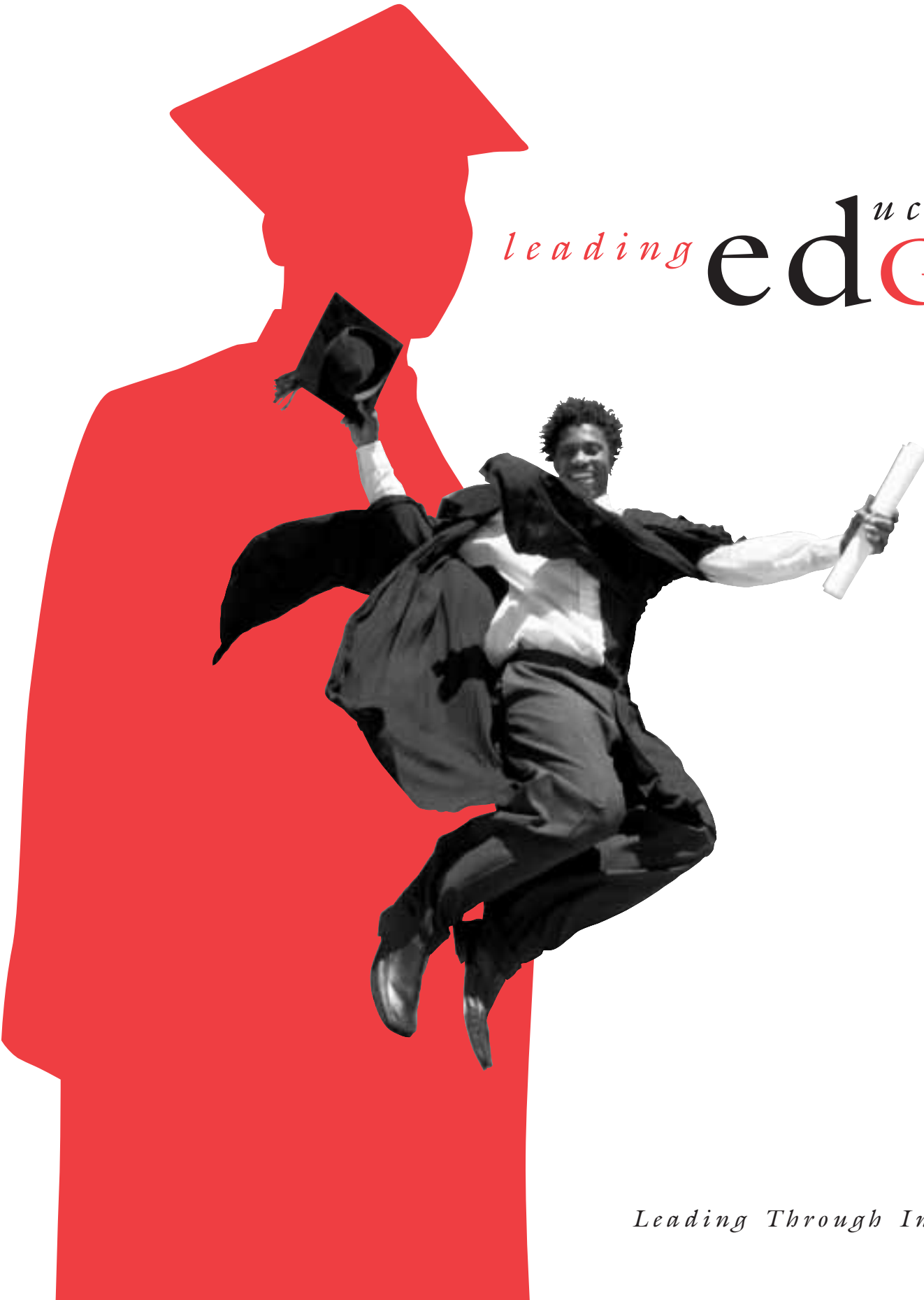


Plano Independent School District

*Student/Parent Policy Guide*

2009-2010

*leading* <sup>education</sup> **edge**



*Leading Through Innovation*



[www.tasb.org/policy/pol/private/043910](http://www.tasb.org/policy/pol/private/043910)

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. This guide has not been revised with the legislative revisions passed in the 81st Texas Legislature due to print date.

Questions about this guide should be directed to the communications department,  
(469) 752-8150 or e-mail [askpisd@pisd.edu](mailto:askpisd@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 and 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 accomplishment while in our schools.*

Sincerely,

Doug Otto

Superintendent of Schools

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**PLANO INDEPENDENT SCHOOL DISTRICT**

Dr. Doug Otto  
Superintendent of Schools  
2700 W. 15th Street Plano, TX 75075  
(469) 752-8100

