in assessment and instructional strategies that utilize individualized, intensive, multi-sensory, phonetic methods along with a variety of writing and spelling components. Identification, intervention and placement begin with the recommendation of a formal and/or informal evaluation by the campus assessment team. Parents are notified and informed of available options and services provided on each campus.

The district dyslexia program employs appropriate instructional strategies including the monitoring of student progress with an annual evaluation and the monitoring of progress after exiting the program with intervention as needed. **POLICY [EHB](#) (LEGAL)**

Teachers and Staff Professional Qualifications

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or 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. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

PROMOTION, RETENTION, REMEDIATION AND PLACEMENT

Student Promotion

Promotion, grade-level advancement and course credit shall be based on mastery of the curriculum. 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 Board 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.

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. **POLICY [EIE](#) and [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 PISD/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:

1. Honors shall be determined at the end of the third nine-week grading period of the senior year.
2. All courses taken in grades 9 through the third nine-week grading period of grade 12 shall be included.

POLICY [EIC](#) (LOCAL)

College and University Admissions

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

- Completes the Recommended or Distinguished Achievement program 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. Beginning with ninth graders in the 2014-15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

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 of Texas at Austin during the summer or fall 2016 term, the University will be admitting the top 8 percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the university through an independent review process.

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

Students and parents should contact the counselor or Texas colleges/universities 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)

UIL 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. **EDUCATION CODE 33.081(B), POLICY [FM](#) (LEGAL), 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 in state-approved courses.
- Grade 11 - 10 credits in state-approved courses.
- Grade 12 - 15 credits in state-approved courses.

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. **EDUCATION CODE 33.081 (C, D, F), POLICY [FME](#) (LOCAL), UIL CONSTITUTION AND CONTEST RULES (SUBCHAPTER M)**

Extracurricular Activities

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. **EDUCATION CODE 33.081 (D-1), [FM \(LOCAL\)](#), [FO \(LOCAL\)](#), 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. **Education Code 76.1(a) POLICY [FM \(LEGAL\)](#)**

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. 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. **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 \(LOCAL\)](#) and [EIC \(LOCAL\)](#)**

STAAR-EOCs

Students will be required to take and successfully complete the State of Texas Assessment of Academic Readiness (STAAR) End of Course (EOC) exams for courses required on a student's graduation plan as shown below:

- English I, English II (reading and writing),
- Algebra I,
- Biology,
- U.S. History.

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) or International Baccalaureate (IB).
- All of these methods must be approved prior to enrollment in the course.

Please see the counselor for more information.

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 the rules and regulations 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 \(LEGAL\)](#) and [FN \(LOCAL\)](#)**

Student Responsibilities

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

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 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 (not religious) viewpoint. **POLICY [FNA](#) (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 inspect lockers and cars parked on school premises if there is reasonable cause 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. Metallic knuckles.
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.

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), PENAL CODE 46.01 AND EDUCATION CODE 37.125

*A student who uses, possesses, or exhibits a firearm, illegal 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.

A simple 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 believe that the other will regard the contact as offensive or provocative.

POLICY [FNCH](#) (LEGAL), PENAL CODE 22.01 AND EDUCATION CODE 37.006

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 [FNCH](#) (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 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 [FNCF](#) and [FFAC](#) (LEGAL)**

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product; electronic cigarettes; 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; 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](#). **POLICES [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 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 determine the extent of the student's drug/alcohol problem;
- Student and parent(s) will provide a written assessment from a district approved drug/alcohol assessment center;
- Student and parent(s) will provide evidence of ongoing counseling/treatment with a certified counselor, psychologist, or psychiatrist;
- 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;
- 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. **POLICY [FO \(LOCAL\)](#)**

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.

Student demonstrations and similar activities will be prohibited when there is evidence which may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

The evidence must support a "reasonable forecast of substantial disruption" of school operations; "undifferentiated fear" or mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression.

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 \(LEGAL\)](#) [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. **[FNCC \(LEGAL\)](#)**

Hazing

The district prohibits hazing. Hazing means any intentional, knowing or reckless act directed against a student by one person alone, or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

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. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental/physical health or safety of the student.
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a district school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to the acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing can result in criminal penalties, as well as school discipline.

