Morgan Mill Independent School District

Student Handbook 2015 - 2016

PREFACE

To Students and Parents:

Welcome to school year 2015–2016! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Morgan Mill ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is organized alphabetically by topic. Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Morgan Mill ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

The Student Handbook is a general reference guide only and is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of Board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provision will be made available to students and parents through school communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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

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

Also, please complete and return to your child's class the following required forms provided in the forms packet accompanying this handbook distributed at the beginning of the year or upon the student's enrollment:

1. Parental Acknowledgment Form
2. Student Directory Information Form
3. Use of Student Work in District Publications
4. User Agreement for Computers and Internet

Nondiscrimination Statement

In its efforts to promote nondiscrimination, Morgan Mill ISD does not discriminate on the basis of race, religion, color, national origin, sex, disability, or any other basis prohibited by law, 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. Dean Edwards, Superintendent, 254-968-4921 has been designated to coordinate compliance with these programs and any other concerns regarding discrimination.

Information for Students and Parents

Topics in the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in the handbook. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Dean Edwards, Superintendent at 968-4921.

Attendance

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

Compulsory Attendance

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

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

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

A student will be required to attend any assigned accelerated instruction program if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirement for several types of absences if the student makes up all the work. These include the following activities and events: religious holy days, required court appearances, activities related to obtaining United States citizenship, and documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus. Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments under the Accommodations for Children of Military Families.

Failure to Comply with Compulsory Attendance

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

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

The truancy prevention facilitator for the district is Dean Edwards, Superintendent. If you have questions about your student and the effect of his or her absences from school, please contact Mr. Edwards.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

Attendance for Credit or Final Grade

To receive credit or a final in a class, a student in kindergarten – grade 8 must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- The committee will review absences incurred based on the student's participation in school-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the

student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. The student is responsible for obtaining and completing the makeup work in a satisfactory manner within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

Official Attendance-Taking Time

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day during third period. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Documentation After and Absence

Parent's Note after an Absence

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence.

A phone call from the parent may be accepted, but the district reserves the right to require a written note. Should the student develop a questionable pattern of absences, the superintendent, principal, or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

***Class time is important*.** Students who must leave school during the day must bring a note from their parent that morning. Doctor's and dentist's appointments should be scheduled, if possible, at a time when the student will not miss instructional time.

Accountability Under State and Federal Law

Morgan Mill School is held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for the campus compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;

- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by the No Child Left Behind Act.

Information about all of these can be found on the district's website at www.mmisd.us.

TEA also maintains additional accountability and accreditation information at http://www.texasschoolaccountabilitydashboard.org and http://www.tea.texas.gov.

Awards and Honors

In an effort to recognize student effort and achievement, the following accomplishments will be recognized at the end of each six-week period: *A Honor Roll* (90 or above in all areas), *A/B Honor Roll* (no more than 3 B's {80-89}), and Perfect Attendance. At the end of the year those students meeting the requirements for A Honor Roll and Perfect Attendance for the entire year will be recognized.

The *Reading Incentive Program (RIP)* takes place during the second, third, fourth, and fifth six weeks. Students read library books and take Accelerated Reader Tests to accumulate points. **Students must score 80% or higher on these tests to receive credit for the RIP program**. The student with the most points in each grade at the end of the program will receive special recognition. All students who reach their goals during the four six-week periods of the program will be rewarded with special field trips. All participants will receive books at the end of the year.

All members of the eighth grade class will be considered for the academic honor of *Valedictorian and Salutatorian* based on the grades of the first five six-week averages and any semester tests. Transfer/new students who have arrived before the end of the third six week period are also eligible. The student with the highest academic average for the subjects listed below will be the Valedictorian and the student with the second highest average will be the Salutatorian. The subjects considered will be language arts, literature, mathematics, science, history, health, art, and computer.

Bad Weather Days and Emergency School Closing Information

The condition of the roads throughout the school district is the determining factor as to whether or not school must be dismissed. The Superintendent or designee will check the roads before 6:00 a.m. The radio stations: **KSTV** – AM 1510, FM 93.1; PURE COUNTRY **KEQX** 89.7; and television stations **KDFW** (Channel 4)**, KXAS** (Channel 5), and **WFAA** (Channel 8) will be notified only if school is **NOT** going to be in session, not if school will be open. The school will also be using SchoolWay, a free mobile and web-based app designed to connect you to your school community. Calling teachers or other personnel will slow up the information that must reach employees. If scheduled school days are canceled due to bad weather, the district will use the bad weather days designated on the school calendar for makeup days. If bad weather days are not used, they will become holidays.

Bicycles

Students may use bicycles for school transportation. Students must park in the designated area. Students arriving at school or leaving school on their bikes are to push their bikes to the parking area and away from the parking area. Drivers must watch carefully to avoid hitting a child during congested times.

