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Introduction

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Mansfield ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the *Mansfield ISD Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found posted at www.mansfieldisd.org/departments/campus-support/home.htm.

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 or other rules that affect Student Handbook provisions will be made available to students and parents through the MISD website, newsletters or other communications.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

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

Also, please complete and return to your child’s campus the following required forms included in this handbook:

1. Student Directory Information and Release of Student Information Form on page 58;
2. Parental Acknowledgment Form on page 59; and
3. Release of Information to Military Recruiters and Institutions of Higher Education Form on page 60.

[See **Obtaining Information and Protecting Student Rights** on page 5 and **Directory Information** on page 10 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at www.mansfieldisd.org.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Mansfield ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.

Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.

Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.

Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 18 and **Academic Programs** on page 13.]

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 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 42.]

Becoming a school volunteer. [For further information, see policies at GKG and contact the appropriate high school.

Participating in campus parent organizations. Parent organizations include PTSA, Dad's Club, Booster Club, or others.

Serving 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 the building principal or designee.

Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 33.]

Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Sheila Saxton, Federal Programs Coordinator, 605 E. Broad St. Mansfield, TX 76063, (817) 299-6358.

PARENTAL RIGHTS

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 appraisals 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 and 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 the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

Any survey concerning the private information listed above, regardless of funding.

School activities involving the collection, disclosure, or use of personal information gathered from your 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 screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

As a parent, you have a right 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.

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. 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 9.]

Granting Permission to Video or Audio Record a Student

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

When it is to be used for school safety;

When it relates to classroom instruction or a cocurricular or extracurricular activity; or

When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 42 and policy EC(LEGAL).]

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

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

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework, meeting or event times and dates, or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

School Safety Transfers

As a parent, you have a right:

To request the transfer of your child to another classroom or campus if your child has been determined by the Director of Campus Support to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Director of Campus Support for information. [See policy FDB.]

[See **Bullying** on page 14, and policy FFI(LOCAL).]

To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]

To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Parents of students with disabilities

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admissions, Review, and Dismissal Process*.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Paul Cash at (817) 299-6360.

Parents of Students who speak a Primary Language Other than English

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

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

Immunization requirements.

Grade level, course, or educational program placement.

Eligibility requirements for participation in extracurricular activities.

Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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 the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

Various governmental agencies, including juvenile service providers.

Individuals granted access in response to a subpoena or court order.

A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not

amended as a result of the hearing, the parent or eligible student 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 found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 42, and **Student or Parent Complaints and Concerns** on page 17 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.mansfieldisd.org.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

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.

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook on page 58.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to 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. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Paul Cash at (817) 299-6360.

ABSENCES/ATTENDANCE

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

An absence is defined as missing 20 minutes or more of any class.

Checking In and Out of School during the Day (Student responsibility)

- A student who is late to school, or who must leave school, must sign in or out in the Attendance Office with acknowledgement by the attendance clerk.
- In order for the student to receive authorization to leave school, a parent must have called the Attendance Office or must be contacted by phone.

- A student who does not sign in or out or who does so without the approval of the attendance clerk or Assistant Principal will be considered truant from school and will receive an unexcused absence for each class missed.

Procedures for Reporting (Parent responsibility)

When a student is ill, the parent or guardian is required to telephone the school **on the day of the absence by 12:00 noon** in order for the student's name to be placed on the excused list, which will be placed in the teachers' boxes by 2:35 PM. If a student is absent from school and goes to work on the day of his/her absence, the absence will be counted as unexcused. Parents can contact the appropriate high school at the following numbers: Legacy High School (817) 299-1100; Summit High School (817) 473-5690; Mansfield High School (817) 299-7505 or (817) 299-7506; Timberview High School (817) 299-2610 or (817) 299-2611; Frontier High School (817) 299-1900.

Re-Entry (Student responsibility to check excused list)

Unless they have been assigned to AC (Alternative Classroom) either on one of the days absent or on the day of return, students returning to school after an absence should report directly to first block. If AC has been assigned, students should report to AC on their return to school. If the absence was called in to the school, the student's name will appear on the excused list. If the school was not called, the absence will be considered unexcused. Any absence not cleared within two days after a student returns to school will be counted as unexcused. **PARENT NOTES WILL NOT BE ACCEPTED!**

Unexcused

A student who is absent from school for any reason other than those reasons or provisions listed under "Attendance" will be considered unexcused. Absences for personal business and private lessons are unexcused. Work may be made-up with a maximum grade possible being a 70. Truancies will be dealt with through the MISD Police and may result in fines, court appearances and/or community service assigned.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

College Days

College days may be taken throughout the school year. Parents must make a written request for approval of the college day to the appropriate assistant principal three (3) days prior to a trip. Upon their return, students must provide documentation of the visit and give it to their assistant principal. Students will be allowed two (2) college days per year that will not affect the exemption or attendance policy. College days are excused absences, but do not affect the exemption policy. College visits are limited to juniors and seniors.

Family Trips

Family trips must have prior approval through the appropriate assistant principal. **A maximum of five consecutive days or one trip per year shall be allowed.** These absences will count as excused absences and must be made up in Saturday School **if the students go over the four days per A days and four days per B days per semester** absence limit. (See "Attendance School" section below) Parents must submit a written request to the appropriate Assistant Principal at least five days prior to the trip.

