

Elementary Handbook
20064-2007ELEMENTARY
HANDBOOK

&

Code Of Conduct

2006-2007

Pirate S.H.I.P.S. - FOUNDATIONS FOR LIFE
<u>scholarship honor integrity pride sportsmanship</u>

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Martinsville Pirates do not lie, cheat or steal nor do we abide by those who do.

Martinsville Pirates behave as champions—*every day*—in all that we do. **5**

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PREFACE

To Students and Parents:

Welcome to school year 2006542–2007653! For this new yearNew Year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is The Martinsville ISD Student Handbook designed to help us do this.provide a resource for some of the basic information that you and your child will need during the school year.

The Martinsville ISD Student Handbook contains information that both students and parents are likely to need during the school year. The The Martinsville ISD Student Handbook contains information that both students and parents are likely to need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I - The first especially for parentsIMPORTANT INFORMATION FOR PARENTS -, with information all parents will need about assisting their child and responding to school-related issues;

Section II - The second for students and their parents,CURRICULUM-RELATED INFORMATION - to provide information to students and their parents about graduation programs, courses, class rank, extracurricular and other activities; and

Section III - The third,GENERAL INFORMATION AND REQUIREMENTS - describing general information regarding school operations and requirements such as safety procedures, the dress code, and fees that may be charged..

Each has a Quick Reference section to serve as a guide for day-to-day questions that may arise.

We have attempted to make the language as straightforward as possible, however, please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Martinsville ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and in school offices.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms, so that we have a record of your choices listed there. [See Obtaining Information and Protecting Student Rights on page]

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school office or on-line at <http://www.tasb.org/policy/pol/private/174909/index.html>.

Nondiscrimination

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

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

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Charles FarrellDarren Webb, MISD Secondary Principal

(936) 564-3455

PO Box 100

Martinsville, TX 75958-0100

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Lisa McKnightCharles Farrell, Elementary Principal

(936) 564-3455

PO Box 100

Martinsville, TX 75958-0100

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students:

Lisa McKnightCharles Farrell, MISD Elementary Principal

(936) 564-3455

PO Box 100

Martinsville, TX 75958-0100

- Parent Involvement Coordinator, who works with parents of students participating in Title I programs:

Lisa McKnightCharles Farrell, MISD Elementary Principal

(936) 564-3455

PO Box 100

Martinsville, TX 75958-0100

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see page [*](#) and contact Charles FarrellLisa McKnight at 564-3455.

EDUCATIONAL MISSION FOR MARTINVILLE ISD

CREATE-Create responsible, effective adults through education in a safe environment

Parents and students may access the Martinsville Pirates homepage at www.martinsville.esc7.net www.martinsville.esc7.net for more information.

SECTION I: I

IMPORTANT INFORMATION FOR PARENTS

This section of the Martinsville ISD Student Handbook includes information on topics of particular interest to you as a parent, such as:

QUICK REFERENCE:

Where to look when you need information about ...

Parental involvement page [*](#)

Grading guidelines page [*](#)

Report cards/progress reports and conferences page [*](#)

State-mandated assessment testing page [*](#)

Promotion and retention page [*](#)

Other standardized testing: College Requirements page [*](#)

Medicine at school page [*](#)

Psychotropic drugs page [*](#)

Student records page [*](#)

Student or parent complaints and concerns page [*](#)

Release of students from school page [*](#)

School events and school-related groups that would welcome your attendance or participation;

Information you may request about your child's teacher and any instructional paraprofessional who works with your child in the Title I program;

Your child's grades and progress reports;

State and local testing and promotion requirements;

Records pertaining to your child and your right, under certain circumstances, to consent or deny their release;

Conferences with your child's teacher; and

Procedures to follow if you have a concern that isn't resolved by a conference.

YOUR INVOLVEMENT AS A PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

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- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See **Counseling** page [*](#)]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (936) 564-3455 for an appointment. A 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. [See **Report Cards, Progress Reports, and Conferences** on page [*](#).]

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Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

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

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child. [See **Student Records** on page [*](#)

Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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 cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

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

- Becoming a school volunteer. For further information, see policy GKG and contact LisaDarrenCharles Farrell

Webb.

- Participating in campus parent organizations. We have an active PTO, which usually meets at 6:30 p.m. on the second Monday of each month in the school cafeteria.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Darren Webb Charles Farrell or Lisa McKnight at (936) 564-3455.
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- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and School Health Advisory Council on page * .]
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. Board meetings are generally held at 6:30 p.m. on the third Thursday of each month in the district's board room.[See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, information, see policy EF.]

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from you child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the 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.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and

- State assessment instruments that have been administered to your child.
- [See **Student Records** on page *.]
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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 cocurricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To 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 moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page * and policy EC.]
- To 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. [See policy EHBK]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

GRADING GUIDELINES

Kindergarten and First Grade

Achievement or progress in kindergarten and first grade shall be reported to parents as:

E = Excellent

S = Satisfactory

I = Improving

N = Needs to Improve

U = Satisfactory

Grades 2 – 5

Achievement will be reported to parents as:

1. Number grades for English, Reading, Spelling, Math, and Social Studies
2. Fine Arts, Health, PE, and Music will be reported as follows:
 - E = Excellent (90 – 100)
 - S = Satisfactory (80 – 89)
 - N = Needs Improvement (70 – 79)
 - U = Unsatisfactory (69 and below)
3. Daily grades will be recorded once and test grades will be recorded twice. A straight average will be taken to determine each subject's average.

Conduct Grades

K – 3 conduct grades will be reported as follows:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

4th and 5th grade's conduct grades will be reported as numerical grades. Conduct grades in all grade levels will be a determining factor in student getting to participate in any field trip planned by the school.

[See **Report Cards, Progress Reports, and Conferences** on page [*.](#)]

MEDICINE AT SCHOOL

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees, in accordance with policy, and:
- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container and given to the school nurse.
- If the medication is nonprescription, including cough drops, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least 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 course in English language arts, mathematics, science, 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 during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. See **Working Together** on page [*](#) for how to schedule a conference.

Teachers follow grading guidelines approved by the Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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 in accordance with FNG (LOCAL).

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and in grades 8–11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5, 8, and, and 10 [See note below.]

- The Reading Proficiency Test in English (RPTE) will be given in the spring to all Limited English Proficient students in grades 3 – 12.
- Any other subject and grade required by federal law.

--Note: The science assessment test in grade 8 will be administered beginning in the 2006-2007 school year. [See policy EKB.]

In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only if:

- The District has obtained from its medical advisor licensed to practice medicine in Texas (or from a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and
- The parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

[For further information, see policies at FFAC.]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. 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, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 in the 2004 – 2005 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

In grades 1 – 5, a student must have an overall average of 70 for all subject areas, and a grade of 70 or above in four of the following areas: Reading English, Math, Science, and Social Studies.