POLICY [FNCC \(LEGAL\)](#)

Prohibited Harassment and Bullying

The district prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The district prohibits dating violence and bullying. 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, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated proposition and unwanted body contact.

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate or control the other partner. 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 or printed material promoting racial, ethnic or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Bullying includes written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and has 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; or is sufficiently severe, persistent or pervasive that the action or threat creates an intimidating, threatening or abusive educational environment for a student. This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school.

Any student who believes that he or she has experienced prohibited harassment or bullying should immediately report the alleged acts to a teacher, counselor, principal, or district employee.

Students engaging in prohibited harassment shall be subject to appropriate disciplinary action in accordance with the [STUDENT CODE OF CONDUCT](#), [POLICIES FFH \(LOCAL/REGULATION/EXHIBIT\)](#), [FFI \(LOCAL\)](#) 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.

Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the [STUDENT CODE OF CONDUCT](#) and may be required to complete an educational program related to the dangers of this type of behavior and, in certain circumstances, may be reported to law enforcement.

Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child, <http://beforeyoutext.com>, a state-developed program.

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](#)

DISCIPLINE PROCEDURES

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 37 of the Education Code; the [STUDENT CODE OF CONDUCT](#) adopted by the Board of Trustees; self-defense (as defined in the Texas Education Code Chapter 37); intent or lack of intent at the time the student engaged in the conduct; the student's past 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:
 - Counseling by teachers, special services, or administrative personnel;
 - Parent-teacher conference;
 - Cooling-off or time-out;
 - Behavioral contracts;
 - Assigned school duties other than class tasks;
 - Verbal correction;
 - Withdrawal of privileges, including participation in extracurricular activities and honorary positions;
 - Sending the student to the office or other assigned area, or to in-school suspension;
 - Detention;
 - Seating changes within the classroom;
 - Rewards or demerits;
 - Probation;
 - Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district;

- Temporary confiscation of items that disrupt the educational process;
- Grade reductions 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;
- Other appropriate strategies and consequences as determined by school officials.

POLICIES [FO](#) (LEGAL/LOCAL); [FOD](#), [FOA](#) and [FOB](#) (LEGAL); [STUDENT CODE OF CONDUCT](#)

Interrogations and Searches

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

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

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

Students have full 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 shall not place, keep, or maintain any article or material that is forbidden by district policy in lockers or in vehicles parked on school property. Areas such as lockers, which are owned by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Vehicles parked on district property are also subject to search under the guidelines outlined herein and in district policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

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. However, the use of a detection dog to sniff a student's person constitutes a search and requires individualized reasonable suspicion.

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, disciplinary action including but not limited to suspension or expulsion for students, and immediate loss of parking privileges on district property. Visitors or patrons 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 programs campus will be screened by school staff upon arrival at school each day. Parents and students will be provided information on specific security screening procedures prior to the student's first day at the special programs campus.

Detention

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

Student Complaints

Student complaints regarding: discipline; alleged discrimination; prohibited harassment; bullying, dating violence or retaliation related to discrimination or harassment; loss of credit on the basis of attendance; instructional material; a commissioned peace officer who is an employee of the district; transfers or residency, Section 504 or special education identification, evaluation, or educational placement; selection or exit from the gifted program; admission and placement or services provided for a homeless student are covered by separate procedures. In all other areas, students will seek resolution of their complaints informally, beginning at the lowest possible level. Students may appeal decisions in accordance with Board 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)**

UNDERSTANDING STUDENTS: A DISCIPLINE MANAGEMENT PLAN

"Understanding Students" is the title of the discipline management program for 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 dealt with through the program if the student's behavior is to be changed. A positive plan will be developed to help 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 school and to society. Throughout this plan, "parents" include single parents, legal guardians, or persons having lawful control of the student. In addition, "he" refers to both male and female students.

The "Understanding Students" program of discipline management was developed through individual conferences with principals in Plano ISD. Parental input was gained from a 25-member Parents in Action group from one of the senior high schools and from the Presidents' Council of the PTA / PTSA which had a parent representative from each school in the district.