**ELEMENTARY SCHOOLS (GRADES K-5)  
AND EARLY CHILDHOOD SCHOOLS  
(ECS) (PREK/PPCD)**

- |   |  |  |
|---|--|--|
| 1. Aldridge<br>720 Pleasant Valley Lane<br>Richardson, TX 75080<br>(469) 752-0000 FAX (469) 752-0001  | 14. Davis<br>2701 Parkhaven Drive<br>Plano, TX 75075<br>(469) 752-1000 FAX (469) 752-1001                | 30. Meadows<br>2800 18th Street<br>Plano, TX 75074<br>(469) 752-2400 FAX (469) 752-2401                |
| 2. Andrews<br>2520 Scenic Drive<br>Plano, TX 75025<br>(469) 752-3900 FAX (469) 752-3901               | 15. Dooley<br>2425 San Gabriel Drive<br>Plano, TX 75074<br>(469) 752-1100 FAX (469) 752-1101             | 31. Memorial<br>2600 Avenue R<br>Plano, TX 75074<br>(469) 752-2500 FAX (469) 752-2501                  |
| 3. Barksdale<br>2424 Midway Road<br>Plano, TX 75093<br>(469) 752-0100 FAX (469) 752-0101              | 16. Forman<br>3600 Timberline Drive<br>Plano, TX 75074<br>(469) 752-1200 FAX (469) 752-1201              | 32. Mendenhall<br>1313 18th Street<br>Plano, TX 75074<br>(469) 752-2600 FAX (469) 752-2601             |
| 4. Barron<br>3300 Avenue P<br>Plano, TX 75074<br>(469) 752-0200 FAX (469) 752-0201                    | 17. Gulleddge<br>6801 Preston Meadow Drive<br>Plano, TX 75024<br>(469) 752-1300 FAX (469) 752-1301       | 33. Miller<br>5651 Coventry Drive<br>Richardson, TX 75082<br>(469) 752-2700 FAX (469) 752-2701         |
| 5. Beaty ECS (PreK/PPCD)<br>1717 Nevada Drive<br>Plano, TX 75093<br>(469) 752-4200 FAX (469) 752-4201 | 18. Harrington<br>1540 Baffin Bay Drive<br>Plano, TX 75075<br>(469) 752-1500 FAX (469) 752-1501          | 34. Mitchell<br>4223 Briargrove Lane<br>Dallas, TX 75287<br>(469) 752-2800 FAX (469) 752-2801          |
| 6. Bethany<br>2418 Micarta Drive<br>Plano, TX 75025<br>(469) 752-0300 FAX (469) 752-0301              | 19. Haun<br>4500 Quincy Lane<br>Plano, TX 75024<br>(469) 752-1600 FAX (469) 752-1601                     | 35. Pearson ECS (PreK/PPCD)<br>4000 Eagle Pass<br>Plano, TX 75023<br>(469) 752-4300 FAX (469) 752-4301 |
| 7. Beverly<br>715 Duchess Drive<br>Allen, TX 75013<br>(469) 752-0400 FAX (469) 752-0401               | 20. Hedgcoxe<br>7701 Prescott Drive<br>Plano, TX 75025<br>(469) 752-1700 FAX (469) 752-1701              | 36. Razor<br>945 Hedgcoxe Road<br>Plano, TX 75025<br>(469) 752-2900 FAX (469) 752-2901                 |
| 8. Boggess<br>225 Glen Ridge Drive<br>Murphy, TX 75094<br>(469) 752-4000 FAX (469) 752-4001           | 21. Hickey<br>4100 Coldwater Creek<br>Plano, TX 75074<br>(469) 752-4100 FAX (469) 752-4101               | 37. Rose Haggard<br>17820 Campbell Road<br>Dallas, TX 75252<br>(469) 752-1400 FAX (469) 752-1401       |
| 9. Brinker<br>3800 John Clark Parkway<br>Plano, TX 75093<br>(469) 752-0500 FAX (469) 752-0501         | 22. Hightower<br>2601 Decator Drive<br>Plano, TX 75093<br>(469) 752-1800 FAX (469) 752-1801              | 38. Saigling<br>3600 Matterhorn Drive<br>Plano, TX 75075<br>(469) 752-3000 FAX (469) 752-3001          |
| 10. Carlisle<br>6525 Old Orchard Drive<br>Plano, TX 75023<br>(469) 752-0600 FAX (469) 752-0601        | 23. Huffman<br>5510 Channel Isle Drive<br>Plano, TX 75093<br>(469) 752-1900 FAX (469) 752-1901           | 39. Schell<br>5301 E. Renner Road<br>Richardson, TX 75082<br>(469) 752-6600 FAX (469) 752-6601         |
| 11. Centennial<br>2609 Ventura Drive<br>Plano, TX 75093<br>(469) 752-0700 FAX (469) 752-0701          | 24. Hughston<br>2601 Cross Bend Road<br>Plano, TX 75023<br>(469) 752-2000 FAX (469) 752-2001             | 40. Shepard<br>1000 Wilson Drive<br>Plano, TX 75075<br>(469) 752-3100 FAX (469) 752-3101               |
| 12. Christie<br>3801 Rainier Road<br>Plano, TX 75023<br>(469) 752-0800 FAX (469) 752-0801             | 25. Hunt<br>415 Oriole Drive<br>Murphy, TX 75094<br>(469) 752-4400 FAX (469) 752-4401                    | 41. Sigler<br>1400 Janwood Drive<br>Plano, TX 75075<br>(469) 752-3200 FAX (469) 752-3201               |
| 13. Daffron<br>3900 Preston Meadow Drive<br>Plano, TX 75093<br>(469) 752-0900 FAX (469) 752-0901      | 26. Isaacs ECS (PreK/PPCD)<br>3400 E. Parker Rd.<br>Plano, TX 75074<br>(469) 752-3480 FAX (469) 752-3481 | 42. Skaggs<br>3201 Russell Creek Drive<br>Plano, TX 75025<br>(469) 752-3300 FAX (469) 752-3301         |
|   | 27. Jackson<br>1101 Jackson Drive<br>Plano, TX 75075<br>(469) 752-2100 FAX (469) 752-2101                | 43. Stinson<br>4201 Greenfield Drive<br>Richardson, TX 75082<br>(469) 752-3400 FAX (469) 752-3401      |
|   | 28. Mathews<br>7500 Marchman Way<br>Plano, TX 75025<br>(469) 752-2300 FAX (469) 752-2301                 | 44. Thomas<br>6537 Blue Ridge Trail<br>Plano, TX 75023<br>(469) 752-3500 FAX (469) 752-3501            |
|   | 29. McCall<br>6601 Cloverhaven Way<br>Plano, TX 75074<br>(469) 752-4500 FAX (469) 752-4501               | 45. Weatherford<br>2941 Mollimar Drive<br>Plano, TX 75075<br>(469) 752-3600 FAX (469) 752-3601         |

46. Wells  
3427 Mission Ridge Road  
Plano, TX 75023  
(469) 752-3700 FAX (469) 752-3701

47. Wyatt  
8900 Coit Road  
Plano, TX 75025  
(469) 752-3800 FAX (469) 752-3801

**MIDDLE SCHOOLS (GRADES 6 - 8)**

48. Armstrong  
3805 Timberline Drive  
Plano, TX 75074  
(469) 752-4600 FAX (469) 752-4601

49. Bowman  
2501 Jupiter Road  
Plano, TX 75074  
(469) 752-4800 FAX (469) 752-4801

50. Carpenter  
1501 Cross Bend Road  
Plano, TX 75023  
(469) 752-5000 FAX (469) 752-5001

51. Frankford  
7706 Osage Plaza Parkway  
Dallas, TX 75252  
(469) 752-5200 FAX (469) 752-5201

52. Haggard  
2401 Westside Drive  
Plano, TX 75075  
(469) 752-5400 FAX (469) 752-5401

53. Hendrick  
7400 Red River Drive  
Plano, TX 75025  
(469) 752-5600 FAX (469) 752-5601

54. Murphy  
620 N. Murphy Road  
Murphy, TX 75094  
(469) 752-7000 FAX (469) 752-7001

55. Renner  
5701 W. Parker Road  
Plano, TX 75093  
(469) 752-5800 FAX (469) 752-5801

56. Rice  
8500 Gifford Drive  
Plano, TX 75025  
(469) 752-6000 FAX (469) 752-6001

57. Robinson  
6701 Preston Meadow Drive  
Plano, TX 75024  
(469) 752-6200 FAX (469) 752-6201

58. Schimelpfenig  
2400 Maumelle Drive  
Plano, TX 75023  
(469) 752-6400 FAX (469) 752-6401

59. Wilson  
1001 Custer Road  
Plano, TX 75075  
(469) 752-6700 FAX (469) 752-6701

**HIGH SCHOOLS (GRADES 9 & 10)**

60. Clark  
523 Spring Creek Parkway  
Plano, TX 75023  
(469) 752-7200 FAX (469) 752-7201

61. Jasper  
6800 Archgate Drive  
Plano, TX 75024  
(469) 752-7400 FAX (469) 752-7401

62. Shepton  
5505 Plano Parkway  
Plano, TX 75093  
(469) 752-7600 FAX (469) 752-7601

63. Vines  
1401 Highbedge Drive  
Plano, TX 75075  
(469) 752-7800 FAX (469) 752-7801

64. Williams  
1717 17th Street  
Plano, TX 75074  
(469) 752-8300 FAX (469) 752-8301

**SENIOR HIGH SCHOOLS (GRADES 11 & 12)**

65. Plano East Senior High School  
3000 Los Rios Boulevard  
Plano, TX 75074  
(469) 752-9000 FAX (469) 752-9001

66. Plano Senior High School  
2200 Independence Parkway  
Plano, TX 75075  
(469) 752-9300 FAX (469) 752-9301

67. Plano West Senior High School  
5601 W. Parker Road  
Plano, TX 75093  
(469) 752-9600 FAX (469) 752-9601

**SPECIAL PROGRAMS**

68. Larry D. Guinn Special Programs Center  
(Grades 9-12)  
2221 Legacy Drive  
Plano, TX 75023  
(469) 752-6900 FAX (469) 752-6901