The District shall record a 50 on the permanent record for any average numerical grade that is lower than 50.

Parents of students in grades 1 – 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the 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. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

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 principal, counselor, or special education director.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. For more information, see page [*](#).

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks.

At the end of the first three weeks of a grading period, you will be given written notice if your child's performance in any course in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject.

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

OTHER STANDARDIZED TESTING

- The Texas Primary Reading Inventory (TPRI) test will be given to grades 1 – 2 in the Fall and Spring of each year. It will be administered to Kindergarten in January and again at the end of the school year.
- The Iowa Test of Basic Skills (ITBS) will be given to grades K – 2 in the spring of each year.

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and 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.

MEDICINE AT SCHOOL

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

- Authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - Nonprescription medication provided by the parent- along with a written request, and in the original, properly labeled container.
 - Herbal or a dietary supplementsdietary supplements provided by the parent if required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

In certain emergency situations, 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 who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, a District employee who is a registered nurse, and advanced nurse practitioner, a physician, or a certified or

credentialed credential mental health professional can recommend that a student be evaluated by an appropriate medical practitioner an appropriate medical practitioner evaluate a student, if appropriate.

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

[For further information, see policies at FFAC.]

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and superintendent's offices.

Topics and policies include:

Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB. See **Special Programs** on page [*](#).

Loss of credit because of excessive absences: policy FDD

Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.

Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.

Expulsion of a student: policy FOD and the Student Code of Conduct.

Discrimination on the basis of sex: policy FB.

Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct. See **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability** on page [*](#).

Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct. See **Sexual Harassment / Sexual Abuse** on page [*](#).

Instructional materials: policy EFA.

On-campus distribution of nonschool materials to students: policy FMA.

Complaints against District peace officers: policy CKE.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 10 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 10 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of post-secondary education.

The law specifies that certain general information about Martinsville ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, photograph participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, school and most recent school previously attended.
- The student's e-mail address on the District's computer network.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. after the parent has been provided this notice. [See the **acknowledgment form** attached to this handbook.]

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. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- 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.

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

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

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

Records may be inspected by a parent or eligible student. A parent or eligible student may inspect records during regular school hours. If circumstances effectively prevent inspection during these hours, a parent or eligible student from inspecting the records, the District shall either provide a

copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The school address is: PO Box 100 Martinsville, TX 75958.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requester has the right to request a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards, /Progress Reports and Conferences** on page*, and **Student or Parent Complaints and Concerns** on page * for an overview of the process.]

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.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference. A phone call or a conference can address student or parent complaints or concerns simply— with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at <http://www.tasb.org/policy/pol/private/174909/index.html>.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and 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.

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after:

A good night's sleep;

A good breakfast; and

Dressing for the weather or for the temperature inside the testing center.

State Assessment

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

Mathematics, annually in grades 3–5 without the aid of technology

Reading, annually in grades 3 -5

Writing, including spelling and grammar, in grade 4

Science in grades 5

The Reading Proficiency Test in English (RPTE) will be given in the spring to all Limited English Proficient students in grades K – 5.

Local Assessment

- The Texas Primary Reading Inventory (TPRI) test will be given to grades K – 2 in the spring of each year.
- The Iowa Test of Basic Skills (ITBS) will be given to grades 1 – 3 in the spring of each year.

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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 principal, counselor, or special education director.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. **Students who frequently leave school early will be turned in to truancy officials.**

A student who will need to leave school during the day must bring a note from his or her parent

that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School

A student who is tardy to class may be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, **and will be turned in to truancy officials.**.. [See **Attendance for Credit** on page [_*](#).]

Withdrawingal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent must present a signed statement to the principal explaining the reason for the withdrawal and the effective date. The student must then follow the procedure below:

A withdrawal form may be obtained by the parent from the principal's officeThe parent from the principal's office may obtain a withdrawal form.

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

SECTION II: I

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look when you need help with...

Academic Records page [_*](#)

Awards and honors page [_*](#)

Computer resources page [_*](#)

Counseling page [_*](#)

Credit by exam page [*](#)

Extracurricular activities, clubs, and organizations page [*](#)

Graduation page [*](#)

Special programs page [*](#)

Summer school page [*](#)

Textbooks page [*](#)

ACADEMIC PROGRAMS

The school counselor provides students and their parentsparent's information regarding academic programs to prepare for higher education and career choices. [For more information see policy EIF.]The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices

AWARDS AND HONORS

Students are required to have a 90 over-all average in all subjects, including physical education, to qualify for the "A" honor roll. To qualify for "AB" honor roll, a student must maintain 80 or above in each subject with at least one 90 or above. An unsatisfactory conduct grade or any disciplinary action administered by the principal during the reporting period shall exclude the student from the honor roll. [For further information, see policies at EID (localLOCAL).]

Parents are encouraged to have their student at school on time and ready to learn. Also, parents are encouraged to have scheduled appointments after school whenever possible. For the purpose of receiving perfect attendance at the end of the school year, students must maintain a combination of (3) or less morning tardies or occurrences of leaving early per semester. Any student that has more than (3) morning tardies or occurrences of leaving early per semester will not receive perfect attendance.

CAREER AND TECHNOLOGY

All career and technology education opportunities will be offered without regard to race, color, national origin, sex, or disability.

Students have access to a computer lab, as well as access to a computer within the classroom. Teachers will incorporate technology with their lessons.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment with the counselor.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to policy FFE and FFG(EXHIBIT.)]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A course student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. Please see the counselor for dates on which exams are scheduled during the 2002–2003 school year. to register by the deadline listed below to register for credit by exam.

To take credit by exam in the fall, students must register by October 108, 20054.

Elementary Math test date: November 74, 20054

Elementary core subjects test dates: December 5-6 2-3, 20054.

To take credit by exam in the summer, students must register by April 289, 20065

Elementary Math test date: June: June 52, 20065

Elementary core subjects test dates: June 269 – 2730, 20065

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test purchased by the parent from a State Board-approved university on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. [For further information, see EEJB.]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related 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.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities 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.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

[For further information, see policies FM and FO.]

GRADUATION

The Kindergarten class will have a graduation ceremony during the last week of school on the morning of May 27, 2005. After the ceremony, students will be allowed to leave with their parent. Parents need to plan for expenses related to the traditional kindergarten graduation (this may include pictures, graduation T-shirts, etc. Teachers will notify parents of graduation expenses, ceremony time and location.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the Texas Assessment of Knowledge and Skills (TAKS), will be required for promotion. This requirement will be effective for the following students:

Third graders in the 2002–2003 school year,

Fifth graders in the 2004–2005 school year, and

Eighth graders in the 2007–2008 school year.

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the 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; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

[For further information, see policies at EHBC, EI, and EIE.]

In grades 1 – 5, a student must have an overall average of 70 for all subject areas, and a grade of 70 or above in four of the following areas: Reading English, Math, Science, and Social Studies.