Student input was obtained from senior 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

1. "Behaviors of concern" are inappropriate student behaviors such as unexcused absences or tardies, class disruptions including pagers, sexual harassment, name-calling and violations of school rules including drug/alcohol abuse.

2. When these behaviors of concern are observed and depending upon the seriousness of the behavior, a teacher may schedule a student conference and/or a parent conference. Detentions may be assigned, students may be temporarily removed from the classroom, or other appropriate discipline management may be used.
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 will be 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, he/she may be referred to a central intervention team composed of the principal or designee from the district alternative program, representatives 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 discipline offenses that are Discipline Alternative Education Program (DAEP) violations may be appealed to an appeals panel consisting of the executive director of student and family services (chair of appeals panel) and two other designees appointed by the superintendent. All decisions at this level are final. **POLICIES [FO](#) (LOCAL); [FOA](#), [FOC](#) and [FOCA](#) (LEGAL.)** Expulsion offenses are appealable through the Appeals Panel. Decisions of the Appeals Panel on expulsion offenses may be appealed through the School Board. **POLICIES [FO](#) (LOCAL) and [FOD](#) (LEGAL)**
6. The district goal is to work with each student who exhibits behaviors of concern to assist the student to change his behavior and successfully attend classes at his/her home campus.

By state law, the discipline management plan must encourage the commitment, cooperation and involvement of school district administrators, teachers, parents and students.

A person in each school is designated to implement and assess the program in that school and 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 for signed statements by each student's parent that the parent understands and consents to the responsibilities outlined in the district's Student/Parent Policy 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 a Discipline Alternative Education Program (DAEP) or expulsion. **POLICY [FO](#) (LEGAL) AND THE [STUDENT CODE OF CONDUCT](#)**

Roles and Responsibilities

Everyone involved in a student's school program, including each student, has one or 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 school regularly and to 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 report cards 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 education.
10. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
11. Be sure their child attends school tutorial(s) when required or as needed.
12. Submit 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 effective training and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
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 with parents and teachers.

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 directives.
4. Maintain an orderly classroom atmosphere conducive to learning.
5. Teach to the standards of performance required by the district.
6. Establish rapport and an effective working relationship with parents, students and other staff members.
7. Teach students to strive toward self-discipline.
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. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
11. Cooperate with parents and administrators.

Responsibilities of Students are Listed Throughout this Document.

DRESS AND GROOMING

Dress Code

Students' dress and grooming are expected to be in keeping with accepted community standards.

Guidelines for Dress and Grooming

1. Shoes must be worn at all times.
2. 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.
3. Dresses or skirts must be longer than fingertips.
4. 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.
5. 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.
6. No hats, caps, bandannas, hoods, wallet chains, or sunglasses.
7. No type of clothing which has been torn or has holes will be allowed.
8. No sagging pants or shorts.
9. No gang paraphernalia.
10. No visible pierced jewelry other than earrings.
11. All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.

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 elementary, middle and high schools (through grade 10) remain locked during the school day. Following are safety tips for students:

- Students shall 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.
- Students should 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.

VISITORS

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. **POLICY [GKC](#) (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:

1. The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
2. The principal or designee ordinarily will 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. The principal or designee may 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](#) (LOCAL)**

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- 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)**

Child Sexual Abuse and Other Maltreatment of Children

According to the Texas Family Code and School Board policy, any person suspecting that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make a verbal report within 48 hours to the Child Protective Services division of the Texas Department of Protective and Regulatory Services or any local or state law enforcement agency.

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 and EXHIBIT) and [GRA](#) (LEGAL)**

The district has established a plan for addressing child sexual abuse 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.

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/default.asp.

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-2/>

<http://kidshealth.org/en/parents/child-abuse.html>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

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 an experienced 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)

Texas Educational Code Section 38.015 details information regarding the "Self Administering 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 unsuspected anaphylaxis and can only be used by the registered nurse in such cases. Plano ISD has developed a Food Allergy Management Plan. This plan can be found at <http://www.pisd.edu/parents/health/anaphylaxis.shtml>. 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 help ensure 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 doing everything possible to ensure 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 \(LEGAL\)](#) and [FFAF \(LOCAL\)](#)**

Asthma Care

Texas Education Code Section 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. The bill specified the conditions under which a student is entitled to possess and self-administer asthma 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 \(LEGAL\)](#)**

Bacterial Meningitis Awareness

State law specifically requires the district to provide the following information:

What is bacterial meningitis? Meningitis is an inflammation of the membranes that surround the brain and spinal cord. Meningitis can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. However, bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical and life support management.