Bringing Personal Property to School

Please label your child's belongings. Many items are lost each year and labels help us return these items to the rightful owners. Do not allow toys, video games, radios, cameras, CD players, MP3 players, skateboards, collectibles, or other expensive items to be brought to school unless permission is granted by the classroom teacher. The school will not be held responsible for any items that are lost, stolen, or broken.

Bullying

Bullying occurs when a student or group of students directs written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior: results in harm to the student or the student's property, places a student in reasonable fear of physical harm or of damage to the student's property, or is so severe, persistent, and pervasive that it creates an intimidating, threatening or abusive educational environment.

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

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

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

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Buying, Selling, and Trading of Products at School

Buying, selling, or trading of products is not permitted at Morgan Mill School. (School sponsored fund raising projects are allowed.) Students should not bring personal possessions to school to sell or trade with classmates. This includes trading cards of any type, tapes, magazines, CD's, videos, etc.

Celebrations

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

Change of Address and Telephone Numbers

Parents are encouraged to keep the office informed of any change of address or telephone number, either by a note or by a phone call. It is important that the school have up-to-date records on each student for emergency purposes.

Child Sexual Abuse and Other Maltreatment of Children

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse, the Superintendent will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in our county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
http://www.taasa.org/member/materials2.php

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

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

Reports of abuse or neglect may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at http://www.txabusehotline.org).

Classroom Expectations

Students are responsible for conducting themselves properly at all times. Students' responsibilities for achieving a positive learning environment in the classroom include:

1. Attending all classes -- daily and on time.
2. Being prepared for each class with appropriate materials and completed assignments.
3. Refraining from physical contact and violations of the Code of Student Conduct and always exercising self-discipline.
4. Using appropriate language.
5. Showing courtesy and respect toward others.
6. Being appropriately dressed and groomed.
7. Obeying all school rules, including safety rules.
8. Cooperating with all teachers and staff.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher, principal, or Superintendent. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the Superintendent's office.

Should a parent feel a need to file a formal complaint, the parent should file a district complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the Superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

Conduct

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Campus Behavior Coordinator

By law (SB 107), each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at Morgan Mill School is Dean Edwards.

Disruptions of School Operations

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

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

Conferences -- Parent-Teacher

Students and parents may expect teachers to request a conference if (1) the student is not maintaining passing grades or achieving the expected level of performance, (2) the student presents any other problem to the teacher, or (3) in any case the teacher considers necessary.

The district encourages a student or parent who wants information or wants to raise a question or concern to confer with the appropriate teacher. A parent who wishes to confer with a teacher may call the office (968-4921) for an appointment during the teacher's conference period or request the teacher call the parent during a conference period or at another mutually convenient time.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and the district's policy. The following guidelines will be used:

- The student is told the reason corporal punishment is being given.
- Corporal punishment may be given by the Superintendent, principal, teacher, or coach.
- The instrument to be used shall be approved by the Superintendent.
- Corporal punishment shall be done in the presence of one other district professional employee out of the view of other students.

A record of each incident of corporal punishment shall be maintained.

If you do not want corporal punishment to be administered to your child as a method of student discipline, submit a written statement to the Superintendent stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the Superintendent. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

Counseling

Academic Counseling

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

In grades 7 and 8, students will receive instruction related to how the student can best prepare for high school, college, and a career.

Discipline

When imposing discipline, school personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, visitors, school property, and to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Discipline may be based on a careful assessment of the circumstances of each case. Factors to consider shall include: (1) seriousness of the offense, (2) student's age, (3) frequency of the misconduct, (4) student's attitude, (5) potential effect of the misconduct on the school environment, (6) requirements of Chapter 37 of the Texas Education Code, (7) the Student Code of Conduct, and (8) the campus rules outlined in the student campus handbook.

Discipline management techniques may be used alone or in combination and may include, but are not limited to: oral correction, time out, parent-teacher conferences, detention, assigned school duties other than class tasks, withdrawal of privileges, suspension, referral to legal authorities, removal to an Alternative Education Program, and expulsion.

Removal of a Student by a Teacher

A teacher may send a student to the Superintendent or designee in order to maintain effective discipline in the classroom or on the campus. The Superintendent or designee shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct. A teacher may formally remove a student from class whose behavior has been documented by the teacher to: (1) repeatedly interfere with classroom learning and other

interventions have failed to correct the misbehavior and/or (2) the student's behavior is so unruly, disruptive, or abusive that the teacher cannot communicate effectively with other students in the class. Routine teacher referrals differ from formal removal in that a Student Code of Conduct violation report is not required nor is the Superintendent or designee required to send a copy of the report to the student's parents.