69. Allan K. & Carolyn H. Bird Education Center  
1300 19th Street  
Plano, Texas 75074  
Special Programs (K-8)  
(469) 752-2200 FAX (469) 752-2201  
Plano ISD Parent Education  
(469) 752-2270 FAX (469) 752-2271  
Family Literacy Program  
(469) 752-2253 FAX (469) 752-2251

70. Head Start  
1600 Rigsbee Drive  
Plano, TX 75074  
(469) 752-2446

**ADMINISTRATION/SERVICE FACILITIES**

71. Administrative Center  
2700 W. 15th Street  
Plano, TX 75075  
(469) 752-8100

72. Cox Building  
1517 Avenue H  
Plano, TX 75074  
(469) 752-5380

73. Plano ISD Employee Child Care Center  
3901 Pebble Creek Court  
Plano, TX 75023  
(469) 752-6160

74. Jupiter Deployment Center  
2450 Jupiter Road  
Plano, TX 75074  
(469) 752-1699

75. Murphy Distribution Center  
650 N. Murphy Road  
Murphy, TX 75094  
(469) 752-1580 FAX (469) 752-1589

76. Holifield Science Learning Center  
3401 East Spring Creek Parkway  
Plano, TX 75074  
(469) 752-1190 FAX (469) 752-1191

77. Sockwell Center  
6301 Chapel Hill Boulevard  
Plano, TX 75093  
(469) 752-4750 FAX (469) 752-4751

78. Shiloh Deployment Center  
3540 E. 14th Street  
Plano, TX 75074  
(469) 752-8700

79. Purchasing  
6600 Alma Drive  
Plano, TX 75023  
(469) 752-0280 FAX (469) 752-0281

80. Facilities Services  
6600 Alma Drive  
Plano, TX 75023  
(469) 752-0180 FAX (469) 752-0181

81. Transportation  
600 Seabrook Drive  
Plano, TX 75023  
(469) 752-0780 FAX (469) 752-0781

82. Spring Creek Center  
2201 W. Spring Creek Parkway  
Plano, TX 75023  
PASAR Program  
(469) 752-3782 FAX (469) 752-3781  
PASAR Finance  
(469) 752-8915 FAX (469) 752-3881

**ATHLETIC FIELDS**

83. John Clark Stadium & Sub-Varsity Fields  
Athletic Department Office  
6600 Stadium Drive  
Plano, TX 75023  
(469) 752-1080 FAX (469) 752-1081

84. Tom Kimbrough Stadium  
700 N. Murphy Road  
Murphy, TX 75094

85. Williams Athletic Field  
1717 17th Street  
Plano, TX 75074

## SCHOOL ATTENDANCE

### BOUNDARIES AND ATTENDANCE ZONES

Students must live in the boundaries of the Plano Independent School District, 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.
- A student whose parent(s) is a full-time employee of the school district may apply to transfer to a school within the district contingent upon available space and staffing. Current intra-district transfer guidelines regarding extracurricular participation shall apply. If the parent terminates employment with the district, the student will be allowed to complete the school year. Special consideration will be given to children of fulltime employees to attend the school where they are 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. POLICY 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 18th birthday. Texas state law and Plano ISD require that a child be five years old on or before September 1 to enroll in kindergarten and six years old on or before September 1 to enroll in first grade. In order to meet this requirement, parents must provide a copy of the child's birth certificate when first enrolling the student in the district. POLICY FD AND FEA (LEGAL/LOCAL)

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

For more information on services for homeless students, contact the district's liaison James Thomas at (469) 752-8017.

### **IMMUNIZATION REQUIREMENTS**

For the protection of children throughout the community, state law and district policy requires that each student enrolled in school must provide proof for the following immunizations: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella, Hepatitis A. Students enrolling in seventh grade must also provide proof of Meningococcal. PreKindergarten and early childhood students must also show proof of Hib (Haemophilus influenzae type b vaccine) and PCV7 (Pneumococcal conjugate vaccine). Exceptions and exemptions are granted in compliance with state law and as outlined in board policy FFAB (LEGAL). POLICY FFAB (EXHIBIT)

### **MOVING WITHIN THE DISTRICT**

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

### **INTRA-DISTRICT TRANSFERS**

Parents may request a student transfer within the district by completing a transfer request form and returning it to the office of Student and Family Services. Transfers for the next school year are accepted beginning the first day administrative staff return from the winter break through June 15. Requests to transfer for currently enrolled students will not be accepted after June 15. Transfers are limited and it is important to apply early. 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, and academic and attendance histories.

A non-refundable transfer application fee of \$50.00 will be collected at the time of application. 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, for students who wish to enroll in a board-approved magnet course not offered in their home school, and for 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 FDB (LEGAL). Choice options shall be given to students scheduled to attend a campus under the order of the Texas Education Agency to implement the school safety choice option.

### **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 extra-curricular competitions for a specified period of time.

### **TRANSPORTATION**

The district does not provide bus transportation for transfer students unless the campus is implementing the school safety choice option. POLICIES FDB AND FDD (LOCAL)

### **WITHDRAWING FROM SCHOOL**

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian stating the reason for the withdrawal. 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 Services. If students plan to withdraw, parents are asked to call the school a day or two ahead of time so that records will be in order the day the student leaves. 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.

The reason for an absence must be stated in writing and signed by the parent or other person standing in parental relation to the student. 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.

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 shall 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 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 shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but shall 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 makeup 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 100.4 degrees or more. Student must be fever free for 24 hours, without medication, before re-entry.
  - b) Pain and/or swelling at angle of jaw.
  - c) Undetermined rash over any part of the body accompanied by fever.
  - d) Undiagnosed scaly patches on the body or scalp.
  - e) Nausea, vomiting or diarrhea. Student must be symptom free for 24 hours, without medication, before re-entry.
  - f) Red, draining eyes.
  - g) Intense itching with signs and symptoms of secondary infection.
  - h) Open, draining lesions.
  - i) Jaundice
  - j) Lice or nits on shaft of hair, until treatment is verified.

Plano ISD follows the School Health protocols developed from the recommendations of the Center for Disease Control, the Texas Department of State Health Services recommendations, the position papers of the American Academy of Pediatrics and school nurses in the treatment and attendance guidelines for lice readmittance to school. The scientific evidence supports that exclusion from school for nits alone is not indicated. In unusual circumstances, the Plano ISD Administration and the school principal reserve the right to modify these recommendations during unusual episodes. The best treatment is prevention. Throughout the school year, check your child's hair weekly and after overnight visits with other children. Educate your children to avoid spread of lice by head-to-head contact, sharing hats, combs, brushes, etc. Eggs (nits) not killed by treatments will continue to hatch within 7-10 days. Visible nits should be removed. Old nits must be totally removed to permit early recognition of any new infestation.

Read more about lice and treatments:

[www.dshs.state.tx.us/schoolhealth/](http://www.dshs.state.tx.us/schoolhealth/)

[www.dshs.state.tx.us/idcu/disease/headlice/](http://www.dshs.state.tx.us/idcu/disease/headlice/)

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.

### **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, 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 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](http://www.CDC.gov) and [www.mrsaTexas.gov](http://www.mrsaTexas.gov).

### **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. POLICY FFAC (LEGAL/LOCAL)

### **RELIGIOUS HOLY DAYS**

The district shall excuse students from attending school for the purpose of observing religious holy days. The student's parent/guardian, or person having custody or control of the student shall submit a written note regarding the absence, signed by the parent/guardian, or person having custody or control of the student, within one week in advance of the absence.