The District shall record a 50 on the permanent record for any average numerical grade that is lower than 50.

SPSPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, 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 Charles Farrell Lisa McKnight (936) 564-3455.

Assistance to Students with Learning Difficulties or Who 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.

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 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Lisa McKnightCharles Farrell at 564-3455.

Gifted/Talented

MISD Gifted/Talented Program offers enrichment in the subject of language arts, science, math, and social studies. Grade levels involved in the program are K-12.

The Gifted/Talented Program places an emphasis on critical thinking skills, creative thinking skills, research skills, and problem solving skills.

Students may be nominated by teachers and parents. The top ten percent of K – 2 grades will be screened each year for G/T classes. Kindergarten screenings occur in January each year. First and second grade screenings occur in September of each school year. Nominations are accepted in February.

The process of selecting gifted learners consists of nominating, screening using multiple criteria, and selection done by a trained committee.

Summer School

MISD will not be offering summer school for credit.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

SECTION III: I

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE

Where to look when you need information about...

Attendance page [*](#)

Make up work page [*](#)

Communicable diseases/Conditions page [*](#)

Health-related matters page [*](#)

Conduct page [*](#)

Law enforcement page [*](#)

Distribution of published materials or documents page [*](#)

Dress and grooming page [*](#)

Student fees page [*](#)

Fund-raising page [*](#)

Immunization page [*](#)

Physical examinations/health screenings page [*](#)

Pledges of allegiance and a minute of silence page [*](#)

Prayer page [*](#)

Safety page [*](#)

Emergency school closings page [*](#)

School facilities page [*](#)

Searches page [*](#)

Transportation page [*](#)

Videotaping of students page [_*](#)

Visitors to the school page [*_](#)

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 that of the previous day, 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.

State law and Board policy permit certain excused absences, including:

- An extra curricular activity or public performance approved by the Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the principal or Superintendent, including personal illness or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that:

"A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass."

If kindergarten students are assigned to an accelerated reading instruction program under state

law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as additional special instruction (termed "accelerated instruction") assigned by the grade placement committee and basic skills for ninth graders;, or from required tutorials will be considered truant in violation of the law and subject to disciplinary action.

Truancy A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student 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 may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments will be considered days of attendance for this purpose. [See policy FEB]
- All absences, except those for religious holy days and documented health care appointments, for which routine make-up work has been completed, will be reviewed.
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- 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 acceptability and authenticity of documentation expressing reasons for the student's absences.

- 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,parent or other representative 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.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

Student attendance is record for the entire day.

Make-up WorkMAKE-UP WORK

Routine and In-Depthin-depth Makeup Work Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students.

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

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. [For further information, sSee policy EIAB]

A student who does not make up assigned work within the 2 days allotted by the teacher will receive a grade of zero for the assignment.

DAEP or In-school Suspension Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete courseworkcourseware needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the courseworkcourseware through any method available, including a correspondence course, distance learning, or summer school. The District will not

charge the student for any method of completion provided by the District. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work counselor to ensure the student completes all works required for the course or grade level.

[For further information, see policies at EHBC, EIA, FDC, and FDD.]

COMMUNICABLE DISEASES / CONDITIONS

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

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Head Lice (Pediculosis)

Pinkeye (Conjunctivitis)

Whooping
(Pertussis)

Cough

[Further information may be found at policy FFAD.]

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. Viruses, parasites, fungi, and bacteria can cause it. 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>.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

Lice

The district upholdsdistrict upholds a No Nit Policy. Students with live lice or nits will be sent home. A student excluded from school for pediculosis (lice) shall be re-admitted after:

1. One treatment with medicated lice shampoo or lotion;
2. No nits remain in the student's hair; **and**
3. The school nurse has visited with the parent.

Students may not ride the bus to school on the first day back. A parent or guardian must bring the child to the nursesnurse's office to have the student checked before they are allowed in contact with others.

Other Health Related Matters

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA.]

CONDUCT

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 or campus standards of grooming and dress.

Obey all campus and classroom rules.

Respect the rights and privileges of other students, teachers, and other District 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 our 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.:

During the regular school day and while a student is going to and from school on District transportation.

During lunch periods in which a student is allowed to leave campus.

Within 300 feet of school property.

While a student is in attendance at any school-related activity, regardless of time or location.

For any school-related misconduct, regardless of time or location.

This includes School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

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.

For information regarding **Searches** of student lockers and vehicles brought onto school property, see page [*](#).

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.

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 policy FO(LOCAL) in the District's policy manual.

- The student will be told the reason for the corporal punishment.
- The punishment may only be administered by the principal, assistant principal, or a teacherprincipal, assistant principal, or a teacher may only administer the punishment.
- The instrument to be used will be approved by the principal.
- The punishment will be administered in the presence of one other District professional employee and out of view of other students.
- A record will be maintained in each instance of corporal punishment.

The District will honor a parent's request that discipline methods other than corporal punishment be used. Alternative disciplinary measures used shall be consistent with the offense. On the **Acknowledgment of Handbook Receipt** located in the front of this handbook on page [*](#), parents must indicate their decision on corporal punishment for their child. This form must be returned to the MISD office before the office can honor parental request.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes 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; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Party Invitations

Students will not be allowed to pass out party invitations during school hours unless everyone in the class is invited to the party.

CAREER AND TECHNOLOGY

All career and technology education opportunities will be offered without regard to race, color, national origin, sex, or disability.

Students have access to a computer lab, as well as access to a computer within the classroom. Teachers will incorporate technology with their lessons.

Radios, CD Players, and Other Electronic Devices and Games

Students are permitted to possess such items as cell phones, phones pagers on school property or while attending school sponsored activities, so long as they do not impair the school functions or the educational process. Students are not allowed to have radios, CD players, DVD player, camcorders, or electronic devices, or games at school, unless prior permission has been obtained from the principal. Students who break this rule will have their devices confiscated and will be disciplined according to the Student Code of Conduct.

The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

Plagiarism/Cheating/Academic Dishonesty

Plagiarism, cheating, or academic dishonesty is not acceptable. Cheating includes the copying of another student's work or tests answers as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for work in question, or other academic penalties.

Bullying or Taunting Behaviors

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support student supports 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, counselor, or principal.

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 principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). See also policy FNCL.

Sexual Harassment / Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

- To comply with an order of the juvenile court.

- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, 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 principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also 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 the 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 adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

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 principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school yearbook and the school newsletter is are available to students.

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

Nonschool Materials

Unless a student (or a nonstudent) obtains specific prior approval from the principal, 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 on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated the Elementary building doors and the office bulletin board as the location for approved nonschool materials to be placed for voluntary viewing by other students. See FNAA.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA(LOCAL). 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.

The principal has designated the office bulletin board as the location for approved nonschool materials to be placed for voluntary viewing by other students.