Exemptions to Compulsory Attendance

State law and Board policy allow exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

An extracurricular activity or public performance, subject to approval by the District's Board of Trustees;

A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program;

Religious holy days;

Required court appearances;

Activities related to obtaining United States citizenship;

Service as an election clerk; and

Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent 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.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older: the student, but not the student's parents would be subject to penalties as a result of the student's violation of state compulsory attendance law. [See policy FEA(LEGAL).]

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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

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 makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.

In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

Attendance School

It is the student's responsibility to contact the appropriate assistant principal for an attendance review.

Students are required to attend Attendance School to make up excessive absences **whether those absences are excused or unexcused**. For a single blocked class, ANY absences over 4 must be made up in order for class credit to be issued. For a double blocked class, ANY absences over 8 must be made up in order for class credit to be issued.

Serving one hour of attendance school covers one absence for one class. Serving four hours of attendance school covers a full day of classes on either an A day or a B day.

In the event of an unavoidable extenuating circumstance, the parent should contact the appropriate Assistant Principal for an attendance review. This must be done within two days of the student's return to school; adequate, dated documentation must be presented.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

Driver License Attendance Verification/TEA Form (Valid, current student ID required)

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. **Texas**

Department of Public Safety Attendance Verification Forms (TEA) must be requested from the each home campus designated office-- with at least **two days advanced notice**.

NO REQUESTS ARE ACCEPTED BY PHONE.

Summer Renewals/TEA Forms

- Final report cards are used for driver education or renewal of licenses during the months of June, July, and August.
- TEA forms may be processed at the home campus on a limited basis during summer hours.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 18 of this handbook and policies at EIF.]

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- Results in harm to the student or the student's property,
- Places a student in fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred.

Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

[Also see **School Safety Transfers** on page 7, **Hazing** on page 32, and policy FFI(LOCAL).]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

Mansfield ISD provides a large selection of CTE courses. A majority of the courses are offered at Ben Barber Career Tech Academy. Admission to these programs is based on diverse criteria which are outlined in the High School Course Description Guide. These courses provide students the potential for college credit, industry level training, certifications, and internships that can be aligned with students' career pathway preferences. Questions regarding MISD Career and Technology programs can be answered by calling 817-299-1900 or by accessing the Ben Barber website.

Mansfield ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 38 for additional information regarding the district's efforts regarding participation in these programs.]

Cooperative Education Program Guidelines

In order to establish and maintain a responsible, high quality Cooperative Training Program for Mansfield ISD, it is essential that the student, the parents, the training sponsor, the coordinator, and school administrators agree to these basic principles:

- 1) It is the responsibility of the coordinator to provide appropriate interview opportunities for student job placement. The coordinator must grant final approval of all job placements.
- 2) It is the responsibility of the student to remain in the same training station throughout the training period. A change may be made only when approved by the coordinator.
- 3) A student could be removed from the Cooperative Training Program and lose state credits for any of the following reasons:
 - a) If the student is dismissed from the training station and the coordinator determines that the dismissal was for sufficient reasons. Example: Theft/Unethical Conduct.
 - b) If the student quits without the permission of the coordinator.
 - c) If a student's attendance rate drops below 90%, the student may be removed from the Cooperative Education Program. Removal from the class would result in a loss of credit for the term.
- 1) The student is under school supervision at school and during the work schedule at the training station. School credit is given for hours spent on the job, as well as in the classroom. The student must work a minimum of 15 hours a week.

- 2) If the student is to be absent from school on any particular day for any reason, the STUDENT is REQUIRED to notify the coordinator no later than 12:00 noon on the day of the absence.
- 3) A student who is fired or quits a job without the coordinator's approval will receive a grade no higher than a 60 for the 6-week grading period during which he/she was fired. The student is expected to find his/her own employment within five days. Grades will be reduced from the sixth day forward.
- 4) Students enrolled in a Cooperative Education Program are expected to belong to the youth organization, as activities are related to instruction, and to attend Employer Appreciation functions. (DECA, VICA, BPA, FFA, HERO)

Shuttle Buses

Shuttle buses provide transport for our students between Mansfield ISD High Schools and the Career Technology Center. Students traveling between campuses **MUST RIDE** the shuttle bus or have a travel release form on file with their associate principal. Failure to follow this policy will result in a disciplinary consequences.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse, which may be accessed through a campus counselor. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>
<http://savn.nonprofitoffice.com/>
<http://www.taasa.org/member/materials2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / HIGHEST RANKING STUDENT

Class rank is computed in September and January of the student's sophomore, junior, and senior years. To be eligible for valedictorian and salutatorian, a student must be enrolled *and in attendance* consecutively in the same Mansfield ISD High School for the student's final four terms. The valedictorian will be the student having the highest-class rank during his/her four years of high school and completing the last two years at the same Mansfield

ISD High School. The salutatorian will be the student having the second highest class rank and meeting the same requirements as the valedictorian. The naming of the valedictorian and salutatorian is final. These honors will be finalized at the end of the fall semester of their senior year. The valedictorian and salutatorian will be announced during the final two weeks of school. For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

An honor graduate is any student who has a 95.00 cumulative average or higher: Summa Cum Laude (100.00 +), Magna Cum Laude (97.00 – 99.99) and Cum Laude (95.00 – 96.99). These honors will be determined at the end of the fall semester of their senior year. See EIC (LOCAL)

Computing Class Rank and Grade Point Averages

A weighted, cumulative grade average based on a 100-point scale is computed using all courses. PE and Athletics will be included in a student's GPA. Correspondence courses, credit by exams, and summer school classes will be included in the grade average when successfully completed. Classes will be divided into two categories – honors (which include Pre-AP, AP and TCC) and regular. Advanced Placement tests are scheduled for May of each school year. To receive weighted credit for an Advanced Placement course, a student is required to register for and take the related Advanced Placement test. For each Advanced Placement test taken, ten weighted points will be added to the student's final average for grade average computation only.