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

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, seizures, discomfort looking into bright lights, confusion and sleepiness and lethargy. In both children and adults, there may be a rash of tiny, red-purple spots or purple patches on the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

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

How serious is bacterial meningitis? Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. However, in some cases it can be fatal or a person may be left with permanent severe health problems or disability.

How is bacterial meningitis spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, or by sharing drinking containers, food, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions (such as by coughing or sneezing).

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

How can bacterial meningitis be prevented? Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for from three to five years.

* Please note that the TDSHS requires at least one meningococcal vaccination for grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

What should you do if you think you or a friend might have bacterial meningitis? You should seek prompt medical attention.

Where can you get more information? Your school nurse, family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional

information may also be found at the websites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

Also refer to Immunizations on page 4 for more information. A Spanish version of information regarding meningitis can be found at <http://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, glucagons, 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 UDCA's trained at each campus, in addition to the nurse. Training of the UDCA's is provided under the supervision of a health care professional. The UDCA's 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. **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.

Information regarding head lice can be located on the parent website <http://www.pisd.edu/parents/health/> 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. 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. Testing schedule for spinal is as follows: All students in sixth and ninth grades (or according to state law grade level requirements) as well as all students new to

Texas schools in those grade levels. Testing schedule for TRAT2DC is as follows: First, third, fifth and seventh grades, as well as all new students to Texas schools.

Most specific information about screening requirements may be obtained from the district website at www.pisd.edu. **POLICY [FFAA](#) (LEGAL/LOCAL)**

Medicine at School

Any prescription or over the counter medication must be 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.

Nonprescription, homeopathic, dietary supplements and herbal supplements will be given as follows:

- 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.
- 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.

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

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)**

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 duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program. Topics considered by the SHAC include nutrition guidelines, health services, counseling and guidance, a safe and healthy school environment, recess recommendations, improving student fitness, instructional materials relating to human sexuality and employee wellness. The school district must consider the recommendations of the local school health advisory council before changing the district's health education curriculum or instruction. **TEC Sec. 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. **POLICIES [BDF](#) (LEGAL/LOCAL) and [EHAA](#) (LEGAL/LOCAL) and [EHAC](#) (LEGAL)**

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 ensure 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) and [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. **POLICY [FFA](#) (LOCAL)**

Elementary

The district shall require students in full-day kindergarten through grade five to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year, as part of the district's physical education program or through structured activity during a campus's 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) and [FFA](#) (LEGAL/LOCAL)**

Middle School

The district shall require students in grades 6-8 to participate in moderate or vigorous physical activity 30 minutes 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) and [FFA](#) (LEGAL/LOCAL)

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

Coordinated School Health Programs

Plano ISD’s Coordinated School Health program is designed to prevent obesity, cardiovascular disease and Type 2 Diabetes in elementary and middle school students. Our “Healthy in Plano” Coordinated School Health Program focuses wellness education in the following areas:

- Health education, including oral health,
- Physical education and physical activity,
- Nutrition education,
- Parental involvement,
- Counseling and guidance,
- District health services,
- Safe and drug-free schools,
- Employee wellness.

POLICY [EHAA](#) (LEGAL)

Human Sexuality Instruction

Before each school year, the Plano ISD shall provide written notice to a parent of each student enrolled in the district of the Board’s decision regarding whether the district will provide human sexuality instruction to district students. The written notice will include:

- A summary of the basic content of the district’s human sexuality instruction will be provided to the student, including a statement informing the parent of the instructional requirements under state law.
- A statement of the parent’s right to:
 - Review curriculum materials as provided by Education Code 28.004(j).
 - Remove the student from any part of that instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student’s school.