Nonstudent Nonschool Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted by on any District premises by an District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Superintendent or designee for specific prior review. The Superintendent or designee will approve or reject the materials within two school days of the time the materials are received. The requester may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GE.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(GKD (LOCAL).
- 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

The District's dress code is established to teach grooming and hygiene, prevent disruption, and

minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.
- Students shall come to school looking clean and neat and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others.
- The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (LOCAL), and
- The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. FNCA (LOCAL)

Students violating the dress code will be disciplined according to the Student Code of Conduct.

Personal Appearance Code

The intent of this policy is to assist students to make choices in personal grooming and apparel which will be acceptable and appropriate for the school setting. The policy is not intended to be overly restrictive; it is designed to stress good grooming so that each individual student may be proud of his or her own appearance as well as the appearance of the entire student body.

- Any clothing, insignia, or hairstyle that is unconventional and distracts from teaching and learning is unacceptable. The principal or designee is authorized to determine the suitability of student attire and grooming.
- The hair must be neat, clean, and well groomed. No types of head covering are to be worn in the classroom or the cafeteria. Hair rollers, rollers or long-handled combs may not be worn in the hair. No extreme unnatural hair colors will be permitted. No facial hair (must be clean-cut). Sideburns may not exceed the bottom of the ear lobe.

The hair must be neat, clean, and well groomed. No types of head covering is to be worn in the classroom or the cafeteria. Hair rollers, or long-handled combs may not be worn in the hair. No facial hair (must be clean-).

- No visible tattoos with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or that advertise or depict those advertises or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (FNCF (L)).
- Boys may have one stud earring only per ear and girls will be allowed multiple two earrings per ear as long as they are not disruptive as determined by the Principal. Appeals are to be made to the Superintendent.

The following type of dress is NOT acceptable:

- Bare backs, bare midriffs, and completely bare shoulders. (Shirt straps must be at least the width of a dollar bill 2 inches wide)
- Low necklines, see-through attire, and fishnet shirts
- Shirts split under the arms or have neck/sleeve cut out
- Clothing with pictures, emblems, or writing that are lewd, offensive, vulgar, or obscene or that depict or advertise tobacco products, alcoholic beverages of any kind, drugs, or any other substance prohibited under policy FNCF(LOCAL)
- Shorts shall be the length of the fingertips plus the width of a dollar bill must be no shorter than 7 ½" from the floor when kneeling. When the hands are placed loosely at the side, approximately 3" of cloth must be seen. This will be measured from the point where skin is first visible. [i.e. top of "v" notch on the side of the shorts. Anything shorter will be unacceptable.
- Skirts shall be the length of the fingertips plus the width of a dollar bill. When the hands are placed loosely at the side, approximately 3" of cloth must be seen. This will be measured from the point where skin is first visible. [i.e. top of "v" notch on the side of the skirt must be no shorter than 6" from the floor when kneeling. Anything shorter will be unacceptable.
- Going without undergarments on the upper (when appropriate) as well as the lower parts of the body
- Tank tops, spaghetti straps, and muscle shirts – must have the layered look and shoulders covered. Straps must be at least the width of a dollar bill two inches wide.
- Biking shorts or other tight-fitting elastic shorts.
- Sagging pants and pajama bottoms. All pants must be worn at the natural waistline.
- House shoes
- Visible body piercing
- Students may not wear heavy chains or chains attached to billfolds. Heavy chains may not be worn as necklace.
- Hats and caps indoors.
- No visible tattoos. with pictures, emblems, or writings that are lewd, offensive, vulgar or obscene. This includes tattoos drawn with pen or markers.

Parents of K-3 students should strive to meet the dress code. However, due to the styles of clothing available for the K-3 students, this dress code will be somewhat relaxed. The district realizes that long shorts are not readily available for young children. Parents are encouraged to monitor their young child's clothing to ensure it is appropriate for the school setting. Children in grades K – 3 wearing inappropriate clothing to school will be discretely referred to the principal. Principal discretion will be used to determine appropriateness of K-3 students. The principal will then contact the parents to resolve the issue.

Fourth and fifth grade students who choose not to follow the dress code outlined above shall be

given one warning, the parent or guardian will be contacted. The student will not be allowed to return to class until the inappropriate clothing is changed. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the SCC Student Code of Conduct.

Also students inappropriately dressed will be ineligible to practice/compete in UIL contests on that day.

LOST AND FOUND

The "lost and found" department is located in the secondary principal's office. Any article found should be turned in there. If you lose something, please check with the principal's office as soon as possible. Articles not claimed by the end of each grading period will be turned over to a charitable organization.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, rings yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student whom lives within two miles of

the school. [See **Buses and Other School Vehicles** on page [*](#).]

- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school principal. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the school principal at least 2 weeks before the event. Only two fund-raisers per group will be allowed.

Fund-raising by any outside organization is not permitted on school property. [For further information, see policies FJ and GE.]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). 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.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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 would be harmful 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 policy FFAB and the Texas Department of Health Web site: www.tdh.state.tx.us/immunize/school info.htm.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

MISD, with the help of the Nacogdoches County Schools' Co-op, provides eyesight and hearing screenings in the lower elementary grade levels. Other screenings may be provided as District and community resources permit.

Parents of students identified through any screening programs as needing treatment of further examinations shall be advised of the need and referred to the appropriate health agencies.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The 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. [See policy EC for more information.]

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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

RESPONSIBLE USE POLICY

Responsible Use Policy

Please read this policy carefully before signing and returning the agreement on page [*](#) of this handbook.

Internet access is available to students, teachers, administrators, parents, (and in the future, the community) in the Martinsville Independent School District (MISD).

We are pleased to bring this access to Martinsville ISD and believe the Internet offers vast, diverse, and unique resources to students, teachers, administrators, parents and community. Our goal in providing this service to students, teachers, administrators, parents, and community is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, administrators, parents, and community have access to

1. electronic mail communication with people all over the world;
2. information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions;
3. public domain software and shareware of all types;
4. discussion groups on a wide variety of topics ranging from Chinese culture to the environment of music to politics, and
5. access to many University Library Catalogs, the Library of Congress and ERIC.

Risk — With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in context of the school setting. Martinsville ISD will make every effort to monitor students use of the Internet; however, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Martinsville ISD firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the MISD.

User Responsibility — Network/Internet users, like traditional library users, are responsible for their actions in accessing available resources.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If Martinsville ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) in the back of the student handbook are legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Mandatory Training — To educate new users on proper Network/Internet conduct, a mandatory workshop is required before a Network/Internet account will be issued. This workshop outlines general responsibilities that are acquired with a Martinsville ISD Network/Internet account.

Internet — Terms and Conditions — Martinsville ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Martinsville ISD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Martinsville ISD specifically denies any responsibility for the accuracy of quality of information obtained through its services.