Investigation of Misconduct

Administrators have the right and responsibility to interview/question any student or student witness regarding his/her conduct or the conduct of others and may do so without notifying parents/guardians. If the student is believed to have violated a rule that may require an assignment to a discipline alternative education program, expulsion, or a referral to law enforcement, the administrator shall make a reasonable attempt to contact the student's parent/guardian.

Suspension or Removal to Alternative Education Programs

Students may be suspended or removed to an alternative educational program if:

- The student's presence in the classroom presents a danger of physical harm to the student or others.
- The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

In this supervised setting, the student receives assignments in each subject to the extent possible, with little or no opportunity for social interaction with peers. Before placing a student in an alternative education program, the administrator shall consider reasonable alternatives. If the administrator determines that this is the most appropriate alternative, no other disciplinary action needs to precede such placement; an informal conference shall be held to advise the student of the conduct with which he/she is charged and give the student an opportunity to respond to the charges. A student's parent shall be notified of the placement by telephone or other reasonable means as soon as possible.

Out-of-School Suspension

A student may be suspended for a period not to exceed three days in succession with no limit on occurrences if the administrator determines: (1) the student's presence in the classroom presents a danger of physical harm to the student or others, (2) the student has engaged in serious/persistent misbehavior or has violated other policies/rules outlined in the Student Code of Conduct, (3) the student engages in conduct that warrants an assignment to the Alternative Education Program.

Before suspending a student, the administrator shall conduct an informal conference and advise the student of the conduct with which he/she is being charged and give the student an opportunity to respond to the charges. Before suspending a student, the administrator shall consider reasonable alternatives. If the administrator determines a suspension is the most appropriate alternative, no other disciplinary action need precede the suspension. A student's parent/guardian shall be notified of the suspension by telephone or other reasonable means as soon as possible. The parent/guardian of the student who is being suspended shall be advised that it is the responsibility of the parent/guardian to provide adequate supervision for the student during the period of the suspension.

Students with disabilities may be suspended from school in the same manner as non-disabled students for a period not to exceed three (3) consecutive school days or removed to in-school suspension for a period not to exceed ten cumulative school days and which result in a change in placement. Students with disabilities may not be removed from class for more than ten cumulative school days without ARD/Section 504 committee action. A student suspended from his/her regular classes will complete the assignments for the period of suspension as outlined in the Board policy and in the student campus handbook.

Any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities will be in accordance with the Extra-Curricular Activities Student Code of Conduct and/or determined by the Superintendent or designee.

Expulsion

A student shall be expelled from school for offenses committed on school property, or while attending a school-sponsored or school-related activity on or off school property as defined/listed in Section 37.007 of the Texas Education Code and Level IV of the Student Code of Conduct.

The Board's designee/District Level Hearing Committee shall schedule/notify (in writing) the student/parent/guardian with a due process hearing within seven (7) school days from the date of the offense. At the hearing, the student is afforded proper due process (right to prior notice of the charges, right to adult representation, opportunity to testify, present evidence and witness, and cross-examine witnesses presented by the school). If the district makes a good-faith effort to inform the student and the student's parent/guardian of the time and place of the hearing, the district may hold the hearing regardless of whether the student, the student's parent, or another adult representing the student attends.

The hearing committee shall set the terms of the expulsion based on the law(s), the seriousness of the offense, and other relevant factors. A student withdrawing from the district after violating a Level IV mandatory offense but before the expulsion hearing takes place will be given notice when or where the hearing will be conducted. If the student returns during the current or next school year, he/she will be expelled according to the terms of the expulsion order.

Discrimination, Harassment, and Retaliation

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student. Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting,

teasing or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property.

Harassment

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

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

The district encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, principal, Superintendent, or designee. A student who believes he or she has been harassed by another student or by a district employee is encouraged to report the incident to the administration. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Sexual Harassment and Gender-Based Harassment

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

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

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

Retaliation

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

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

Reporting Procedures

Any student who believes that he or she has experienced bullying, discrimination, harassment, or retaliation should immediately report the problem to a teacher, principal, Superintendent, or other district employee. The report may be made by the student's parent.

Investigation of Report

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

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

District Code of Conduct and Discipline

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights in a responsible manner in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.

- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Applicability of School Rules

As required by law, the district has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Procedures and discipline will apply to the following:

- During the regular school day or while a student is using district transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

Students at school or school-related activities are prohibited from:

- Cheating or copying the work of others.
- Throwing objects that may cause bodily injury or damage property.
- Leaving school grounds or school-sponsored events without permission.
- Insubordinations, such as disobeying directives from school personnel or failing to adhere to school policies, rules, and regulations.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, or visitors.
- Playing with matches or fire, or committing arson, or possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
- Stealing from students, staff, or the school.