- Information describing the opportunities for parental involvement in the development of the curriculum to be used in human sexuality instruction, including information regarding the local school health advisory council.

POLICY [EHAA](#) (LEGAL)

Notice to Parents

Plano ISD will include human sexuality instruction in grades 5-12 for the 2016-17 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 remove your child from any part of the human sexuality instruction with no academic, disciplinary or other penalties.

You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's School Health Advisory Council (SHAC). Please see the campus principal for additional information.

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. **EDUCATION CODE 28.002(r); 19 TAC 74.35(b); 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 Texas Education Code (TEC) permits an exemption for students with disabilities from participating in the physical fitness assessment, as indicated in the code below:

TEC 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.

To view the complete document, please go to: www.tea.texas.gov/PFAI_Exemptions.pdf. 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.

EDUCATION CODE 28.0023 (c)-(e), (g), POLICY [EHAC](#) (LEGAL)

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in:

- Agriculture, Food & Natural Resources
- Architecture & Construction;
- Arts, A/V Technology & Communications;
- Business, Management & Administration;
- Education & Training;
- Finance;
- Health Science;

- Hospitality & Tourism;
- Human Services;
- Information Technology;
- Law, Public Safety, Corrections & Security;
- Manufacturing;
- Marketing, Sales & Service;
- Science, Technology, Engineering & Mathematics;
- Transportation, Distribution & Logistics.

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

Plano ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. More information about this program can be found on the Plano ISD Career and Technical website at: <http://k-12.pisd.edu/currinst/cte/>. Also see the [Nondiscrimination Statement on page 56](#) of this guide for additional information regarding the district's efforts regarding participation.

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:
<http://k12.pisd.edu/home/contributions/372-acceptable-use-for-technology-resources>.

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 \(LOCAL/REGULATION\)](#) AND [STUDENT CODE OF CONDUCT](#)**

Personal Telecommunications/Electronic Devices

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. **[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.

POLICY [FNCE](#) (LOCAL)

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.

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, David Lewis, at (469)752-1597 or by email at david.lewis@pisd.edu.

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.

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, 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.

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 Online at: www.pisd.edu. For details regarding public complaints, please refer to Policy [GF](#) (LOCAL), via Plano ISD's [Policy Online](#). Timelines affect this process and grievance forms are online see [FNG](#) (EXHIBIT).

Distribution of School Materials and Non-School Materials

Elementary school students will be permitted to distribute materials 30 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 or hallways, or cafeterias during school hours, with the exception of three annual parties, which are 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 the Plano ISD Policies [FNA](#) (LOCAL) and [GKD](#) (LOCAL).

Secondary school students may distribute materials 30 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.

Plano ISD limits access of all non-school adults, including parents and third parties, on school property. 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,
- 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:

- Does not require prior approval,
- May be distributed in accordance with [GKD](#) (LOCAL),
- Content of material is subject to limitations listed in the policy.

POLICIES [FNA](#) and [GKD](#) (LOCAL)

Equal Educational Opportunities

No officer or employee of the district shall, when acting or purporting to act in official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. **CIV. PRAC. & REM. CODE 106.001 and POLICY [FB](#) (LEGAL)**

The district shall not, on the basis of sex, exclude any student from admission to an institution of vocational education or any other school or educational unit operated by the district unless the district otherwise makes available to the student, pursuant to the same policies and criteria of admission, comparable courses, services and facilities. 34 CFR 106.35

The Chief Human Resources Officer coordinates the district's compliance with Title IX of the Education Amendments of 1972. **POLICY [FB](#) (EXHIBIT)**

Financial Policies

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 for just 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

- **PASAR** (after school care) payments are made online through the parent portal. Only those parents who are the PASAR-designated 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.
- **PayPAMS** — PayPAMS is an online payment option for:
 - Adventure Camp,
 - American Scholars,
 - AP Tests,
 - Athletic Summer Conditioning,
 - Band Fees, Band — Other Activities,
 - Band Instrument User Fees,
 - Choir Fees,
 - Drill Team Fees,
 - Early Childhood Program,
 - Fare Busing,
 - Food Service (school meals),
 - Gateway Academy Fees,
 - High School/Senior High Cheerleaders,
 - International Baccalaureate Fees,

- Middle School Cheerleaders,
- Middle School Band Camp,
- Middle School Orchestra Camp,
- Off Campus P.E.,
- Orchestra Fees — Camp Only,
- Orchestra Instrument User Fees,
- Speech Participation Fees,
- Theater Camp Fees,
- Theater 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 and registration can be made at 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). 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 at: <http://k12.pisd.edu/food-and-nutritional-services/>.