1. Acceptable Use — Martinsville ISD Network/Internet access may be used to improve learning and teaching consistent with the educational objectives of the Martinsville ISD. The District expects legal, ethical and efficient use of the Network/Internet. Use of other organization's network of computing resources must comply with the rules appropriate for that network.

2. Inappropriate Use — Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet.

Violation of law by transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Any attempt to break the law through the use of a Martinsville ISD Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, Martinsville ISD will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use such as income-generating income generating or "for profit" activities,

product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

Forgery of electronic mail messages is prohibited. Reading, deleting, copying or modifying the electronic mail of other users is prohibited.

File/Data violations such as deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

Downloading software will not be allowed on District hardware without permission.

3. Privileges — The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Martinsville ISD faculty member pertaining to the proper use of the network.) The system administrator(s) will deem what is inappropriate use and their decision is final. Also, the system administrator(s) may close an account at any time as required. The administration, faculty, and staff of Martinsville ISD may request the system administrator(s) to deny, revoke, or suspend specific user accounts.

4. Security — Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator(s). Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as security risk of having a history of problems with other computer systems may be denied access to Internet. Attempts to log on to the Network/Internet to impersonate a system administrator(s) or Martinsville ISD employee or student will result in cancellation of the Network/Internet account.

5. Network etiquette — you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- · Be polite. Do not be abusive in your messages to others.
- · Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- · Illegal activities are strictly forbidden.
- · Do not reveal your personal address or phone numbers of students or colleagues.
- · Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- · Do not use the network in such a way that you would disrupt the use of the network by other users.

- · All communications and information accessible via the network should be assumed to be private property.

6. Subject to system administration — All Martinsville ISD Network/Internet account usage is subject to the Director of Technology and/or network manager's perusal for virus scanning or inappropriate use.

Policy violations will result in revocation of the user's account, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

Access may be denied to any user identified as a security risk or as having a history or problems with other computer systems.

7. Vandalism — Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

ONCE YOU UNDERSTAND THE RESPONSIBLE USE POLICY, SIGN THE FORM ON PAGE * OF THE STUDENT HANDBOOK, INDICATE PERMISSION OR DENIAL OF PERMISSION FOR YOUR CHILD TO ACCESS THE INTERNET, AND RETURN THE FORM TO THE SCHOOL. YOUR CHILD WILL NOT BE ALLOWED ON THE NETWORK/INTERNET UNTIL THIS FORM INDICATING PARENTAL PERMISSION IS ON FILE IN THE MISD OFFICE.

SAFETY

Accident Prevention

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

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

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident

insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, 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 direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

MISD will close school upon the recommendation of the Department of Public Safety. Example: hazardous road conditions. The school will also close upon the recommendation of the local weather bureau for any life threatening weather in our immediate area. The following media will be contacted in the event of a school closing:

Radio: 103 FM Television: Channel 9

105 FM

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. The school will be open at 7:25 a.m...

The school will open at 7:30 a.m. **Do not drop off students before 7:2530 a.m. The doors will be locked, and there will be no supervision for your child.**

The following areas are open to students before school beginning at 7:25 a.m.:

- Commons
- Cafeteria – Students eating breakfast must go to the cafeteria upon their arrival at school. All Kindergarten students will go to the cafeteria and remain there until their teacher arrives to

take them to class.

- Gymnasium – Elementary students participating in the breakfast program will go to the cafeteria. Those not participating in the breakfast program (with the exception of kindergarten students) will meet on the home side of the gymnasium with their grade level.

Elementary students participating in the breakfast program will go to the cafeteria. Those not participating in the breakfast program will meet on the home side of the gymnasium.

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

Those students involved in an activity under the supervision of a teacher are not permitted to go to another area of the building or campus unless the teacher or sponsor overseeing the activity gives permission.

At 3:20 p.m. elementary students who have not been picked up will be sent to the front office playground area. Parents will have to go into the administration building to request their child.

The school will reserve the right to call Child Protective Services concerning parents who repeatedly neglect to pick up their child(ren) from school on time.

Conduct Before and After School

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

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Information on this program can be obtained from MISD.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

In the Elementary grades PCD – 4, students do not have a choice in the hot lunch line. All elementary PCD-4 students will be served the "A" lunch menu. Parents and students are encouraged to check the menu and bring a lunch if they do not want to eat what is on the "A" menu. Fifth grade will be allowed to choose their lunches from the "A" or "B" menu. The school menu will be posted on the MISD website at www.martinsville.esc7.net.

MISD no longer allows charges for student meals. Students may pay on a daily basis or pay in advance for as many days as you like.

Students shall not be allowed to leave campus during the lunch periods. The principal will consider special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.[FDF (LOCAL)

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Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments and reading or listening pleasure. The library is open for student use for checking out books and resources. Elementary classes are also taught library skills at various times throughout the school year. Students will be charged for overdue or lost books. A student may not check a book outout, as long at the student owes a fine.The library is also open part-time during the month of June in order to keep students reading in the summer months.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

A list of these groups is available in the principal's office.

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the Charles FarrellDarren Webbschool principal at (936) 564-3455.

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 in the coming years—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.

SEARCHES

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

Students' Desks and Lockers

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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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.

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

Drug Detection Dogs

Trained Dogs

The district shall use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances defined in FNCF (LOCAL), and alcohol. This program is implemented in response to drug and alcohol use problems in school districts and to maintain a safe school environment conducive to education.

- Visits to school shall be unannounced. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it.
- Classrooms and other common areas may be sniffed by trained dogs. Trained dogs may sniff classrooms and other common areas at any time when students are not present.
- If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.
- The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, vehicle, or on the student's person as a result of a search conducted in accordance with this policy.

For further information, see policy FNF.

Students' Desks and Lockers

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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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.

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

TRANSPORTATION

School Sponsored Field Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. personally requests that the student be permitted to ride with the parent, or if the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent. All field trips at MISD are educational experiences that enhance learning opportunities in the classroom. Parents are encouraged to have their student ride the bus to and from all school field trips. However, all students are required to ride the bus to all field trips. Parents are permitted to sign out their child at the conclusion of the field trip.

Field trip participation will be linked to the behavior of students in the classroom. Student will not be allowed to take part in field trips if they have discipline issues in the classroom.

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 any subsequent changes are posted at the school. Further information may be obtained by calling (936) 564-3455.

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 in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the bus vehicle.
- Not smoke or use any form of tobacco, intoxicating beverages, or narcotics including marijuana and the hallucinatory drugs.
- Not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold onto the seat rails

- Never stand in the roadway while waiting for the bus or van. They should wait a sufficient distance from the pavement on the shoulder of the road.
- Not bring animals on the bus or van.
- Not fight on the bus, van, or at the bus stop.
- Not scream or make other loud noises on school-owned transportation.
- Never board or leave the bus through the emergency door unless there IS an emergency.
- Not take or handle any emergency equipment inside the bus/District vehicle.
- Not behave in such a manner as to jeopardize the safe operation of the vehicle.
- Bring a signed note from their parents for permission to get off the bus at a stop other than those previously designated as their regular stop.
- Not consume food or drink in District vehicles on the bus. (This rule does not apply to field trips if the sponsor approves food consumption on the bus. Students should clean the inside of the bus after a field trip.)
- Sit in seats assigned by the bus driver. (Unless otherwise directed by the bus driver, students will sit in grades beginning with those in the 12th grade in the back and ending with those in Kindergarten in the front.)