The district shall excuse the student for days on which the religious holy days are observed and for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. If the student satisfactorily completes the make-up work, the days of absence shall be counted as days of compulsory attendance.

A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence. POLICIES FEA (LEGAL) AND FEB (LEGAL/LOCAL)

### **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 51.03

## 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. The child may be prosecuted for nonattendance. POLICY FEA (LEGAL/LOCAL) AND EDUCATION CODE 25.093

## ACADEMIC ACHIEVEMENT

### GRADING

Letter grades, progress marks, portfolios, reports or number grades, 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 and integrated curriculum
- Letter grades of:
  - E (Excellent)
  - S (Satisfactory)
  - N (Needs Improvement)
  - U (Unsatisfactory) (Failing), for fine arts, physical education, handwriting, work habits/study skills and citizenship.

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 (LOCAL)

### REPORT CARDS

Report cards shall be issued to all students, grades 3-5, every nine weeks and to students in grades 6-12 every six 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. If the signed report card is not returned, the school will mail a copy of the report card to the parent(s). 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 six-week grading period shall notify parents by sending home with students an unsatisfactory grade notice. Married students, emancipated minors and adult students living alone are exempted from this requirement. POLICY EIA (LOCAL)

### EXAMINATIONS

All students in grades 9-12 will be required to take a comprehensive examination in each class. Students in grade 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)

### 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 beginning of each semester, a written syllabus will be provided for each course of study to each student. 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 will make available, to each student, homework assignments, major tests scheduled and major projects/papers assigned. Elementary curriculum guides provide complete course descriptions and are available in each school for parent review. Homework may be assigned on a daily basis 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 does 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 EIB (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)

## PROMOTION, RETENTION, REMEDIATION & 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 is 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, math and integrated curriculum (science, social studies and health) 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 and integrated curriculum (science, social studies and health).

In addition, a student shall attain an average of 70 or above in both language arts and mathematics.

All students in third grade must pass the reading section of TAKS. All fifth grade students must pass both the mathematics and reading sections of TAKS to be promoted to the next grade level.

### 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 addition, all eighth grade students must pass both the mathematics and reading sections of TAKS to be promoted to the next grade level.

*As a result of the Texas Legislative House Bill 1, students graduating in the year 2011 and after will be subject to new credit requirements. Therefore, the following information provides promotion guidelines for students graduating in 2009 and 2010 who are subject to the criteria before the new legislation and the guidelines for students who must comply with the newly mandated standards. Please consult your campus staff, if you have questions related to graduation requirements.*

### 2009 & 2010 GRADUATES' HIGH SCHOOL PROMOTION GUIDELINES

#### 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, including one credit of English.
  2. From the tenth grade, a student must have acquired 12 credits, including two credits of English and one credit of mathematics.
- 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 academic essential knowledge and skills must be strongly urged to attend after school tutoring sessions conducted by their teachers. POLICY EIE (LEGAL/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. Only second semester seniors needing credit for graduation are exempted from the above.
- c. 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 eighteen credits, including three credits of English and two credits of mathematics.
  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.

\* 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 (LEGAL/LOCAL)

## GRADUATES IN 2011 AND AFTER PROMOTION GUIDELINES

(These guidelines were presented in August, 2008, to the Plano ISD Board of Trustees for approval. The language in Plano ISD's Policy Online prevails:  
www.tasb.org/policy/pol/private/043910/)

### PROMOTION GRADES 9-10\*

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

- d) 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).
- e) The above rules make it imperative that failing students secure the needed credit in the summer school session prior to the next school year.
- f) Students who are having difficulty in the timely mastery of academic essential knowledge and skills must be strongly urged to attend after school tutoring sessions conducted by their teachers. POLICY EIE (LEGAL/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. Only second semester seniors needing credit for graduation are exempted from the above.
- c. 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.

\* 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 (LEGAL/LOCAL)

## 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. Six-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 three six-week grades and the final exam.

Semester examinations in grades 9-12 will be counted as 1/4 of the semester grade. Semester examinations in grades 7-8 will be counted as 1/7 of the semester grade. In grades 7 and 8, the two semester grades are averaged for the final course grade which determines whether a student passes. 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 (LEGAL/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 a UIL contest, a student must have been, at the time of the contest, a regular attendant in the school for at least 15 calendar days preceding the contest, 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 FMF (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 for the six-week period following any six-week period 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 period 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, three week and six week, during which time the student's eligibility status will not change.

A suspended student may practice or rehearse with other students for an extracurricular activity but may not 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.

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 representing Plano ISD in an extracurricular activity. 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. POLICIES FN AND FO (LOCAL)

### EXIT LEVEL TESTS (TAKS)

Most students, as required by state law, will be required to pass the English language arts, mathematics, science and social studies sections of an exit level test (TAKS - Texas Assessment of Knowledge and Skills). The first time that students can take this test is in the spring of the 11th grade. If they do not pass one or more parts of this test the first time they try, they can take that part again whenever it is given.

The 11th grade exit level test will address content and skills from the following academic subjects:

- English language arts, including at least English III and writing
- Mathematics, including at least Algebra I and geometry
- Social studies, including early American history and United States history
- Science, including at least biology and integrated chemistry and physics

## STUDENT RIGHTS & RESPONSIBILITIES

### STUDENT RIGHTS

All students are entitled to enjoy the basic rights of citizenship which are recognized and protected by 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/LOCAL).

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) POLICY 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 others, including district property and facilities.
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 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. 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.
11. Any other device or object that is designated, made, adapted, or used to inflict bodily injury on another.

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 state owned textbooks and may be charged for lost and/or damaged textbooks.

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. 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 transmittal, sale, or delivery attempted sale 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. POLICY FNCF AND FFAC (LEGAL)

## SMOKING

Students are prohibited from smoking at school or at any school-related event. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or adjacent premises or at school-related or school-sponsored activities on or off school property. Tobacco products are prohibited at any school-related or sanctioned activity on or off school property. Any student in violation of this policy shall be subject to disciplinary action. POLICY FNCD (LEGAL)

## 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 or expelled by the board or designee 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. POLICY FOC (LEGAL), FOD (LEGAL) AND STUDENT CODE OF CONDUCT

The student and/or 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)

### **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 and failure to report known hazing can result in criminal penalties, as well as school discipline.

POLICY FNCC (LEGAL)

### **PROHIBITED HARASSMENT AND BULLYING**

The district prohibits sexual harassment; dating violence; harassment based upon a person's race, color, gender, national origin, disability or religion; and bullying on school premises or off school premises at a school-sponsored activity.

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.

Harassment may include, but is not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, 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 or physical conduct that the principal determines 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.

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 other district employee.

Students engaging in prohibited harassment will be subject to appropriate disciplinary action, including but not limited to suspension, placement in the disciplinary alternative education program, or expulsion. POLICY FFH (LOCAL/REGULATION/EXHIBIT), FFI (LOCAL) AND STUDENT CODE OF CONDUCT

## 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, directing profanity or vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory statements toward other students, teachers or other school employees or school visitors.

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 protect students, school employees, or property or to maintain essential order and discipline.
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; 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 age; 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 and the Student Code of Conduct adopted by the board of trustees. 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 conferences.
  - 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 for unexcused absences.
  - Penalties identified in individual student organizations' extracurricular standards of behavior.
  - Withdrawal or restriction of bus privileges.
  - 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 and jointly controlled by the district and student, 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. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the district shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the district may turn the matter over to local law enforcement officials.