Grades transferred from other schools will be converted and computed to adhere to the Mansfield ISD High School conversion scale which can be found in the MISD High School Course Description Guide. Students will receive weighted credit only for courses designated as honors, Pre-AP, AP or the approved Tarrant County College dual credit courses. To receive weighted credit for transfer courses of Advanced Placement level, the student must verify that he/she took the related AP test as noted in the preceding paragraph.

CLASS SCHEDULES/SCHEDULE CHANGES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

After courses have been requested in the spring for the following school year, students had until April to request a change. After April, schedules will not be changed unless the student has attended summer school and has earned credit in a scheduled course.

COLLEGE AND UNIVERSITY ADMISSIONS

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

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

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

[See also **Class Rank/Highest Ranking Student** on page 15 for information specifically related to how the district calculates a student's rank in class].

COLLEGE CREDIT COURSES

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Tarrant County College (TCC), and
- Certain CTE courses.
- Mansfield ISD High Schools and Tarrant County College (TCC) have an instructional partnership where course credit is provided to high school students for both high school and college credit. Eligibility is limited to students who have met the following criteria: (1) earned at least 16 credits or above, (2) Grade Average of 80 or higher, (3) THEA exempt or passed the appropriate sections of the THEA or Accuplacer (verbal, writing, math) placement test.

For further information about Dual Credit Courses and College Coursework, see the MISD High School Course Description Guide.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. 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 www.mansfieldisd.org/aboutMISD/problem-solving.htm.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the Director of Student Services.

CONDUCT

Applicability of School Rules

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

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student leaving before the official end of the event will not be readmitted.

CONTAGIOUS 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 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 Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal 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 fill out a request in the Counseling Center.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is 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 policies EHBA(A)(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

COURSE CREDIT

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For students taking a course with an End of Course exam tied to it, the ECO exam will count as 15% of the students' final course average.

Credit Recovery Programs

MISD offers PM Academies which include online credit recovery, senior survival, and/or teacher taught credit recovery classes. For more information, contact your home-campus counselor.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the counselor and policy EHDB(LOCAL).]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2011–2012 school year include:

Cycle	Registration Deadline	Test Dates
1 (July 1 - Dec. 31, 2011)	Sept. 16, 2011	October 26 and 27, 2011
2 (Jan. 1 – June 30, 2012)	January 20, 2012 May 4, 2012	Feb. 15 and 16, 2012 June 15 and 16, 2012
3 (July 1 – Dec. 31, 2012)	May 4, 2012 September 14, 2012	July 13 and 14, 2012 October 24 and 25, 2012

A student will earn course credit with a passing score of at least 90 on the exam.

[For further information, see policy EHDC(LOCAL).]

CRIME STOPPERS – 817-469-8477

Stomp out crime on your campus!

Report vandalism and theft!

Rewards offered!

Confidentiality maintained!

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and

respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site.

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include

petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

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

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 19.]

DISTANCE LEARNING/MANSFIELD ISD VIRTUAL SCHOOL

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 26.]

The additional distance learning opportunities available to district students are Mansfield ISD Virtual School or another course provider selected by MISD.

If you have questions or wish to make a request that your child be enrolled in a Distance Learning course, please contact a counselor.

If a student wishes to enroll in a correspondence course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

The following procedures have been developed for the **Mansfield ISD Virtual School** with student success in mind. Adherence to these procedures will be expected and consequences enforced.

- Academic dishonesty will not be tolerated in Mansfield ISD Virtual School.

It is essential that online students work through each assignment in the course and take the course assessments independently. In addition to carefully reviewing each student's course work, Mansfield ISD Virtual School

administrators, course instructors and mentor teachers monitor academic integrity electronically through the course delivery system and software programs.

- Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information or citations, submitting the work of another person, allowing another person to substitute for oneself in completing course work or taking a course test, submitting work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students.

Academic dishonesty will result in one or more of the following actions:

- Loss of grade points,
- Removal from course,
- Failure to receive credit for the course, and
- Loss of eligibility to earn credits through Mansfield ISD Virtual School.

If an offense occurs, the student will be notified by email from their course instructor that their parents and local school district officials will be notified of the infraction and the appropriate disciplinary action taken.

Please Note: Regardless of whether the academic dishonesty is a first or second offense, if the incident is deemed severe, the student will be removed from the course.

- Academic integrity is a critical issue in any educational setting.

Mansfield ISD Virtual School is committed to academic excellence for every student and believes in and supports each student's personal acquisition of knowledge.

- Credits

Students may earn a maximum of eight credits through the successful completion of online courses provided by an approved course provider.

Students may be enrolled in a maximum of two online courses at a time.

Grades earned in Virtual School courses shall be used in computing GPA and determining class rankings. [Reference Mansfield ISD School Board Policy EEJC Local]

- Enrollment

Students must have campus approval for enrollment in any online course.