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

Restrictions for Violations of Bus Rules and Regulations

All bus referrals will be handled by the principal according to the Student Code of Conduct. The principal according to the Student Code of Conduct will handle all bus referrals. Excessive or high level referrals may result in short or permanent removal from the bus. Class three and class four referrals may result in immediate removal from the bus.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses. (and in common areas on campus). Students shall not be notified when the equipment is turned on.

Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's officedistrict receptionist located in the administration building.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All All visitors arevisitors expectedare toexpected demonstrateto thedemonstrate highestthe standardshighest standards of courtesy andcourtesy conductand conduct; disruptive behavior will not be permittpermitted.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

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

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a

disciplinary alternative education program (DAEP), ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for "opting" their students out of certain activities or surveys.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

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

APPENDIX I: ELEMENTARY: ELEMENTARY CODE OF CONDUCT

CLASS ONE MISCONDUCT

Class one acts of misconduct include those student behaviors which behaviors, which disrupt the orderly educational process outside the classroom. These include such behavior as the following:

- A. Making excessive noise or running in the halls or on the sidewalks.
- B. Participation in any type of provocation, whether it is physical or verbal, but does not result in injury.
- C. Public display of sexual affection. (Kissing, hugging, etc.)

- D. Minor disruption to the orderly process of education.
- E. Exhibiting unacceptable behavior during extra-curricular and/or co-curricular activities. Discipline according to circumstances, including denial of right to participate or be present at future extra-curricular activities.
- F. Possession of any portable radios, tape/CD players, noisemakers, or any items that could disrupt the educational process during school hours. (Can discipline according to circumstances.)
- G. Sale or solicitation of any merchandise on the school premises without the authorization of the administration.
- H. Distribution of unauthorized communicative materials on school grounds. (Pamphlets, political or religious, etc.)
- I. Failure to follow the dress code.
- J. Violation of posted classroom rules.
- K. No rollerblades.
- L. No trading of cards or merchandise without authorization of administration.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. First offense – recess or break detention
2. Second offense – 1 full lunch detention (FLD) or school/community service (SCS)
3. Third offense – 2 FDL's or 2 pops
4. Fourth offense – 1 day In-School Suspension (ISS) or 3 pops
5. Fifth offense – 2 days ISS
6. Subsequent offenses – 2 days Off School Suspension (OSS)

** Parents will be notified of each offense.

CLASS TWO MISCONDUCT

Class two acts of misconduct include those student behaviors which behaviors, which disrupt the orderly educational process in or outside the classroom. These include the following types of misbehavior:

- A. Scuffling, horseplay, or bullying
- B. Leaving the classroom without permission or skipping class. (Can discipline according to circumstances.)
- C. Failure to comply with teacher directives.

- D. Display of any behavior which behavior, which is disruptive to the orderly process of classroom instruction.
- E. Use of offensive, profane, obscene, indecent, immoral, or offensive verbal or language and/or gestures.
- F. Possession of printed obscene, indecent or immoral material.
- G. Forgery, which is reproducing or copying for fraudulent purposes.
- H. Possessing a knife.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. First offense – 1 FLD or 2 pops
2. Second offense – 2 FLD or SCS
3. Third offense – 1 day ISS or 3 pops
4. Fourth offense – 2 days ISS, 1 day Off-School Suspension (OSS), or 3 pops
5. Chronic offenses will be handled as a Class Three Misconduct

** Parents will be notified of all offenses

CLASS THREE MISCONDUCT

Class three acts of misconduct include those student behaviors which behaviors, which very seriously disrupt the orderly educational process in or outside the classroom or school, including scheduled and supervised school functions.

- A. Any repeated or chronic misbehavior as defined in a Class Two Misconduct.
- B. Spitting or any other acts that intentionally exposes a student to bodily fluids. (Can discipline according to circumstance.)
- C. Fighting, which is defined as a physical conflict between two or more individuals. (Can discipline according to circumstances.)
- D. Display of disrespect or obscene language/gestures towards school personnel.
- E. Engaging in sexual harassment or any offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct directed toward another student. (Discipline according to circumstances.)
- F. Persistence in serious acts of defiance or disorderly process of education (outside classroom behaviors)

- G. Display of any behavior which behavior, which is disruptive to the orderly process of education. (outside behaviors)
- H. Leaving school grounds without permission.
- I. Interference with the educational process and programs through boycotts, sit-ins, or trespassing.
- J. Use and/or possession of tobacco (including mock tobacco), lighters, or matches while under the school's jurisdiction.
- K. Stealing, which is defined as taking or carrying away personal property of another without the consent of the owner.
- L. Name-calling, ethnic or racial slurs, slurs or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. First offense – 1 day ISS or 2 pops
2. Second offense – 2 days ISS or 2 day OSS
3. Third offense – 3days OSS

** Parents will be notified with each offense.

CLASS FOUR MISCONDUCT

Class four acts of misconduct include those student behaviors which behaviors, which very seriously disrupt the orderly educational process in the classroom, the school, including scheduled and supervised school functions. The following are state mandatory removal to and AEP or expulsion.

- A. Any repeated or chronic misbehavior as defined in Class Three.
- B. Extortion as defined in this handbook.
- C. Vandalism as defined in this handbook. Students may be subject to criminal penalties if damage exceeds \$750.00.
- D. The possession and/or use of explosive devices including fireworks.
- E. Simple assault, which is defined as an offer to attempt to do bodily harm to another student or school personnel without bodily contact. This includes terroristterrorist threats and verbal assaults.
- F. Assault and battery, which is defined as an unlawful physical injury to another student.

- G. Physical assault of school personnel or retaliating against a school employee either on or off school property.
- H. Arson, which is defined as the willful or malicious burning of a building, its contents, and/or the personal property of others.
- I. Possession of one of the following:
 - 1. an explosive weapon
 - 2. a knife with a blade over 5.5 inches
 - 3. a firearm
 - 4. a firearm silencer
 - 5. a switchblade knife
 - 6. knuckles
 - 7. armor-piercing ammunition
 - 8. a chemical dispensing device
- A. Illegal entry of any buildings of MISD for any purpose. Proper authorities will be notified.
- B. Robbery, which is defined as the felonious taking of personal property of another against his or her will, accomplished by means of force or fear, either on or off school property.
- C. Possession or use of any prescription or nonprescription drug, vitamin, or other chemical in violation of the guidelines for dispensing medication at school.
- D. Sexual violations which include, but are not limited to assaults, demonstration, suggestions, exploitationexploitation's, propositions, exhibitions, public lewdness or abuse.
- E. Illegal organizations, organizations defined as participation in any fraternity, sorority, or secret society.
- F. Illegal drugs and alcohol (on any school property or any school function on or off campus),
 - 1. Giving, selling, or delivering illegal drugs or alcohol to another person.
 - 2. Possession of illegal drugs or alcohol.
 - 3. Use or being under the influence of illegal drugs or alcohol.