- Damaging or vandalizing property owned by the district, other students, or district employees.
- Disobeying school rules about conduct on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Committing extortion, coercion, or 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.
- Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual conduct.
- Assaulting a teacher or other individual.
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug; glue that can be abused, aerosol paint, or other volatile chemical; or an alcoholic beverage.
- Bringing a firearm to school. Federal and state law requires expulsion for this conduct. Possessing razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person.
- Smoking or using tobacco products.
- Hazing.
- Behaving in any way that disrupts the school environment or educational process, including failure to adhere to the district dress code.
- Possession of a paging device or cellular telephone without prior permission from a teacher or administrator.
- Engaging in any conduct constituting felony criminal mischief as defined by law.
- Membership or participation in any secret society, fraternity, sorority, or gang.
- Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn.
- Possessing air guns, BB guns, mace or pepper spray, and possessing or selling "look alike" weapons.
- Making bomb threats, false threats, hoaxes, or accusations regarding school safety.

Distribution of Published Materials or Documents

School Materials

Publications prepared by and for the school may be posted or distributed with prior approval by the Superintendent, principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. All school publications must be under the supervision of a teacher, sponsor, principal, or Superintendent.

Non-school Materials

Unless an individual obtains specific prior approval from the administration, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory

materials over which the school does not exercise control may not be posted, sold, circulated, or distributed at school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The requestor may appeal the Superintendent or designee's decision in accordance with policy. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Prior review will not be required for:

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

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

Dress and Grooming

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student.

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Modesty should be the dominant feature in all clothing. The school shall have the right to ask students to change their attire if it is of such a nature that it provokes unfavorable comment or if it leads school officials to believe such dress and grooming will disrupt, interfere with, or detract from school activities.

The district prohibits any clothing or grooming that in the administration's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The district prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy.

Guidelines for appropriate school dress shall include, but not be limited to the following:

- Hair should be clean and neat.
- Undergarments should not be visible at any time.
- All clothing shall be worn as it is designed to be worn.
- Clothing should be appropriately sized.
- No excessively baggy or skintight clothing will be permitted.
- Boys are not allowed to wear earrings.

- Body piercing (other than ears) is prohibited.
- Apparel should not create a health or other hazard to the student's safety or the safety of others.

Please note: The dress and grooming guidelines set out above are not an exhaustive list. Other dress and grooming issues that may occur will be addressed by the school as needed.

Students should wear clothing and <u>footwear</u> that will allow them to participate in any activity, especially PE, that they may be called upon to do during the course of a normal school day.

Drop-Off and Pick-Up Points

Parents who bring their child/children to school and pick them up after school are to **use the front entrance and parking area**. Do not block the flow of traffic and do not drive through the area where students are entering and leaving the playground. Please watch for the children. Lower your speed while on school grounds. If you are coming into the building, please park in the area along the football field. Do not park in the middle of the parking lot. The road located to the side of the office is meant for delivery trucks only; it is *not for regular traffic use*.

Under no circumstances should a running vehicle be left unattended in the parking lot.

Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

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

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms, hallways, classrooms, buses, or restroom areas while at school or at a school-related or school-sponsored event. Students must receive permission from the teacher to use a telecommunications device (cell phone) during the school day. Students not following this rule are subject to disciplinary action, and the cell phone will be confiscated.

The parent may pick up the confiscated telecommunications device from the office.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

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

Possession and Use of Other Personal Electronic Devices

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

Students are not permitted to possess or use laser pointers while on school property, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. *The district is not responsible for any damaged, lost, or stolen electronic devices.*

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Policy (user agreement separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications – email- using district computers are not private and will be monitored by district staff.

Unacceptable and Inappropriate Use of Technology Resource

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

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

can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with you child http://beforeyoutext.com, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse or office to update any information.

Extracurricular Activities

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

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

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

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

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

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.

Standards of Behavior

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

Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books or textbooks.

Any required fee may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Superintendent.

Fund-Raising

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Except as approved by the Superintendent, fund-raising is not permitted on school property.

Gang-Free Zones

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

Hazing

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

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

Health-Related Matters

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever of 100 degrees; he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at lest 24 hours. If a student becomes ill during the school day, he or she must receive permission from the teacher before calling a parent. The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS).

Contagious Diseases/Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse can provide information from the Texas Department of Health regarding these diseases. Some common communicable diseases include chicken pox, hepatitis A, impetigo, infectious mononucleosis, ringworm, rubella, typhoid fever, common cold with fever, fifth disease, head lice, influenza, measles, mumps, bacterial meningitis, pinkeye, scabies, tuberculosis, and whooping cough.

Parents of a student with a communicable or contagious disease should phone the school office so that other students who might have been exposed to the disease can be alerted.