Seniors who are enrolled in online courses to earn units required for graduation shall complete the course and submit the grade for recording at least 30 days prior to the graduation date in order to be eligible for graduation at the end of the term.

All decisions concerning course approval are made through campus procedures by the counselor and building principal.

- Course Credit

In order to earn credit for an online course, a student must: complete all course work and in the process of completing all course work, must earn at least a 70 average.

- Technology

All participation regarding online activity must comply with the MISD student technology use guidelines

Students are expected to use the Internet and associated technology appropriately. Actions that constitute inappropriate use include, but are not limited to:

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission and supervision.
- Using another's password.
- Revealing passwords to others.
- Vandalizing any part of the computer hardware, software or the network. This includes theft of any hardware or software.

- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Sending a threatening or harassing message.
- Trespassing in another's files or misusing or deleting another's files.
- Publishing inappropriate information on the district Web page.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the Assistant Superintendent for Technology and Information Services.
- Interfering with the integrity of a network system.
- Interfering with the integrity of any e-mail system.
- Illegal activities that violate either State or Federal laws or District policies.
- Intentional spreading of embedded messages or files.
- Violating copyright laws. This includes making illegal copies of school owned software.
- Transcript

Mansfield ISD Virtual School will submit an email to the registrar's office and counselor of the student's home campus for notification of course grade and credit earned.

- Tuition

Any online course that is not scheduled during a student's school day requires full payment by the student. A student may elect to drop a course before two weeks of a new semester with a \$50 enrollment fee. After the first two weeks of a new semester, online courses cannot be dropped.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

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

Nonschool Materials...from students

Students must obtain prior approval from the principal or designee before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated a specific location on campus as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNA.A.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

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 on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent or designee for prior review. The Superintendent or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

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(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(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:

1. Clothing will be neat, clean, and appropriately sized. The following guidelines are offered to assist in determining what is "appropriately sized":
 - o Pants that will not stay up without the use of a belt are inappropriate. **No sagging!**
 - o Students shall wear their trousers or overalls appropriately, **the waist at the waist**. All overall straps are to be properly attached.
 - o Shirts that have a hem that extends below the top of the inseam are inappropriate.
2. Shorts, dresses, skorts, and skirts must be no shorter than **5 inches above the top of the knee**, including the slit. **No cut-offs or body suits will be allowed.** Spandex, lycra, tights, leggings/jeggings will be allowed only when worn under shorts/skirts that would otherwise be allowed. Shorts must be hemmed.
3. Halter tops, tube tops, sleeveless tops with large armholes, **low cut (front or back) tops or tops revealing the middle section of the body are not permitted.** Tops that are in a tank style **MUST** measure 3 inches across the shoulder.
4. Pajamas will not be allowed.
5. Shirts similar to underwear, muscle shirts, or half shirts will not be worn.
6. Clothing with offensive, suggestive, obscene, or risqué writing or drawing is not permitted.
7. Items of apparel, jewelry, or grooming that are considered an extreme in dress (including clothing that is torn, cut, ragged or with holes) or that **advertise illegal substances or alcohol or that could be associated with gang related activities will not be worn.**
8. **Caps, hats, berets, and sunglasses are never worn during the school day in any high school building.**
9. Headbands, bandannas, and gang related apparel will not be worn on campus.
10. Students will wear shoes in all of the high school buildings. No house-shoes will be allowed.
11. The event's coach or sponsor will determine dress and grooming for extra-curricular activities.
12. **Extreme hairstyles** that distract others will not be allowed.
13. No visible body piercing will be allowed with the exception of ears. Students may wear clear **spacers**.

The campus administration has the authority to determine any appropriateness of dress of students on that individual campus, pursuant to these policies. **The final decision with regard to dress code rests with the campus principal. Corrective action equals these options:**

1. Spend the remainder of the day in AC.
2. Have a parent bring appropriate clothing *.
3. Non-compliance may result in placement in BIC.

*** The second option will result in an unexcused absence for the block that was missed.**

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

The District prohibits the use of all telecommunications devices, including mobile phones at all schools during the instructional school day, from the morning entry bell to afternoon dismissal bell. For safety purposes, students shall be allowed to possess such devices; however, such devices shall not be visible and shall remain turned off during the instructional school day. **The school will not be responsible for damaged, lost, or stolen telecommunications devices (Mobile Phones).**

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device may be confiscated. The first time a telecommunications device is confiscated, it may be subject to a \$15.00 return fee. The second time a telecommunications device is confiscated; it is at the discretion of the Assistant Principal when the phone will be returned. It may be returned at the end of the school year, and then, only to a parent or guardian after paying a \$15.00 return fee.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 45 and policy FNF.]

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

Each campus will implement procedures that secure confiscated telecommunication devices.

Possession and Use of Other Personal Electronic Devices

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

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 45 and policy FNF.]

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

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

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

END-OF-COURSE (EOC) ASSESSMENTS

See **Course Credit** on page 19, **Grading Guidelines** on page 28, **Graduation** on page 29, and **Standardized Testing** on page 47.