If a student has been found to use, be under the influence, sell, give, or deliver alcohol or drugs during the time of the student's involvement in extracurricular activities, the student will be dismissed from all the activities for the remainder of the year.

- A. Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Sections 485.031 through 485.035 of the Health and Safety Code or relating to volatile chemicals under Chapter 484 of the Health and Safety Code.

CONSEQUENCES

The following disciplinary action may be used with the following acts of misconduct:

1. First offense – 3 days OSS
2. Second offense – Expulsion

Restrictions for Violations of Bus Rules and Regulations

All bus referrals will be handled by the principal according to the Student Code of Conduct. The principal according to the Student Code of Conduct will handle all bus referrals. Excessive or high level referrals may result in temporary or permanent removal from the bus. Class three and class four referrals may result in immediate removal from the bus.

APPENDIX II: :

ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I have received a copy of the Martinsville ISD Elementary Student Handbook and Student Code of Conduct for 2005-200631-20042. I understand that the handbook contains information that my child and I may need during the school year and that all the students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code..

I have also received a copy of the Elementary Student Code of Conduct, which is attached to the student handbook, and I understand that all students will be held accountable for their behavior and are subject to the disciplinary consequences outlined in the Code.

RESPONSIBLE USE POLICY AGREEMENT

I have also read the Martinsville ISD Responsible Use policy for technology which is included in this student handbook beginning on page * and agree to follow all rules as indicated. I hereby release the Martinsville District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the Martinsville District's policy and administrative regulations.

____ Yes ____ No I give permission for my child to participate in the Martinsville District's electronic communications system.

CORPORAL PUNISHMENT

I have read the provisions of corporal punishment on page * and am aware of the policy.

 I request that an alternate discipline method be used with my child.

 I will allow corporal punishment to be used with my child according to the school policy.

ATTENDANCE LAW

I have read the Texas Compulsory School Attendance Laws and understand that charges may be filed against me if my child does not regularly attend school. for the entire day. See page * for attendance laws.

DIRECTORY INFORMATION NOTICE

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and statefederal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of the time this handbook was given to my childof my child's first day of instruction for this school year. Directory information ordinarily includes the following:

Name Date and Place of birth Enrollment status

Address Dates of attendance Honors and awards received in school

Phone Number listing Grade level Most recent previous school attended

Photograph E-mail address Weigh & height of members of athletic teams

Participation in officially recognized activities and sports

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child. that I direct the District not to release without my prior written consent.

Print name of student: _____ Student's Teacher _____

Student signature: _____

Parent signature: _____

Date: _____

***Sign and date this page making sure you answer each blank; then have your child return it to his teacher or the office.**

APPENDIX III: ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I have received a copy of the Martinsville ISD Elementary Student Handbook and Student Code of Conduct for 2005-20063-2004. I understand that the handbook contains information that my child and I may need during the school year and that all the students will be held accountable for their

behavior and will be subject to the disciplinary consequences outlined in the code.

RESPONSIBLE USE POLICY AGREEMENT

I have also read the Martinsville ISD Responsible Use policy for technology which is included in this student handbook beginning on page * and agree to follow all rules as indicated. I hereby release the Martinsville District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the Martinsville District's policy and administrative regulations.

_____ Yes _____ No I give permission for my child to participate in the Martinsville District's electronic communications system.

CORPORAL PUNISHMENT

I have read the provisions of corporal punishment on page * and am aware of the policy.

_____ I request that an alternate discipline method be used with my child.

_____ I will allow corporal punishment to be used with my child according to the school policy.

ATTENDANCE LAW

I have read the Texas Compulsory School Attendance Laws and understand that charges may be filed against me if my child does not regularly attend school. for the entire day. See page * for attendance laws.

DIRECTORY INFORMATION NOTICE

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year. Directory information ordinarily includes the following:

Name Date and Place of birth Enrollment status

Address Dates of attendance Honors and awards received in school

Phone listing Grade level Most recent previous school attended

Photograph E-mail address Weigh & height of members of athletic teams

Participation in officially recognized activities and sports

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____ Student's Teacher _____

Student signature: _____

Parent signature: _____ Date: _____

ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I have received a copy of the Martinsville ISD Elementary Student Handbook for 2001-2002. I understand that the handbook contains information that my child and I may need during the school year.

I have also received a copy of the Elementary Student Code of Conduct, which is attached to the student handbook, and I understand that all students will be held accountable for their behavior and are subject to the disciplinary consequences outlined in the Code.

RESPONSIBLE USE POLICY AGREEMENT

I have also read the Martinsville IS Responsible Use policy for technology which is included in this student handbook beginning on page * and agree to follow all rules as indicated. I hereby release the Martinsville District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the Martinsville District's policy and administrative regulations.

____ Yes ____ No I give permission for my child to participate in the Martinsville District's electronic communications system.

CORPORAL PUNISHMENT

I have read the provisions of corporal punishment on page * and am aware of the policy.

____ I request that an alternate discipline method be used with my child.

____ I will allow corporal punishment to be used with my child according to the school policy.

ATTENDANCE LAW

I have read the Texas Compulsory School Attendance Laws and understand that charges may be filed against me if my child does not attend school.

DIRECTORY INFORMATION NOTICE

Regarding student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the following:

Name Date and Place of birth Enrollment status

Address Dates of attendance Honors and awards received in school

Phone Number Grade level Most recent previous school attended

Photograph E-mail address Weigh & height of members of athletic teams

Participation in officially recognized activities and sports

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Print name of student: _____ Student's Teacher _____

Student signature: _____

Parent signature: _____

Date: _____

***Sign and date this page making sure you answer each blank; then have your child return it to his teacher or the office.**

APPENDIX IV CONSENT/OPT-OUT FORM

To the Parents of _____:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following are activities requiring parental notice and consent or opt-out for the 2003- 2004 school year. Please note that this notice and authority to consent transfer from parent to student when the student reaches 18 or is an emancipated minor under state law.

As you become aware of programs and/or surveys throughout the school year, you continue to

have the right to "opt-out". If you would like to opt your child out of an activity or program, please notify your child's teacher or principal in writing prior to the event.

Listed below are the annual activities, programs, and surveys that will occur during the school year. You will be informed of others as they develop throughout the school year.