An automated point of sale system is used in all FANS cafeterias. Pre-payments for breakfast, lunch, snacks and à la carte items may be accepted online via the PayPAMS system. PayPAMS allows parents/guardians to make credit card payments to their child's lunch account and also allows them to view their child's meal account activity at no cost to the parent/guardian. Parents can find the PayPAMS link on the PISD website at: www.pisd.edu.

Meal Charge Guideline

A student is allowed up to two reimbursable meal charges. When charges occur, parents will be notified. In the event that a student does not have money to purchase a meal, they will be referred to the cafeteria manager for a modified meal at a reduced price. If a student has pre-selected items for purchase but does not have money to cover the cost, their meal account will be charged.

Free and Reduced Price Meal Applications

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://fans.pisd.edu/fma/>

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 the United States Department of Agriculture (USDA) guidelines. Information about a student's participation is confidential.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard

of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Instructional Materials

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

TEC31.001, .102(a)-(b) **POLICY [CMD](#) (LEGAL)**

The student, parent, or guardian is responsible for the student's instructional materials once the materials have been issued to the student. 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.

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,
- Must reimburse the school for any lost, destroyed, or damaged instructional materials issued to that student. Each student, or his parent or guardian, shall be responsible to the teacher for all materials not returned by the student. Any student who fails to return all materials shall forfeit his right to free instructional materials until the materials previously issued, but not returned, are paid for by the parent or guardian.

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 instructional materials to Plano ISD based on population 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.

Parental Access

A parent is entitled to review all teaching materials, textbooks and other teaching aids used in the classroom of the parent's child and to review each test administered to the child after the test is administered. 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) and [EIB](#) (LOCAL)

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

To volunteer at any Plano ISD school, parents must complete a volunteer application found online at: 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 ensure a safe pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment. 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, David Lewis, at (469) 752-1597 or FAX (469)752-0181 or email david.lewis@pisd.edu.

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.

Hundreds of 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](#), [BQA](#) and [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 www.pisd.edu. 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.

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 and officials of the district with legitimate educational interests are the only persons with general access to the records. 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.

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. 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 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.

Objections to the release 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 Online at: www.pisd.edu. **POLICY FL (LOCAL/LEGAL)**

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 www.pisd.edu/parents/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 is expected to ensure 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 Campus Discipline Management Plan. 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, defiance, destroying property, disrespect toward the driver or other students, littering, etc.), disciplinary action will be taken.

A student’s home address is the only address used to determine eligibility to ride a bus. 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.

Texas Education Code Section 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) and [CNC](#) (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 these websites: <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks> and www.squaremeals.org.

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.

Voluntary Student Accident Insurance

The school district provides access to a company that offers voluntary student accident insurance. 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 entire premium.

Information regarding student insurance is available at <http://www.pisd.edu/parents/student.insurance/index.shtml>.

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 obtain the criminal history record of prospective volunteers who will be working with 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: www.pisd.edu/volunteer. **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, except for hearing, vision, or scoliosis 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.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure

without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

PARENTS OF STUDENTS WITH DISABILITIES

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information regarding the process, contact the campus special education team leader. See directory of schools: <http://www.pisd.edu/about.us/directory/index.shtml>. **EDUCATION CODE 26.0081**

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties Or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request a full and initial evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within the timeline specified by State and Federal law. These requirements may be reviewed in the **EDUCATION CODE 29.004** at <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.29.htm#29.004>. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the district. The district is required to give the parents the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review and Dismissal Process*.