EXEMPTION POLICY

Mid-Term Exams

Students in grades 9-12 may qualify for exemptions from two semester exams if they meet the following criteria:

Students must maintain an 80 average or above

Students may not have more than two excused absences in the class they wish to exempt. (Note: One of the absences must be taken the day of the exam)

Assignments to an alternative education program (BIC or JJAEP) or Alternative class (AC) for disciplinary reasons, or suspended will negate the request for exam exemptions.

Students may not have absence failed any class for the semester.

Final Exams

Students in grades 9-12 may qualify for a maximum of two additional exam exemptions if they meet the above criteria for mid term exemptions AND have met the minimum required proficiency standards on officially scored TAKS or EOC Tests. Each passed TAKS or EOC test earns one exemption with a maximum of two.

If additional exemptions are earned from meeting the minimum required proficiency standard on the Exit Level TAKS or EOC test(s), these can be applied during a student's 12th grade year if they meet the eligibility requirements for exemptions.

Students who qualify for an exemption may choose to take the exam; if the student elects to take an exempted exam, the exam grade will be counted only if it improves a student's grade average in that class.

Students enrolled in AP classes and take the corresponding AP test, will automatically qualify for an exemption on the comprehensive final in that class. The AP exam will suffice semester exam requirements for the corresponding AP course.

It is the student's responsibility to obtain exemption waiver contracts from his or her teacher(s).

Upon acquiring exemption waiver contract(s), students must obtain required signatures and turn the completed form(s) in to the appropriate teacher(s) prior to stated deadlines.

After turning in exemption waiver contracts, students who qualify for exemptions must maintain the necessary 80 or above semester grade average until final exam day. Failure to do so will result in a withdrawal of exemption privileges.

After turning in exemption waiver contracts, students who qualify for exemptions must maintain no more than one absence per exempt class prior to exam day. Failure to do so will result in a withdrawal of exemption privileges.

Teachers will maintain exemption waiver contracts on file for one semester following the exemption exam period.

For students utilizing the exemption, the semester average will be recorded as the exam grade.

Students qualifying for an exemption for 2nd Block on A or B day must report to class for attendance accounting purposes; after attendance has been taken, exempt students will be dismissed from class. Designated reporting areas for exempt students will be determined and publicized on each campus Web-site.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

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** class—other than an Advanced Placement, dual credit course, or Pre-Calculus class for which a grade below 60 —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 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 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.

An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 45.]

FEES

Materials that are part of the basic educational program are provided with state and local funds 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, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- 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 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 who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 50.]
- 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.

- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).
- 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 appropriate principal. [For further information, see policies at FP.]

FIGHTING

Fighting is absolutely prohibited. In the event of a fight, the following protocol will be followed:

- Administration investigation – determination of charges to be filed – disciplinary action.
- Parents notified and parent conference arranged.
- Police called to remove student(s).
- Student(s) removed from campus by police, followed by possible citation(s), a hearing before a municipal judge, and fines up to **\$500**.
- Student(s) will be assigned discipline as deemed appropriate by the associate principal.
- Two or more fighting violations will result in suspension and removal to an alternative education program.
- In the event of an assault [Penal Code 22.01 (a) (1)], automatic Code of Conduct Level 2 offense.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal or principal’s designee prior to the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

At the beginning of each school year, students are assigned a grade classification determined by the number of credits they have earned and the year in which they entered the 9th grade. A breakdown of the classification system by year is available in the Counseling Center. **Students will not be reclassified during the school year with the exception of a January reclassification for 4th year students who did not meet the 19+ senior classification at the beginning of their senior year.** The classification for the 2010 – 2011 school year is as follows:

9 th	0 - 5.5	10 th	6 – 11.5	11 th	12 – 18.5	12 th	19+
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GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Student entering MISD as 9th graders in the 2011-2012 school year will take state-mandated End of Course exams. Any 9th grade student who is taking a course for high school credit that has an End of Course exam tied to it must take the End of Course exam, and the EOC will count as 15% of the student’s final course average.

MISD will convert the EOC exam to a course grade in the following manner:

Level III: Advanced Academic Performance	100
Level II: Satisfactory Academic Performance	90
Level I: Unsatisfactory Academic Performance	68

MISD will not calculate EOC exam retakes in the final course grade. Therefore, students who retake an EOC exam may not use the retake score to raise their GPA, class rank, or class average.

Final course grades will be calculated in the following manner:

First semester average	42.5%
Second semester average	42.5%
EOC exam (converted to a course grade of 100, 90, or 68)	15%

If a student is receiving special education services from the district, that student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements.

Also see **Report Cards/Progress Reports and Conferences** on page 42 for additional information on grading guidelines. See **Graduation** below, **Course Credit** on page 19, and **Standardized Testing** on page 47 for additional information regarding EOC assessments.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

Complete the required number of credits;

Complete any locally required courses in addition to the courses mandated by the state; and

Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Also see **Standardized Testing** on page 47 for more information.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Also see **Grading Guidelines** above and **Standardized Testing** on page 47 for more information.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education*	1	1	1
Health	0.5	0.5	0.5
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1	1	1
Technology Application	1	1	1
Electives	10	5	5
Miscellaneous			Completion of 4 Advanced Measures**
TOTAL	27 credits	27 credits	27 credits

*A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

**A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
 - a. A score of three or above on an Advanced Placement (AP) exam;
 - b. A score of four or above on an International Baccalaureate (IB) exam; or
 - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Early and Mid-Term Graduation

A parent is entitled to request, with the expectation that the request will not be unreasonably denied, that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course requirement for graduation. The decision of the Board concerning the request is final and may not be appealed. *Education Code 23.003 9(a)(3)(C)*.