Students may be asked to leave a classroom or common area, leaving personal property in the classroom or common area. Trained dogs may then sniff the area and any student property remaining in the area. Trained dogs' sniffing of students does constitute a search and requires individualized reasonable suspicion. POLICY FNF (LEGAL/LOCAL)

## 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, alleged bullying, prior review of student publications, transfers, residency, Section 504 placements or special education placement 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. POLICY FNG (LEGAL/LOCAL)

## UNDERSTANDING STUDENTS: A DISCIPLINE MANAGEMENT PLAN

“Understanding Students” is the title of the discipline management program for the Plano Independent School District. 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 to 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 Placement violations may be appealed to an appeals panel consisting of the director of student services (chair of appeals panel), area assistant superintendent for the appropriate cluster and one other designee 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. (See form at the back of this guide.)

“Understanding Students” focuses on the student's awareness that school and parents work in partnership to address needs and problems of students. The program emphasizes dealing with causes for unacceptable student behavior by preparing a positive plan to help the student change his/her behavior.

The major goal of the program is to help the student change his/her behavior.

### **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 disciplinary 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 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:**

- Respond to discipline problems referred to them by teachers.
1. Promote effective training and discipline of all students.
  2. Encourage parent communication with the school, including participation in required parent-teacher conferences.
  3. Provide appropriate assistance to students in learning mature self-discipline.
  4. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
  5. 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.
  6. Serve as appropriate role models for the students on their campus, in accordance with the standards of the profession.
  7. 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 and 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 PUBLICATION.**

## DRESS AND GROOMING

### DRESS CODE

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

### GUIDELINES FOR DRESS & 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. Fire/disaster drills will be conducted regularly to develop safety practices that will help students move quickly and orderly to assigned areas 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.
- In emergency situations, on the way to and from school, students should look for the McGruff Safe House sign in the window of houses along their route or a McGruff Safe Truck. Parents are advised to discuss safe walking and biking procedures with their students.

## 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><b><u>Mandatory Expellable Offenses</u></b></p> <ul style="list-style-type: none"> <li>● Use, exhibition or possession of weapons on school property or at a school-related event, including:                             <ol style="list-style-type: none"> <li>a) firearms</li> <li>b) illegal knife</li> <li>c) club</li> <li>d) any prohibited weapon as listed by the Texas Penal Code.</li> </ol> </li> <li>● Engages in conduct while on school property or at a school related event containing the elements of:                             <ol style="list-style-type: none"> <li>a) aggravated assault, sexual assault, or aggravated sexual assault</li> <li>b) arson</li> <li>c) murder, capital murder, or criminal attempt to commit murder/ capital murder</li> <li>d) indecency with a child</li> <li>e) aggravated kidnapping</li> <li>f) aggravated robbery</li> <li>g) manslaughter</li> <li>h) criminally negligent homicide</li> <li>i) conduct related to an alcohol or drug offense that is a felony.</li> <li>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</li> <li>k) continuous sexual abuse of a young child or children.</li> </ol> </li> </ul> <p><b><u>Discretionary Expellable Offenses</u></b></p> <ul style="list-style-type: none"> <li>● The District <b>may</b> expel for any offense listed above occurring within 300 ft. of school property.</li> <li>● The District <b>may</b> 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.</li> <li>● The District <b>may</b> expel for off-campus felonies if they involve crimes of violence against a person, such as assault, sexual assault or homicide, regardless of when or where the conduct occurred.</li> <li>● The District <b>may</b> expel for serious or persistent misbehavior <u>only</u> if the student is in a DAEP.</li> <li>● The District <b>may</b> 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.</li> <li>● The District <b>may</b> expel for criminal mischief, if punishable as a felony, whether committed on or off school property or at a school-related activity.</li> <li>● The District <b>may</b> immediately expel if necessary to protect persons or property.</li> <li>● The District <b>may</b> expel for conduct involving the elements of the offense of a false alarm, false report or terroristic threat.</li> </ul>	<p><b><u>Mandatory DAEP Offenses</u></b></p> <ul style="list-style-type: none"> <li>● Engaging in conduct that contains elements of the offense of an assault or a terroristic threat.</li> <li>● Engaging in conduct that contains elements of the offense of a false alarm or report.</li> <li>● 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).</li> <li>● Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.</li> <li>● Engaging in conduct that contains the elements of the offense of public lewdness or indecent exposure.</li> <li>● Engaging in conduct punishable as a felony</li> <li>● 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.</li> <li>● Retaliating against a school employee, when not combined with another offense, either on or off school property.</li> <li>● 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.</li> </ul> <p><b><u>Discretionary DAEP Offenses</u></b></p> <ul style="list-style-type: none"> <li>● The District <b>may</b> 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.</li> <li>● The District <b>may</b> 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.</li> <li>● The District <b>may</b> immediately remove a student to a DAEP for behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with the class.</li> <li>● The District <b>may</b> place in a DAEP a student whose conduct contains serious or persistent* misbehavior. This may include the misuse of technology resources.</li> <li>● The District <b>may</b> 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.</li> </ul> <p><b><i>*Persistent misbehavior: the demonstration of a continued behavior that constitutes a major disruption to the learning environment or a threat to safety and security.</i></b></p>	<ul style="list-style-type: none"> <li>● Inappropriate attire. (FNCA)</li> <li>● Tobacco use and possession. (FNCD)</li> <li>● Drug and alcohol use. (FNCF)</li> <li>● Disruptive activities. (FNCI, GKA)</li> <li>● Publications and prior review. (FMA)</li> <li>● Organizations and clubs. (FNCC)</li> <li>● Possession of prohibited devices. (FNCE)</li> <li>● Damaging or vandalizing property owned by the District, other students, or District employees. (FNCEB)</li> <li>● Using profanity or vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory statements. (FFH, FNC (Exhibit)).</li> <li>● Engaging in sexual harassment or verbal or physical harassment based on another person's race, color, gender, national origin, disability, or religion (FFH).</li> <li>● Being disrespectful toward students, teachers, other school employees or school visitors.</li> <li>● Cheating or copying the work of another student.</li> <li>● Throwing objects, outside supervised school activities, that can cause bodily injury or property damage.</li> <li>● Leaving school grounds or school-sponsored events without permission.</li> <li>● Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.</li> <li>● Possession or use of matches, lighters, etc.</li> <li>● Committing robbery or theft.</li> <li>● Disobeying school rules about conduct on buses.</li> <li>● Fighting, committing physical abuse, or threatening physical abuse.</li> <li>● 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.</li> <li>● Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.</li> <li>● Engaging in dating violence, bullying, harassment, or making hit lists.</li> <li>● Engaging in any other conduct that disrupts the school environment or educational process.</li> <li>● Improper use of technology resources.</li> <li>● 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.</li> </ul> <ul style="list-style-type: none"> <li>● Hazing. (FNCC)</li> <li>● Weapons. (FNCG)</li> <li>● Assault. (FNCH)</li> <li>● Attendance. (FDD)</li> <li>● Gambling.</li> </ul>

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, and 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 or in combination- 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.

## **Notification**

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

## **Appeals**

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher 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](http://www.pisd.edu).

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

## 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 so 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 parents 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. 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 principal or designee will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal 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 ABUSE OR NEGLECT

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. POLICY FFG (LEGAL/EXHIBIT) AND GRA (LEGAL)

## 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 "Self Administering Prescription Asthma or Anaphylaxis Medicine by Students."