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

Texas Project First, at <http://www.texasprojectfirst.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Campus Special Education Team Leader. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. **POLICY FDB (LOCAL)**

Contact Person: Campus Principal or Special Education Team Leader

Phone Number: Campus Phone Number - [See directory of schools](#)

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 and EXHIBIT)**

Statement of Non-Discrimination

In its efforts to promote nondiscrimination and as required by law, Plano ISD 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; and 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.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Jun Melvin, Chief Human Resources Officer, 2700 W. 15th Street, Plano, TX, (469) 752-8100.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Gary Wilson, Director for Family and Social Services, 1517 Avenue H, Plano, TX, (469) 752-5795.
- All other concerns regarding discrimination: See the Superintendent, Dr. Brian Binggeli, 2700 W. 15th Street, Plano, TX, (469) 752-8100.

POLICIES [FB](#), [FFH](#) and [GKD](#) (LEGAL, LOCAL, EXHIBIT)

WHY JOIN PTA?

What is PTA?

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 500,000 members across Texas and 4 million members nationwide. In Plano ISD, our PTAs have approximately 23,500 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 step... please join your PTA at your local campus or through JoinPTA.org! 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 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.



PLANO ISD VISION

Plano ISD schools empower students to be able to adapt to new learning and career opportunities throughout their lives, collaborate with, and contribute to, the global community and to be disciplined and creative in their thinking.

PLANO ISD MISSION

The mission of the Plano Independent School District is to provide an excellent education for each student.

PLANO ISD GOALS

- 1) Ensure continued improvement in student learning and
- 2) Ensure efficient use of financial resources/budgeting

STAFF

Dr. Brian Binggeli
Superintendent of Schools

Karla Oliver
Assistant Superintendent for Government,
Community and Planning Initiatives

Lesley Range-Stanton
Executive Director for Communications

Gloriane Fernandez
Policy, Elections, Operations Specialist

Debby Hayward
Communications Specialist

SCHOOL BOARD

Missy Bender, President

Nancy Humphrey, Vice-President

Carrolyn Moebius, Secretary

Marilyn Hinton

Tammy Richards

Dr. Yoram Solomon

David Stolle

SCHOOL BOARD MEETINGS

Regular Meeting – This is a business meeting held at 7 p.m., typically the first Tuesday of each month at the Administrative Center in the first floor board room. Action may be taken.

Work Session – This is a meeting between Board members and staff to discuss items and to receive information. Public input may be solicited. Typically, work sessions are held at 6:00 p.m. the third Tuesday of the month at the Administrative Center in the first floor board room. If action is to be taken, it will be specifically posted.

Edited versions of Board meetings can be viewed on Plano Time-Warner Cable Channel 99 and Verizon FIOS 33 at 8 p.m. on Mondays, Wednesdays and Saturdays and at noon on Saturday. In addition, the streamed videos of regular meetings are posted on the district website at: www.pisd.edu. Notices of all meetings are distributed in advance of the meeting to the news media and are posted at the front door of the Administration Center and are also available in the superintendent's office, the communications department, on the district's cable TV channel and on Plano ISD's Internet home page. Agendas including attachments are available on the Plano ISD website and also in the superintendent's office.

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 2016-2017 school year.

- www.pisd.edu/policies
- 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 www.pisd.edu/policies. I also understand that my child shall be held accountable for the behavior and consequences outlined in [STUDENT CODE OF CONDUCT](#) 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 concerning the Texas state testing requirements for promotion and graduation. **POLICIES [EIE](#), [EIF](#), [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.

STUDENT RECORDS

FL

EXHIBIT A

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.

Plano ISD has designated the following information as directory information:

- 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; and
- Weight and height, of members of athletic teams.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (do give) (do not give) the District permission to release the information in this list in response to a request.

Parent 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 re-leased 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 signature: _____ **Date:** _____

EXHIBIT D

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's website. For example, pictures and articles about school activities may appear in local newspapers or District publications. 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 Texas Education Code, Section 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.

Plano ISD

TECHNOLOGY RESOURCES

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 re-quested are:

I understand that the transmittal of this material may not be available by secure methods and may be capable of observation, interception, or monitoring by others. Further, I understand the District cannot guarantee that the records will be received only by the requestor at the e-mail address provided. I 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.

Date: _____

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

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 also available on the Plano ISD Parent Portal (Authorization Statements tab).