Bacterial Meningitis

State law requires the district to provide the following information:

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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov/, and the Texas Department of Health, http://www.tdh.state.tx.us/.

* Please note that the TDSHS requires at least one meningococcal vaccination for a student ages 11 to 12 or for a student enrolling in grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education.

Food Allergies

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

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

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time when children share things like brushes, combs, hats, and headphones.

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

More information on head lice can be obtained from the TDSHS Web site at http://www.dshs.state.tx.us/schoolhealth/lice.shtm.

Physical Activity Requirements for Students in Elementary and Middle School

The district ensures that students in the elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week to meet state requirements. Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters. The district offers physical education and athletics to students in middle and junior high school to meet the physical education requirements for these grades.

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–8. At the end of the school year, a parent may submit a written request to the physical education teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Student Wellness Plan

Morgan Mill ISD is committed to encouraging healthy students and therefore has developed a wellness plan.

Tobacco and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes) or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity. The district and its staff strictly enforce prohibitions against the use of tobacco products, e-cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities.

Vending Machines

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Asbestos Management Plan

The district works diligently to maintain compliance with state and federal law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the office. If you have any questions, please contact Dean Edwards, Superintendent, 968-4921.

Substance Abuse Prevention and Intervention

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school. The school can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

Suicide Awareness

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access http://www.texassuicideprevention.org or contact the school for more information related to suicide prevention services available in our area.

Homeless Students

You are encouraged to inform the district if you or your child is experiencing homelessness. School staff can share resources with you that may be able to assist you and your family.

Immunization

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

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. You may view the 2015-2016 Texas Minimum State Vaccine Requirements for Students at:

http://www.dshs.state.tx.us/immunize/default.shtm

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. For further information, see the Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school/default.shtm.

Law Enforcement Agencies

Questioning of Students

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

- The administration will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The administration ordinarily will make reasonable efforts to notify the parents unless the

interviewer raises what the administration considers to be a valid objection.

- The administration ordinarily will be present unless the interviewer raises what the administration considers to be a valid objection.

Students Taken Into Custody

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the administration 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 administration will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the administrator considers to be a valid objection to notifying the parents. Because the administration does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudicated, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning.

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

A parent or otherwise authorized adult must come to the office and sign the student out. A

campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

If a student becomes ill during the school day, a campus representative will determine if the student should go home. The parent will be contacted and the parent's wishes regarding release from school will be noted. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school day. Students should remain orderly while in the library. Books may be checked out for a period of seven (7) days and rechecked for another seven days. If a book is lost, the student must pay for it. A fine will be charged for damaged books. Please encourage your child to read regularly.

Limited English Proficient Students

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

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

Lockers and Desks

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

Each student is assigned a locker. It is the responsibility of the student to keep the locker neat, clean, and orderly. Students are fully responsible for the security and contents of their assigned desks and lockers. Students should not place, keep, or maintain any articles or materials in lockers or desks that are forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school sponsored function. Poems, quotes, pictures, etc., placed inside lockers must be in good taste and non-offensive. Unsightly materials may be removed from the lockers and disciplinary action taken.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. Lockers are subject to inspection by administrative authorities and teachers. Lockers are subject to unannounced inspection by drug enforcement canine during the year. Students should not leave money or other valuables in desks or lockers.

Lost and Found

Students are encouraged to label all belongings including coats, lunch bags, backpacks, etc. to prevent loss. All lost and found items (outside the classroom) are to be turned in at the main office. Clothes will be placed in a box in the janitor's basement. Other items will be kept in the office. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. All unclaimed items will be donated to local charities at the end of each semester.

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the specified time set by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the administration and previously communicated to students.

Medicine at School

Medication that must be administered to a student during school hours must be provided by the student's parent. All medications, whether prescription or nonprescription, must be kept by an authorized school employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy.

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

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

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Medication from a properly labeled unit dosage container filled by a nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, for which the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor: and
- When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.
For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.
For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school.
Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Nondiscrimination Statement

In its efforts to promote nondiscrimination and as required by law, Morgan Mill ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Dean Edwards, Superintendent, 968-4921.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dean Edwards, Superintendent, 968-4921.
- All other concerns regarding discrimination: See the superintendent, Dean Edwards, Superintendent, 968-4921.

Nurse

The school nurse is not on campus daily. All immunization requirements and health information on children will be checked and recorded. Parents should feel free to give the school any health information regarding their child.

Messages & Phone Calls

Parents should make it a habit to review daily activities and procedures with their student each day before the child comes to school. Frequent or daily calls that require the delivery of messages to the classrooms create a disturbance**. Messages to students will NOT be delivered during school hours unless it is an emergency**. Please make all necessary arrangements with your child before he/she arrives at school. Unnecessary student use of the office phone interrupts business and interferes with legitimate phone usage. **Students must always obtain permission to use any phone.** Your cooperation in this matter will be greatly appreciated.