Students who would like to complete high school in three years are given the opportunity through early graduation. Students who would like to finish high school one semester early are given the opportunity through mid-term graduation. Applications for either of these options are due by the last school day of the year preceding the proposed graduation date.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities who receives special education services may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **STANDARDIZED TESTING** for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Graduation Activities

Graduation activities will consist of the Graduation Commencement Exercises. Depending on the size of the senior class, it may be necessary to issue a limited number of tickets to each senior.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are officers of the graduating class and the student body president will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered will be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the two highest academically ranked graduates, officers of the graduating class may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see **Student Speakers** on page 48.]

[See FNA(LOCAL).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 27.]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 19.]

HAZING

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

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing;

solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 14 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

What is meningitis?

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

What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

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

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

Food Allergies

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

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the Program Coordinator for Health. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to a campus physical education teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Student Nutrition. [See policies at CO and FFA.]

Restricted Smoking Material

The District prohibits the possession, use or being under the influence of Restricted Smoking Material on school property or at school-related or school-sanctioned activities on or off school property. Appropriate disciplinary consequences will be assessed for violations of this prohibition.

Tobacco Prohibited

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

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the principal's office or the facility director's office at each building. All plans can be viewed at the Facilities office located at 203 Hillcrest St., Mansfield, TX. If you have any questions or would like to examine the district's plan in more detail, please contact Jeff Brogden, the district's designated asbestos coordinator, at 817-299-4340.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before

indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Dempsey Winans, the district's IPM coordinator, at 817-299-4340.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Director of Campus Support, David Hodges, at 817-299-6360.

IMMUNIZATION

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

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

The 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.

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.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

To comply with a properly issued directive to take a student into custody.

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 student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

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

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

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to others.

MAKEUP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject 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 makeup work in a satisfactory manner and within the time specified by the teacher within Board policy.

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

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension (ISS) Makeup Work

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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL

The Mansfield School Board has a policy regulating the administration of medication at school.

- If a student is to receive medication on a regular basis, a form must be signed by the physician and the parent. This form **must be renewed each school year** and will be kept in the nurse's office.

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

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

MESSAGES

In order to prevent classroom interruptions, only EMERGENCY MESSAGES as determined by the administration will be delivered to students. **MISD high schools do not accept deliveries to students.**

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to give students recognition for and encouragement in scholarship and those qualities of leadership, service, and character. Membership is limited to sophomores, juniors and seniors. To be accepted into a Mansfield ISD High School National Honor Society, candidates must have a 97 average by the end of 1st semester of their sophomore year. Each student who meets this GPA must then complete an application that will be evaluated by the high school faculty. Students who maintain a 97 average may reapply the next year if not accepted.

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Mansfield ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, Employee Welfare: Dr. Linda Chance, Associate Superintendent of Human Resource Services, 605 E. Broad St., Mansfield, TX 76063, (817) 299-6305.

Title IX Coordinator, Student Welfare: Paul Cash, Director of Student Services, 609 E. Broad St., Mansfield, TX 76063, (817) 299-6360.

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Paul Cash, Director of Student Services, 609 E. Broad St., Mansfield, TX 76063, (817) 299-6360.

Liaison for Homeless Children and Youth (coordinates services for homeless students): Contact building principal or David Hodges, Director of Campus Support, 609 E. Broad St., Mansfield, TX 76063, (817) 299-6360.

Parent Involvement Coordinator (works with parents of students participating in Title I programs): Contact building principal or Sheila Saxton, Federal Programs Coordinator, 605 E. Broad St. Mansfield, TX 76063, (817) 299-6358.

[See policies FB(LOCAL) and FFH(LOCAL).]

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 29.]

PARKING RULES AND GUIDELINES

Overview

The operation of a motor vehicle on campus is a privilege granted by the Mansfield ISD Board of Trustees. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds and motorcycles. All vehicles driven on Mansfield ISD campuses are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle on a Mansfield ISD High School campus are required to have a valid parking permit decal properly affixed to the vehicle. The person to whom a parking permit is issued has a nontransferable decal.

The Mansfield ISD Police Department or their designee is given the responsibility of enforcing procedures that provide a safe campus environment for our students. To aid in this process, the MISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of these officers are both on and off school property within the boundaries of the Mansfield Independent School District. The jurisdiction of these officers may be extended to any school-sponsored event, which may take place outside the boundaries of MISD. Citations, arrest, and/or other legal action may be taken for any violation of federal law, state law, and/or city ordinances. According to the Texas Education Code section 37.102 (b) all laws regulating traffic on highways and streets apply to the operation of vehicles within school property. The following regulations and guidelines were established by the Mansfield ISD Board of Trustees in the effort to maintain a fair and impartial system for the enforcement of parking and traffic regulations on MISD school campuses.

The privilege of parking a vehicle on campus may be taken away from violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students must immediately vacate their cars and the parking lot and enter the school building. Students in the parking lot during the day without a pass will be subject to disciplinary action. Persons, including enrolled students of any school of this district, who are not authorized to be on school grounds after school hours, may be charged with trespass on school grounds in accordance with section 37.107 of the Education Code.