### ANAPHYLAXIS CARE

Anaphylaxis is a sudden, severe allergic reaction. 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, which is usually supplied in epi-pens and/or twinjets. Plano ISD has developed guidelines 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 (epi-pens and/or twinjets) 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, 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 service 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.

### 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)

## DIABETES CARE

Plano ISD requires the following forms be signed by the parent/guardian for all students seeking diabetes care while at school: 1) Diabetes Medical Management Plan, signed by the student's physician, 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 with expertise in the care of persons with diabetes. 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.

The Plano ISD requires a student's parent/guardian to sign an Authorization for Administration of Diabetes Management and Care Services by Unlicensed Diabetes Care Assistant form. If the student's parent/guardian chooses not to sign the form, the parent/guardian will be responsible for administration of the diabetes care, in the event the school nurse is not available.

- 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 FFAC (LEGAL)

## MANDATORY SCREENINGS

State-required health screenings are mandated for vision, hearing, spinal (scoliosis) and acanthosis nigricans (a skin marker, which may indicate pre-diabetes). The Plano ISD testing schedule is: vision and hearing - kindergarten, first, third, fifth and seventh grades, as well as all students new to Texas schools; spinal - all students in fifth and eighth grades and any new student who has not previously been screened; acanthosis nigricans - first, third, fifth and seventh grades.

More specific information about immunization and screening requirements may be obtained from the Plano ISD coordinator for district health or from the district Web site at: [www.pisd.edu](http://www.pisd.edu). POLICY FFAA (LEGAL/LOCAL)

## MEDICINE AT SCHOOL

Any prescription or over the counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. For student safety, all medications should be transported to and from school by a parent/guardian. All medications must be in their original, properly labeled container and received by authorized school personnel. Intramuscular injections (IM) will only be administered in life-threatening situations, per physician emergency action plans.

All medications, including prescription, non-prescription, homeopathic and all supplements must be approved by the U.S. Food and Drug Administration and appear in the United States Pharmacopeias. Homeopathic medication may be administered as instructed by the parent or guardian, provided instruction is consistent with the recommended usage provided on the label. The district requires a written request from a physician or other health care professional with authority to write prescriptions to administer approved non-prescription or homeopathic medications, herbal substances or dietary supplements when such medications, substances or dietary supplements are to be administered for more than ten consecutive school days.

## MEDICAL EMERGENCIES

Each campus must have a written parental consent or emergency card 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 that card. Parents/guardians are required to complete and sign an emergency card 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)

## MENINGITIS AWARENESS

**What is meningitis?** Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and

drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

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

**How is bacterial meningitis spread?** Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It 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 up to five years.

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

**Where can you get more information?** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov) and the Department of State Health Services, [www.dshs.state.tx.us/](http://www.dshs.state.tx.us/).

Plano ISD offers bacterial meningitis information to all parents through the school nurses. The Centers for Disease Control (CDC) and the Texas Department of State Health Services (DSHS) recommend age appropriate pneumococcal vaccine for ages 2-18 and for those who meet the criteria for high risk. The CDC and the Food and Drug Administration (FDA) in partnership with the DSHS, highly recommend patients with cochlear implants to be fully vaccinated with the meningococcal vaccine. Resources for this information may be obtained through the school nurse or online at [www.pisd.edu](http://www.pisd.edu). Other sources of information may be a family doctor, local or regional health department office and the DSHS. Additional online resources are [www.cdc.gov/vaccines/recs/acip](http://www.cdc.gov/vaccines/recs/acip) and the American Academy of Pediatrics at [www.aap.org](http://www.aap.org).  
POLICY FAD (LEGAL)

## SCHOOL HEALTH PROGRAM

### SCHOOL HEALTH ADVISORY COUNCIL

The Plano ISD School Health Advisory Council is an advisory group whose members include parents, students, teachers, staff members and diverse community representation. The group acts collectively to provide advice to the school district on all aspects of the school health program. The council's duties include recommending the number of hours of instruction to be provided in health education, and reviewing curriculum appropriate for specific grade levels designed to prevent obesity, cardiovascular disease and Type 2 Diabetes. The council's duties also include reviewing and recommending methods of instruction for human sexuality in appropriate grade levels. POLICY BFD (LOCAL)

The Plano ISD School Health Advisory Council met as a whole in four sessions during the 2008-2009 school year. The meeting dates were: December 8, 2008, March 23, 2009, April 20, 2009 and May 18, 2009.

### 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 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. POLICY EHAB (LEGAL)

### MIDDLE SCHOOL

The district shall require students in grades 6-8 to participate in moderate or vigorous physical activity for at least four semesters as part of the district's TEKS-based physical education program or a substitute approved by the district. POLICY EHAC (LEGAL)

### PHYSICAL FITNESS ASSESSMENT

Chapter 38 of the Texas Education Code mandates that school districts annually assess the physical fitness of students enrolled in grades 3-12 beginning with the 2007-2008 school year. 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 is the only assessment to use 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; and
- 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 grades 3-12.
- (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.state.tx.us/health/Exemptions\\_for\\_Students\\_with\\_Disabilities.doc](http://www.tea.state.tx.us/health/Exemptions_for_Students_with_Disabilities.doc)

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)

### TECHNOLOGY

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.

The district's guidelines for acceptable use of technology resources are available on the Internet at:  
<http://k-12.pisd.edu/aug.htm>.

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) AND STUDENT CODE OF CONDUCT**

### 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 programs
- 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

Plano ISD, in compliance with the Asbestos Hazard Emergency Response Act (A.H.E.R.A.), 40 CFR PART 763, maintains an asbestos management plan for each location. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available for review during normal business hours at each district location, as well as the district's central administration office.

#### 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.

#### CLASS LISTS

General requests for class lists must be submitted to the Plano ISD superintendent's office as a formal open records request in accordance with Policy FL (LEGAL). Requests must be submitted in written form by fax or e-mail to the superintendent's office to the attention of Barbara Curtis. Contact information for Ms. Curtis is as follows: Fax: 469-752-8068; E-mail: [barbara.curtis@pisd.edu](mailto:barbara.curtis@pisd.edu)

#### 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 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: Cluster Area Assistant Superintendent
- 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](http://www.pisd.edu). For details regarding public complaints, please refer to Policy GF (LOCAL), via Plano ISD's Policy Online.

## 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 the classrooms or hallways 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 FNAA (LOCAL) and GKD (LOCAL). Pursuant to the directive issued by the district administration on February 27, 2007, the district is not enforcing the provision of FNAA (LOCAL) as it relates to distribution in elementary school cafeterias during lunch until a final judgment or further order of the federal court.

Secondary 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 FNAA AND GKD (LOCAL)

## EQUAL EDUCATIONAL OPPORTUNITIES

No officer or employee of the district, when acting or purporting to act in official capacity, will refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. ART. 6252-16, V.A.T.S. (VERNON'S ANNOTATED TEXAS STATUTES) AND POLICY FB (LEGAL)

All students, including women, members of minority groups, handicapped students, disadvantaged students and persons of limited English proficiency, will have equal access to vocational education programs, services and activities. The executive director of human resources coordinates the district's compliance with Title IX of the Education Amendments of 1972.

## FINANCIAL POLICIES

### CHECK PAYMENTS/ELECTRONIC FUNDS TRANSFER

If you make your payment to Plano ISD by check, your check may be converted into an electronic funds transfer. Electronic Funds Transfer is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed check to us, you authorize us to use the account information from your check to make an electronic funds transfer from your account for the same amount as the check and fee incurred. If the electronic fund transfer cannot be processed for technical or other reasons, you authorize us to process an image replacement document, draft, or a copy of your check. All checks need to be written in black or blue ink for processing purposes.