Date: On or about October 15, 20054

Grades: 4

Activity: CAPS Program

Summary: This program informs students of the perils of drugs and alcohol. Students meet once a week for a semester to learn strategies to stay free of alcohol and drug use. They also learn how alcohol and drug use can affect your health.

A consent form with more specific information along with exact dates of the program will be sent out prior to the first meeting of the group.

Date: September through October

Grades: K-1

Activity: Vision and Hearing screenings

Summary: The school nurse will conduct vision and hearing screenings. Parents will be promptly notified if their child does not pass either of the screenings.

Opt-out: Contact Patsy Ferguson at 564-3455no later than September 2, 2003 if you do not want your child to participate in this activity.

ELEMENTARY

CODE OF CONDUCT

CLASS ONE MISCONDUCT

Class one acts of misconduct include those student behaviors which disrupt the orderly educational process outside the classroom. These include such behavior as the following:

- A. Making excessive noise or running in the halls or on the sidewalks.
- B. Participation in any type of provocation, whether it is physical or verbal, but does not result in injury.
- C. Public display of sexual affection. (Kissing, hugging, etc.)
- D. Minor disruption to the orderly process of education.
- E. Exhibiting unacceptable behavior during extra-curricular and/or co-curricular activities.
Discipline according to circumstances, including denial of right to participate or be present at future extra-curricular activities.
- F. Possession of any portable radios, tape/cd players, noise makers, or any items that could disrupt the educational process during school hours. (Can discipline according to circumstances.)
- G. Sale or solicitation of any merchandise on the school premises without the authorization of the administration.
- H. Distribution of unauthorized communicative materials on school grounds. (Pamphlets, political or religious, etc.)
- I. Failure to follow the dress code.

J. Violation of posted classroom rules.

K. No rollerblades.

L. No trading of cards or merchandise without authorization of administration.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. First offense – recess or break detention
2. Second offense – 1 full lunch detention (FLD) or school/community service (SCS)
3. Third offense – 2 FDL's or 2 pops
4. Fourth offense – 1 day In-School Suspension (ISS) or 3 pops
5. Fifth offense – 2 days ISS

Parents will be notified of each offense.

CLASS TWO MISCONDUCT

Class two acts of misconduct include those student behaviors which disrupt the orderly educational process in or outside the classroom. These include the following types of misbehavior:

- A. Scuffling, horseplay, or bullying
- B. Leaving the classroom without permission or skipping class. (Can discipline according to circumstances.)
- C. Failure to comply with teacher directives.
- D. Display of any behavior which is disruptive to the orderly process of classroom instruction.
- E. Use of offensive, profane, obscene, indecent, immoral, or offensive verbal or language and/or gestures.
- F. Possession of printed obscene, indecent or immoral material.
- G. Forgery, which is reproducing or copying for fraudulent purposes.
- H. Possessing a knife.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. First offense – 1 FLD or 2 pops
2. Second offense – 2 FLD or SCS
3. Third offense – 1 day ISS or 3 pops
4. Fourth offense – 2 days ISS, 1 day Off-School Suspension (OSS), or 3 pops
5. Chronic offenses will be handled as a Class Three Misconduct

** Parents will be notified of all offenses

CLASS THREE MISCONDUCT

Class three acts of misconduct include those student behaviors which very seriously disrupt the orderly educational process in or outside the classroom or school, including scheduled and supervised school functions.

- A. Any repeated or chronic misbehavior as defined in Class Two Misconduct.
- B. Fighting, which is defined as a physical conflict between two or more individuals. (Can discipline according to circumstances.)
- C. Display of disrespect or obscene language/gestures towards school personnel.
- D. Engaging in sexual harassment or any offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct directed toward another student. (Discipline according to circumstances.)
- E. Persistence in serious acts of defiance or disorderly process of education (outside classroom behaviors)
- F. Display of any behavior which is disruptive to the orderly process of education. (outside behaviors)
- G. Leaving school grounds without permission.
- H. Interference with the educational process and programs through boycotts, sit-ins, or trespassing.
- I. Use and/or possession of tobacco (including mock tobacco), lighters, or matches while under the school's jurisdiction.
- J. Stealing, which is defined as taking or carrying away personal property of another without the consent of the owner.

- K. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. First offense – 1 day ISS or 2 pops
2. Second offense – 2 days ISS or 1 day OSS
3. Third offense – 2 days OSS

** Parents will be notified with each offense.

CLASS FOUR MISCONDUCT

Class four acts of misconduct include those student behaviors which very seriously disrupt the orderly educational process in the classroom, the school, including scheduled and supervised school functions. The following are state mandatory removal to and AEP or expulsion.

- A. Any repeated or chronic misbehavior as defined in Class Three.
- B. Extortion as defined in this handbook.
- C. Vandalism as defined in this handbook. Students may be subject to criminal penalties if damage exceeds \$750.00.
- D. The possession and/or use of explosive devices including fireworks.
- E. Simple assault, which is defined as an offer to attempt to do bodily harm to another student or school personnel without bodily contact. This includes terroristic threats and verbal assaults.
- F. Assault and battery, which is defined as an unlawful physical injury to another student.
- G. Physical assault of school personnel or retaliating against a school employee either on or off school property.
- H. Arson, which is defined as the willful or malicious burning of a building, its contents, and/or the personal property of others.
- I. Possession of one of the following:
 1. an explosive weapon
 2. a knife with a blade over three inches
 3. a firearm
 4. a firearm silencer

5. a switchblade knife
 6. knuckles
 7. armor-piercing ammunition
 8. a chemical dispensing device
- A. Illegal entry of any buildings of MISD for any purpose. Proper authorities will be notified.
 - B. Robbery, which is defined as the felonious taking of personal property of another against his or her will, accomplished by means of force or fear, either on or off school property.
 - C. Possession or use of any prescription or nonprescription drug, vitamin, or other chemical in violation of the guidelines for dispensing medication at school.
 - D. Sexual violations which include, but are not limited to assaults, demonstration, suggestions, exploitations, propositions, exhibitions, public lewdness or abuse.
 - E. Illegal organizations, defined as participation in any fraternity, sorority, or secret society.
 - F. Illegal drugs and alcohol (on any school property or any school function on or off campus),
 1. Giving, selling, or delivering illegal drugs or alcohol to another person.
 2. Possession of illegal drugs or alcohol.
 3. Use or being under the influence of illegal drugs or alcohol.

If a student has been found to use, be under the influence, sell, give, or deliver alcohol or drugs during the time of the student's involvement in extracurricular activities, the student will be dismissed from all the activities for the remainder of the year.

- A. Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Sections 485.031 through 485.035 of the Health and Safety Code or relating to volatile chemicals under Chapter 484 of the Health and Safety Code.

CONSEQUENCES

The following disciplinary action may be used with the following acts of misconduct:

1. First offense – 3 days OSS
2. Second offense - Expulsion