Parking Permits Required for Students & MISD Employees Parking on all High School Campuses

A student or employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage with the name of the driver on the proof of insurance. The student or employee must register the motor vehicle and obtain a parking permit sticker from the Mansfield ISD Police Department. The parking permit must be affixed - by its own adhesive, to the registered vehicle. Note: Students ARE NOT to park in Faculty (yellow striped parking spaces) or Visitor parking spaces that have signage indicating "Visitor" on pavement, curb and/or erected signage. Students are not permitted to use staff parking stickers or use staff parking spaces. Staff cannot park in "Visitor" or "Handicapped" parking spaces unless permitted to park in "Handicapped" spaces under State Law (see visitor parking).

Purchase of Parking Permits

Eligible students may purchase a parking permit decal for \$30.00. Students graduating at mid school year may apply for a \$15.00 refund with proof of graduation. Parking stickers for additional vehicles in the same household are \$5.00 per vehicle per school year. Employee parking permits are issued at no cost. Students and Employees will be required to complete a parking permit form, present a valid Texas driver's license, and present valid proof of liability insurance for the vehicle being registered. The student's driver's license and insurance must remain current at all times.

Place of Purchase

For the convenience of the employees and students, parking permits will be issued during fall registration at all Mansfield ISD high schools. All parking permits will be issued through the Mansfield ISD Police Department. After

registration, parking permits may be purchased at the Mansfield ISD Police Department, 1522 N. Walnut Creek Drive (directly behind the Brooks Wester Campus). The Mansfield ISD Police Department is open 24 hours a day, seven days a week.

Temporary Permits

In special circumstances, temporary parking permits may be obtained from MISD police officers who are assigned to the high school campuses. The definition of "special circumstances" and the issuance of the temporary parking permit will be at the discretion of the MISD Police Department. Temporary permits may also be obtained at the MISD Police Department; open 24 hours a day, seven days a week. The hanger type temporary permits must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the permit can be read from outside the vehicle.

Replacement Permits

In the event that a vehicle is stolen, wrecked, sold, or has the windshield replaced, the permit holder should immediately notify the MISD Police Department. We will issue replacement permits at the discretion of the department and may require proper documentation including the original parking permit, a letter from the insurance company, a police report or other related information. Replacement permits can only be obtained at the MISD Police Department. If a replacement permit is issued, a service charge of \$2 will be assessed.

Designation of Parking Spaces

Parking spaces with white striping is designated for students parking. Parking spaces with yellow striping is for employee parking and students are not to park in those areas. Parking spaces for visitors will be designated on pavement, curb, and/or erected signage, indicating „Visitor”.

Visitor Parking

All visitors must park in areas designated specifically for visitors. A visitor is defined as a person(s) who has no official connection with the Mansfield ISD. A student or employee is not considered a visitor and may not park in a visitor's area, on class days between the hours of 7a.m. and 4p.m. no matter whose vehicle they are driving. All rules and guidelines must be followed by visitors.

Fine Amounts

The fine amount for tickets issued by the Mansfield ISD Police Department will be a standard rate of \$30.00 per ticket for all parking infractions and are due within ten days of issuance. All other fines are set by the court having jurisdiction. **Payments can be made by cash or check only.**

Vehicle Regulations

Violators may be issued traffic citations for moving violations and/or parking tickets for parking violations. Traffic citations will be filed through the court having jurisdiction as indicated on the issued citation.

Parking lot regulations include, but not limited to:

15-MPH speed limit on campus at all times

No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces

No parking in visitor's parking area

No parking without a permit

No back-in or pull through parking (head in only)

No parking in more than one parking space.

Longer than normal or oversized vehicles may pull forward into the adjoining parking space ahead so that the rear of the vehicle is not extending into the traffic lane. A majority of the longer than normal or oversized vehicle must be in the parking space occupied by the rear of the vehicle.

All vehicles must have the correct decal registered to that particular vehicle

No loud sound system

No display of obscene, indecent or offensive language or symbols written or affixed to the vehicle

No parking off the pavement

Immobilized (Booted) or Towing of Vehicles

The Mansfield ISD Police Department may impound or boot any vehicle being operated by a driver that has unpaid tickets (one or more) and proper disposition has not been made within 10 school days of any ticket issued. All fines and fees must be paid by 6:00 p.m. on the date the vehicle is immobilized or the vehicle will be towed. If a vehicle is immobilized or towed: (1) All previous tickets must be paid before the vehicle is released, (2) An immobilized (booted) removal fee of \$25.00 must be paid, and (3) The owner of the vehicle must pay all towing expenses.

The Mansfield ISD Police Department is not liable for any loss or damage resulting from a vehicle being immobilized or towed. The owner of a vehicle that has been immobilized will be responsible for any damages to the immobilizer caused by unauthorized removal or attempts at removal. Unauthorized removal of the immobilizer (boot) may result in criminal charges being filed. A certificate of release must be obtained from the MISD Police Department before a vehicle can be released back to the owner. Proof of insurance and a valid driver's license will be required to obtain a certificate of release.

Revocation of Parking Permits

When a student is caught off campus or attempting to leave campus without the proper sticker/justification, policies are as follows:

First Offense: Loss of parking privileges for 9 weeks.

Second Offense: Loss of parking privileges for one calendar year.