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 check. Check writers can contact Solveras with questions regarding their returned checks at 866-241-4960.

## RETURNED CHECK POLICY

Solveras is a check collection company that 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 by said bank, Plano ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that Solveras may electronically collect a returned check fee of \$30.00. The use of a check for payment is the ACKNOWLEDGEMENT 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)
- Returned check was written to the PASAR or Early Childhood programs (regardless of amount)\*

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

## ONLINE PAYMENT OPTIONS

### EPAY

ePay is an online payment system for PASAR (after school care). Debit or credit cards, which include Mastercard and VISA, may be used when making payments. Instructions, general information and the logon screen for ePay can be found at the following Web site address: [www.pisd.edu/ePay](http://www.pisd.edu/ePay). Customers with questions about ePay can use the link to ePay e-mail located on the ePay log on screen.

### PAYPAMS

PayPAMS is an online payment for school lunches, fare busing, early childhood tuition, fifth grade camp, off-campus P.E., drill team fees, cheerleading fees and senior high parking permit payments. Payments may be made with VISA, MasterCard or Discover. Information about PayPAMS can be found at [www.pisd.edu/parents/paypams](http://www.pisd.edu/parents/paypams), and registration can be made at [www.paypams.com](http://www.paypams.com).

## FOOD AND NUTRITIONAL SERVICES

Plano ISD participates in the National School Lunch and School Breakfast Program which is governed by the United States Department of Agriculture (USDA). The district currently follows the Nutrient Standard Meal Pattern for breakfast and lunch. This option provides more flexibility for menu choices. Under the lunch plan, students must take an entrée in order to receive a reimbursable meal. The minimum requirements for lunch are: one entrée and two side dishes or one entrée, one side dish and milk. Whereas the maximum requirements are: one entrée, three side dishes and milk. Breakfast (where served) will include a choice of menu items and milk.

Nutritious ala carté snacks are sold according to Texas Department of Agriculture School Nutrition Policy at both elementary and secondary schools.

An automated point of sale system is used in all FANS cafeterias. Pre-payments for breakfast, lunch, snacks and ala carté items may be accepted on-line via the PayPAMS system. PayPAMS allows parents 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 Plano ISD Web site at: [www.pisd.edu/parents/paypams](http://www.pisd.edu/parents/paypams).

All districts that participate in the National School Lunch and School Breakfast Program must restrict the use of foods of minimal nutritional value (FMNV) and competitive foods per the Texas Department of Agriculture Nutrition Policy. Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the school day. An exception is that a parent may provide FMNV or candy items for their own child, but they may not provide restricted items to other children at school. Foods in the classroom are limited to three approved annual events per school year to be determined by campus. One nutritious snack per day will be allowed under the teacher's supervision, but the snack cannot be served at the same time as the regular meal period for that class. Middle and high school campuses are not allowed to have FMNV at any time, anywhere on school premises until after the end of the last scheduled class. For more information about this policy visit this Web site: [www.squaremeals.org](http://www.squaremeals.org) or the Plano ISD Web site at [www.pisd.edu](http://www.pisd.edu). Menus and meal pricing can be found on the Plano ISD Web site at: [www.pisd.edu/parents/nutrition](http://www.pisd.edu/parents/nutrition).

## CHARGE PROCEDURE

### ELEMENTARY

Students are allowed up to two reimbursable meal charges at a time. When charges occur, parents will be notified. In the event that a child arrives without money and still maintains a current balance of two prior charges, a modified meal at a reduced price will be provided until payment is received. (Modified meal: Peanut butter and jelly or cheese sandwich and milk).

### SECONDARY (NO CHARGES)

Under the (No Charge) procedure, a student will not be allowed to purchase any meal on credit. In the event that a student is carrying a negative account balance or does not have any or enough money to purchase a meal for that day, a modified meal at a reduced price will be provided until payment is received. (Modified meal: Peanut butter and jelly or cheese sandwich and milk).

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex,

age or disability. To file a complaint of discrimination, write USDA Director, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **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) AND EIB (LOCAL)

### **PARENT INVOLVEMENT**

Parents and members of the community are encouraged and welcome 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. POLICY GE (LOCAL)

### **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)

Please note the release form located on page 43 pertaining to PTA produced publications and activities.

To volunteer at any Plano ISD school, parents must complete a volunteer application found online at [www.pisd.edu/volunteer](http://www.pisd.edu/volunteer).

### **PARTIES**

Three parties per year during the school day may be planned at elementary 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.

### **PESTICIDE APPLICATION**

As part of an Integrated Pest Management program, Plano ISD has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied. The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including the types and timing of treatments, may contact their campus administrators or David Lewis at Facilities Services at (469)752-0180 or FAX (469)752-0181.

### **RAPTOR**

The Raptor System is a visitor management system utilized at all Plano ISD campuses and facilities. The system requires that a visitor present government-issued picture identification upon entry into the campus or facility. The Raptor 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 Raptor System is a convenient and efficient way to track visitors in Plano ISD buildings while protecting students from potential predators.

### **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 and 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 (SBIC) 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 Web site at [www.pisd.edu](http://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

The Plano Independent School District 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 other governmental agencies.

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.

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, members of athletic teams.

Objections in writing to release any or all directory information should be filed with the principal of the school which the student attends. (See information at the back of this book.)

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](http://www.pisd.edu). POLICY FL (LOCAL)

## TEXTBOOKS

Textbooks are not the property of Plano ISD. They are on loan to the district from the State of Texas.

The student, parent, or guardian is responsible for the student's textbook once the book has been issued to the student. This includes the return of the textbook 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 textbooks covered at all times;
- Must insure proper use and care for all textbooks;
- Must return textbooks at the close of the school year, or end of the course, or at the time of pupil withdrawal, whichever is applicable; and
- Must reimburse the school for any lost, destroyed, or damaged textbooks issued to that student.

Each student, or his parent or guardian, shall be responsible to the teacher for all books not returned by the student. Any student who fails to return all books shall forfeit his right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian.

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

The State of Texas provides textbooks to Plano ISD based on population numbers. Plano ISD cannot provide extra textbooks 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 textbooks may be purchased through the publisher directly.

Each campus is responsible for its own textbook inventory at the close of the school year.

### **TRANSPORTATION**

Plano ISD provides transportation for those students who qualify. 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](http://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. POLICY CNA (LEGAL/LOCAL) AND CNC (LEGAL)

### **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.

### **VOLUNTEER APPLICATION ONLINE**

Volunteers provide a great service to staff and students in libraries, school offices, in gifted and special needs programs, with art, environmental, English for Speakers of Other Languages (ESOL), science and computer programs and as mentors and tutors to students.

Because of the district’s sincere effort to keep schools safe and secure, criminal history screenings are conducted on individuals ages 14 and older who are planning to volunteer at any Plano ISD campus. 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](http://www.pisd.edu/volunteer).

**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 (ED):*

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; and
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 ED.

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 contact the campus special education team leader. See campus phone directory listed on pages 2 & 3 of this guide. 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.

At any time, a parent is entitled to request an 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 60 calendar days of the date the district received the written consent. 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 a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

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. See campus phone directory listed on pages 2 & 3 of this guide.

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 school directory on pages 2 & 3 of this guide.