Parental Involvement, Responsibilities, and Rights

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs offered in the district.
- Monitoring your child's academic progress and contacting teachers as needed
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, principal, or Superintendent please call the school office at 968-4921 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.

- Participating in the campus parent organization: Parents, Teachers, and Friends (PTF).

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent. This objection must be made in writing to the school (within ten school days of your child's first day of instruction for this school year).

The district has identifies the following as directory information: your child's name, address, telephone number, date of birth, photograph, honors and awards received, grade level, participation in officially recognized activities and sports. If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, newspaper, the yearbook, recognition activities, news releases, athletic programs and etc.

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the school in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling and psychological records,
- Health and immunization information,
- Other medical records,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety
- When it relates to classroom instruction or a co-curricular or extracurricular activity
- When it relates to media coverage of the school

Removing a Student Temporarily from the Classroom

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

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Excusing a Student from Reciting a Portion of the Declaration of Independence

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the Superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Superintendent for information.
- Request the transfer of your child to attend a safe public school if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.

- To request the transfer of your child to another campus in a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault.

Physical Examination / Health Screenings

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

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

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

Pledges of Allegiance and a Minute of Silence

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

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

Prayer

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

- In order to be promoted to grade 6, students enrolled in grade 5 must perform

satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.

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

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

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the superintendent.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction.

Report Cards, Progress Reports, and Grades

Report cards with each student's grades or performance and absences in each subject are issued to parents once every six weeks. At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any subject [English language arts, reading, mathematics, science, health, computer, or social studies] is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that subject. State law provides that a test or subject issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal or Superintendent.

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school *within two (2) days*.

Grades for assignments must be based on relative mastery. Teachers are not required to give a minimum grade on an assignment that does not reflect the quality of the student's work.

Safety

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

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

Drills: Fire, Tornado, Lockdown, and Other Emergencies

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

Fire Drill Bells

- 1 continuous bell = leave the building
- Return to the building when directed

Tornado Drill

- Announcement over intercom = move quietly but quickly to the designated locations
- Return to the classroom when directed

Lockdown Drill

- Announcement over intercom for lockdown

Faculty and staff are trained in how to protect the students in case of a violent situation. Every effort has been made to ensure that the students have a safe learning environment.

Playground Rules

Students are expected to conduct themselves in a safe and proper manner while utilizing playground equipment and facilities.

Restroom Behavior

Quiet, orderly conduct is required in the restrooms at all times.

School Parties

School rules apply to all school social events. Class parties will include Christmas, Valentine's Day, and Easter. Other celebrations may be scheduled with the consent of the teacher and administration. Parents are to keep younger siblings who may be present at school parties under control. The rules of good conduct and grooming shall be observed for all school social events.

Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest.

School Facilities

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, ***students must leave campus immediately***.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at, before, or after school on district premises and at school-sponsored events off district premises. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsors.

Use of Hallways

Students are expected to conduct themselves in an orderly manner at all times in the halls. Shouting, running, whistling, loud talk, or boisterous conduct is out of place in the school building. Loitering or standing in the halls during class is not permitted. During class time, a student must have teacher permission to be outside the classroom for any purpose. Disobedience will result in disciplinary action.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily—in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need-or household situation. Information about a student's participation is confidential; disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See Linda Landes or Dean Edwards to apply for free or reduced price meal services.

The district follows all applicable federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. The Texas Department of Agriculture issued the Texas Public School Nutrition Policy, effective beginning

August 1, 2004; however, the new the Agriculture Commissioner is in the process of changing some of these guidelines**.** The school will abide by the changing guidelines.

Lunch is designed to be a social but orderly gathering. Students are asked to conduct themselves as they would at home during a family meal with company. Students should also learn and follow the rules, procedures, and routines established by the school.

Parents are strongly encouraged to pay lunch bills in a timely manner.

The school will not microwave food brought from home for the students.

Library

The library is open for student use during the school day. Students should remain orderly while in the library.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the administration before and after school.

School Sponsored Trips/Field Trips

To enrich and extend curriculum objectives, students will go on various field trips during the year. Many school-sponsored trips are made each year for various activities in which the students participate. The following regulations govern these trips:

- Students missing school when on a school-sponsored trip are not counted absent but are required to make up work missed. Arrangements should be made with the teachers for this make up work.
- Students must take responsibility for observing all safety rules while riding in school arranged transportation.
- Sponsors shall be in charge and in control of students making a trip.
- Students who participate in school activities will leave the school in school transportation.
- A signed field trip permission slip must be on file at the school. Field trips are for students of Morgan Mill School. Parents may only accompany their child at the teacher's invitation. The destination of the field trip may determine if parents are invited; businesses inform the school when parents are not invited.
- If the teacher requests a parent chaperone or sponsor, the teacher will be in charge of informing the proper persons.