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## **STATEMENT OF NON-DISCRIMINATION**

In its efforts to promote nondiscrimination, Plano ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Tamira Griffin, executive director of human resources, 469-752-8135.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dorothy Shaw, director of family and social services, 469-752-8110.
- All other concerns regarding discrimination: See the superintendent, Dr. Doug Otto at the Plano Independent School District Administration Center, 2700 W.15th Street, Plano, Texas 75075, (469) 752-8100.

POLICY FB (LOCAL) AND FFH (LOCAL)



*Plano ISD Parent Signature Forms*

Statement of Consent

Local PTA Publications

Release of Student Information

Publicity & Student Release Information

STATEMENT OF CONSENT FORM

The district shall 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. Parents should sign this form and return it to the school. Elementary students should return the form to their homeroom teachers. Secondary students should return the form to their English teachers.

“I understand and consent to the responsibilities outlined in the district Student Code of Conduct. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the 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. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action.”

“My signature below also indicates that I have been informed concerning the Texas state testing requirements for promotion and graduation.”

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.*



EXTERNAL REQUEST FOR STUDENT DIRECTORY INFORMATION

NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION FL (EXHIBIT)

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 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
- Weight and height, 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 \_\_\_\_\_  
FL (LOCAL)

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 number of secondary school students enrolled in the district, unless the parent or the eligible student directs the district not to release information to these types of requestors without prior written consent.

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (student's name), request that the district not release my child's name, address and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_

## WHY JOIN PTA?

### What is PTA?

PTA is a grassroots organization made up of parents, teachers and others 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 interest, activities and needs of the members and community. By joining PTA, you become a member of the largest child-advocacy group in Texas, with over 600,000 members. In Plano ISD, our PTAs have approximately 36,000 members and are one of the largest PTA Councils in Texas. Each school 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 more than 200,000 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 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 with similar interests and concerns. The school years are fundamental to developing friendships among children and PTA also provides that opportunity for adults. Plano PTA Council 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. Your membership and volunteerism help fund and support the programs and activities chosen by the members in your PTA.

### How can I get involved?

First step... please join your PTA! Next, contact the PTA president or VP of volunteers and let them know you are available to help. They will be glad to hear from you. There are tasks you can do from home, in the evening, during the day at school, chaperoning field trips, helping with parties and programs and more! Some jobs can be special projects that last a day or a week. There are long-term projects like mentoring a child or helping with collating the newsletter. However you can help, you are needed.

### How can I learn more?

Please check out the PTA Council website at [www.planopta.org](http://www.planopta.org). You can learn more about PTA, the Plano Council and find the link to the PTA at your school. While there, please 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. Also, check us out on Facebook - we have a group called Plano ISD Council of PTAs with many article links to issues affecting children, parents and schools.





**LOCAL PTA PUBLICATIONS  
IMAGE AND INFORMATION RELEASE - 2009-2010**

Throughout the school year, professional photographers and PTA designated parent volunteers will be taking posed individual, organization, and classroom group photos, as well as candid photos of other school and PTA-sponsored events such as class field trips, school parties, camps and competitions, dances and socials, assemblies and other PTA and school sponsored events. Some of these pictures will be published in the yearbook, newsletters, scrapbook, and memory book/disk. \*Your campus PTA may not produce all projects/publications as listed on this release. Please confirm with your campus PTA if you have questions.

If you do not want your child's picture to appear in these publications, we must know now so that we may take steps to prevent your child's picture and identifying information from being printed. If you respond "No" below your child will not be in any posed school picture opportunities, and any candid photos taken of your child throughout the school year will not intentionally be used in these publications. Every reasonable effort will be made to omit your child's image and identifying information from the items/publications marked "No." If you select "No", please discuss with your child that they may be asked to step out of some photos.

**PTA Student Image and Information CONSENT FORM**

Do you consent to the appearance of your child's image and identifying information in the yearbook, scrapbook, newsletter, yearbook or memory books/disk and school postings as indicated above\*?

Please Note: The directory may identify students by class which could, in certain circumstances, identify students with special needs.

Student Name - first & last	Grade/ Teacher	Directory	Newsletter & Calender	Yearbook	Website	Other
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Parent's Name (please print clearly) \_\_\_\_\_

Parent's or Legal Guardian's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form to your PTA President or in PTA mailbox located in school office  
If you have any questions or concerns, please contact PTA



PTA Mission

PTA is

A powerful voice for all children,

A relevant resource for families and communities, and

A strong advocate for the education and well-being of every child.

PTA Vision

Making every child's potential a reality.

Council Goals 08/09

Act as a resource and mentor to strengthen and improve the effectiveness of local PTAs

Promote PTA membership, programs, volunteerism and initiatives

Strengthen Plano ISD/PTA & PTSA connection to support excellence in education

## PUBLICITY PURPOSES

### 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 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 and return a “Plano ISD Emergency Information/Authorization Form” to the school for each of your students.

The form indicates approval for the student's name, picture, work, voice or verbal statement to appear in school publicity or district publications, videos, or on the district's Web site. 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

Student and parent/guardian release to Plano ISD the student's name, voice, verbal statements, portraits (video or still), artwork and consent to their use by Plano ISD.

Plano ISD agrees that the student's name, voice, verbal statements, portrait, or picture will only be used for public relations, public information, school or district promotion, publicity and instruction.

The student and parent/guardian understand and agree that:

- No monetary consideration shall be paid;
- 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 or student statement 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.

*Signature authorization for this form is located on the  
“Plano ISD Emergency Information/Authorization Form” provided from schools.*

Plano ISD has no control of media use of pictures/statements which are taken without permission.

Explanatory Note: The information above relates to the inclusion of your child's photograph in district-produced yearbooks. You must select “yes” on the Emergency Information/Authorization Form for your child's photo to be included. Yearbooks produced by the non-district organization PTA are addressed by a separate release. It is included in this publication on page 43.

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### AUTHORIZATION TO RELEASE STUDENT 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. The release assumes that the student records will be sent via e-mail or FAX rather than through direct access to the Internet.

*Signature authorization for this form is located on the  
“Plano ISD Emergency Information/Authorization Form”  
provided from schools.*



## STAFF

Dr. Doug Otto  
Superintendent of Schools

Karla Oliver  
Executive Director for  
Government and Community Relations

Lesley Range-Stanton  
Director for Communications

Mary Gorden  
Public Information Officer

Gloriane Fernandez  
Policy, Elections, Operations  
Specialist

## SCHOOL BOARD

Lloyd "Skip" Jenkins, President

Brad Shanklin, Vice-President

Missy Bender, Secretary

Marilyn Hinton

Mary Beth King

John Muns

Duncan Webb

## SCHOOL BOARD MEETINGS

**Regular Meeting** - This is a business meeting held at 7:00 p.m. on a scheduled date currently the first Tuesday of each month at the Administrative Building 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 but no action may be taken. Typically, the third Tuesday of the month is reserved for Board work sessions at the Sockwell Center, 6301 Chapel Hill Blvd. Plano, TX 75093.

Edited versions of board meetings can be viewed on Plano Time-Warner Cable Channel 99 and Verizon FIOS 33 at 8:00 p.m. on Mondays, Wednesdays and Saturdays and at noon on Saturday. In addition, the streamed video of regular meetings are posted on the district website at: [www.pisd.edu](http://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 Building 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 also available in the superintendent's office.



Plano Independent School District  
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(469) 752-8100 [www.pisd.edu](http://www.pisd.edu)