Searches

Students' Desks and Lockers

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

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials

prohibited by district policy, whether or not a student is present. Lockers are subject to unannounced inspection by drug enforcement canine during the year. The parent will be notified if any prohibited items are found in the student's desk or locker.

Telecommunications and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

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

Trained Dogs

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

Special Programs

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school at 254-968-4921 or in person.

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 support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on meeting the needs of all struggling 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 consent for the evaluation. The district must complete the evaluation and the report within the timeline prescribed by law once the district receives 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 his or her rights if the parent disagrees 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***. Additional

information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*. Both documents may also be found at http://framework.esc18.net/display/Webforms/LandingPage.aspx.

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

- Texas Project First, at http://www.texasprojectfirst.org
- Partners Resource Network, at http://www.partnerstx.org

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Sandra Pierce at 968-4921. Morgan Mill ISD is a member of the Greater Erath County Special Education SSA. The main office is located in Dublin, and the phone number is 254-445-2229.

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.

Students with Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by and law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education as this is defined in federal law. The designated person to contact regarding a referral for evaluation applicable to Section 504 is Dean Edwards at 968-4921.

Students Who Speak a Primary Language Other than English

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

Limited English Proficient Students

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. See page 29 for details.

Start and Dismissal

Morgan Mill students should be at school **by 7:50 a.m. each day**. Dismissal will be at 3:30 p.m. except on days of early dismissal (1:00 p.m.). In order to ensure students have a good learning experience each day, teachers use the time before school to prepare for the day and unnecessary disruptions detract from that preparation time***. There is no teacher***

supervision before 7:30 a.m. so students should not arrive on campus before this time. When school is dismissed, students need to meet their rides in the designated area. Bus students should not keep the bus waiting. Please be considerate in the parking lot because it is often very congested. If parents wish to go into the building, vehicles should be parked along the football field. ***Never leave a running vehicle unattended***!

State-Mandated Tests

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level.

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

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. A cumulative record is maintained for each student from the time the student enters the district until the time the student withdraws or graduates. This record moves with the student from school to school.

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).

- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

The administration of Morgan Mill ISD is custodian of all records for currently enrolled students at Morgan Mill School, as well as for students who have withdrawn or graduated.

Records may be inspected by a parent during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the school's office is Box 8, Morgan Mill, Texas 76465.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent. This objection must be made in writing to the administration within ten school days of the child's first day of this school year.

The law specifies that certain general information about Morgan Mill School students is considered "directory information". That information includes:

- A student's name, address, telephone number, and date and place of birth.
- The student's participation in officially recognized activities and sports.
- The student's grade level and honors and awards received in school.

Substance Abuse Prevention and Intervention

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school. The school can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

Suicide Awareness

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access http://www.texassuicideprevention.org or contact the school for more information related to suicide prevention services available in your area.

Telephones (School)

The office phone is a business phone. Students must have permission from the teacher, administration, or secretary to use the school phone. If a student is ill or injured, the office

phone may be used. *Students will **not be allowed** to use the phone to set up social engagements after school*. Please make all necessary arrangements for after school care before your child comes to school.

Tardies

To insure optimal learning time, students must be at school and in class on time. Students will be considered tardy if they are not in class by 7:55 a.m. Tardies not only rob our students of valuable instruction, but also disrupt the learning of the other students in the classroom. **Students with three (3) or more tardies per six weeks will *not be eligible* for perfect attendance recognition**. Student grades may suffer because of missed instruction time. Excessive tardies in any particular class may result in the student's attendance record being referred to the attendance committee.

Temperatures / Severe Weather

Hot Temperatures

During hot temperatures activity results in the loss of body fluids. Excessive heat and/or humidity increase the amount of fluid lost. Efforts will be made to make sure that students consistently drink fluids so they do not dehydrate. Students will be encouraged to drink even if they do not feel thirsty. Fluids are especially important before any physical activity or before leaving an air-conditioned environment. During periods of high temperatures outside activity will only be allowed for a brief duration of time. Parents are encouraged to dress children in loose fitting, lightweight, and light colored clothes made of cotton material. Parents are also urged to provide a balanced diet including 4 to 5 servings of fruits and vegetables daily. These foods are not only natural sources of vitamins and electrolytes but provide additional water to the body. Discretion will be used to decrease outside activities when seasonal temperatures and humidity exceed those normal for this area (Exceptions may be made for extracurricular activities when appropriate heat guidelines are followed and when adequate water is available for all participants.) Vigilance in hydrating students before, during, and after outside activities will be used. All staff members will be made aware of signs, symptoms, and treatment procedures for heat-related illnesses. Efforts will be made to ensure that students are aware that metal parts, including swing chains, metal slides, metal wheels, screws and bolts will be hot and to avoid them as much as possible during this time.

Cold Temperatures

Students will not be allowed outside for recess or other activities when temperatures and/or wind chill factors are at or below freezing. Please remember to make sure students dress accordingly for outside temperatures. Do not allow students to come to school in shorts during cold weather.

Severe Weather

Morgan Mill ISD administration makes decisions about canceling school due to severe weather on a case-by-case basis. Road conditions will be checked before 6:00 a.m. The first and foremost determining factor in that decision-making is based on the safety of the students. During severe weather conditions (snow storms, ice storms, etc.); information about school closing can be obtained at the following radio and/or television stations: **KSTV** – AM 1510 or FM 93.1;– PURE COUNTRY **KEQX** 89.7; TV stations KDFW – Channel 4 and KXAS – Channel 5 and WFAA – Channel 8. If scheduled school days are canceled due to bad weather, make-up days will be required. Unused bad weather days will become student holidays.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT and OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books *must be covered* by the student, as directed by the teacher and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. If a student is issued a damaged item, the damage should be reported to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day. Damaged books or equipment must be paid for in accordance with the damages. Students should protect books by not over-crowding lockers or desks with unnecessary items.

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

Transportation

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the administration, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and stops will be designated annually. For the safety of the operator of the vehicle and all passengers, students must board buses only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the office (968-4921) or your child's bus driver.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Safety Rules:

The following safety rules shall be followed by students as related to boarding, riding, and exiting a bus:

- Arrive at the bus stop on time. Wait a safe distance from where the bus stops (Three giant steps away from the stop is a good rule.)
- When the bus arrives, do not approach the bus until it has come to a complete stop. Board the bus in a single line (for multiple riders –no pushing or breaking in line). Go directly to a seat and sit in a safe position.
- Passengers will keep books, band instruments, feet, and other objects out of the aisle of the bus. Objects carried on the bus must be small enough to be held in the lap of the owner.
- When it is time to exit the bus, wait until the bus has completely stopped at the designated stop and the door has been opened before getting up from the seat.

The following rules will apply to student conduct on district transportation:

- Follow the driver's directions at all times
- Be seated while the vehicle is moving.
- Enter and leave the bus in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Keep the bus clean.
- Talk in a normal tone of voice and keep activity at a level that does not distract the driver.
- Use acceptable language; obscene, profane, unacceptable language, and/or gestures are prohibited.
- Do not deface the bus or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not possess or use any form of tobacco on school buses.
- Scuffling and fighting are prohibited.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
- Students should never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
- Students should face forward for the duration of the trip and should keep their feet on the floor in front of them and out of the bus aisle.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Vandalism

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

Video Cameras

For safety purposes, video recording equipment is used to monitor student behavior and observe visitors in common areas on campus. The administration will review the video routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. Unauthorized individuals will be asked to leave the campus immediately.

Visitors

Parents and others are welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office and sign in to receive a visitor's badge. Visitors must comply with all applicable district policies and procedures. Visits to individual classrooms during instructional time are permitted only with approval of the administration and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. The administration may request identification from any person on school property and may ask any person not having legitimate business to leave.

Withdrawing for School

The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the office.

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

Morgan Mill School Website:

http://www.mmisd.us/

Morgan Mill Faculty and Staff

Dean Edwards:	Superintendent, Jr. High Science
Linda Landes:	Secretary and Bookkeeper
Michelle Kimple:	Kindergarten
Marybeth Burns:	First Grade
Kasey Mashburn:	Second Grade and GT
Haylee Turley:	Third Grade
Rachel Jones	Fourth Grade, 8th Art, Special Education, and UIL Co-coordinator
Nancy Lingle:	Fifth Grade, 4th & 6th Science, Primary Music, UIL Co-coordinator and Cheerleader & Drill Team Sponsor
Teresa Nachtigall:	Sixth Grade and GT Coordinator
Wendy Sanders:	5th, 7th, & 8th Reading/Literature, 7th English & Texas History, ELL, Cheerleader & Drill Team Sponsor
Shirley Couch:	8th English & U.S. History, 7th & 8th Math, Principal, Technology Director, and Testing Coordinator
Sandra Pierce	Computers, Special Education, and Librarian
Barrett Hutchison:	Coach, Physical Education, and Health
David Venable:	Band Director
Sonja Reagan:	Child Nutrition
Amy Blevins:	Bus Driver and Custodian
Joe Rogers:	Bus Driver
Kenneth Smith:	Custodian
Jennifer Nelson:	Nurse