These consequences will be given to all students riding in a vehicle, not just the driver. If a student who is not of driving age is caught, their parking privileges will be suspended from the first date they would be able to park on campus. Parking stickers will be removed from the student's car following each offense. Students will be charged \$2.00 for a replacement sticker following the discipline period. It will be the responsibility of the student and their family to arrange for alternate transportation during the discipline period. MISD Bus Transportation is provided for those eligible. City police will be monitoring surrounding businesses and neighborhoods for students who are illegally parked, so it is not recommended to park off-site.

Appeals

Parking tickets may be appealed by obtaining and completing an appeal form available at the Mansfield ISD Police Department, from a MISD Police Campus Officer, or the MISD website in the "forms" section. Appeals must be completed by the person responsible for driving the vehicle onto campus the day the parking ticket was issued and Appeal forms must be completed within ten (10) school days of issuance of the ticket. Appeal forms will not be accepted for tickets more than ten (10) school days past issuance. Appeals will only be accepted for circumstances which are not a clear violation of MISD Parking Rules and Guidelines.

Display of Permits

The parking decal must be permanently affixed to the outside bottom left corner of the back window. If the vehicle does not have a rear window the permit may be placed on the back left side of the rear bumper. For motorcycles, the permit may be placed on the rear fender, where visible. The permit can only be displayed on the vehicle to which the permit is registered.

Any deviation from this policy may result in the permit being revoked and/or the vehicle being removed (towed). The improper displaying of a decal constitutes a parking violation. Affix parking permit (X) on bottom left corner of rear window or to an alternate location (X) on the left rear bumper. The permit must be displayed on the outside of the vehicle. Any person who obtains a parking permit agrees to surrender the permit to any MISD police officer immediately upon a request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the permit.



Vehicles Subject to Search

Any vehicle entering MISD property is subject to search by school authorities. Such search includes all compartments and components thereof.

Ben Barber Student Schedule Stickers

Schedule Stickers are required for all students attending Ben Barber, in addition to the assigned high school parking permits.

All parking rules and regulations in effect for high school campuses apply to Ben Barber Career Technology Academy.

BBCTA Student Schedule stickers are free to students who attend classes at BBCTA during the school day.

For the convenience of students, the schedule stickers can be obtained during fall registration at all MISD High Schools; issued by the administrative office. After registration, schedule stickers may be obtained from the assistant principal's offices.

In the event that a vehicle is stolen, wrecked, sold or has the windshield replaced, the schedule sticker holder should immediately notify the BBCTA assistant principal's office and a BBCTA replacement schedule sticker will be provided at the discretion of the assistant principal. Replacement schedule stickers can only be obtained from the BBCTA administrative office. If a replacement student schedule sticker is issued, a service charge of \$2.00 will be assessed.

The BBCTA student schedule stickers must be permanently affixed to the inside bottom middle of the front window. For motorcycles, the schedule sticker may be placed on the rear fender, where visible.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 7.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) 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 encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

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

In grades 9 - 12, grade-level advancement for students shall be earned by courses credits.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor or principal and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

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 who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 5 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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(LOCAL) and **Grading Guidelines** on page 28.]

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.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 19.]

RETURN CHECK POLICY

In the event that a check written to any Mansfield ISD campus, club, or organization is returned unpaid by your bank, Mansfield ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we shall electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

SAFETY

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 ensuring school safety. A student should:

Avoid conduct that is likely to put the student or others at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Identification Cards (required for ALL students)

Mansfield ISD high school students are required to purchase current identification cards. (Cost is \$5.00 per ID.) Students MUST wear the current ID at all times while on campus and while attending any school-related activity/function.* The ID MUST be visible and worn on the front of the student's torso between the shoulder blades and the natural waist line. ID lanyards and/or clips are provided for a fee to students on each campus. Students out of compliance are subject to discipline consequences. These consequences may include sending the student home or to AC until student complies with the ID policy. Persistent non-compliance with the ID policy by students will result in additional consequences. ("Persistent" = two or more offenses per year.) *Any student who fails to properly identify him/herself and/or flees from a Mansfield ISD high school staff member may be placed in an alternative placement.* Replacement cards cost \$5.00.

*Specific services/functions that will be denied include, but are not limited to: Saturday School; Detention Hall; computer (classroom) or computer lab usage; academic recovery programs; library; access to the bookkeeper, counselors and associate principals; access to resources in the counseling center and attendance office; hall passes; TEA forms; lunch cards; phone privileges in offices; and parking stickers.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

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.

Fire Drill Bells

- | | |
|---------|--------------------------|
| 3 bells | leave the building |
| 1 bell | halt; stand at attention |
| 2 bells | return to the classroom |

Tornado Drill Bells

- | | |
|-------------------|--|
| 1 continuous bell | move quietly but quickly to the designated locations |
| 2 bells | return to the classroom |

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SAT, ACT, AND OTHER STANDARDIZED TESTS

See **Standardized Testing** on page 47.

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 Commons Area will be open to students before school 30 minutes prior to the first bell. Unless the teacher or sponsor overseeing the activity gives permission (hall pass), the student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, (unless involved in an activity under the supervision of a teacher) students must leave the campus immediately.

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 rehearsals, club meetings, athletic practices, 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 standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall 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 School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Information on this program can be obtained from MISD Student Nutrition, (817) 299-6040.

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(LEGAL).]

Closed Campus

Students are not to leave the campus during the school day except in cases of early dismissal. Students are not to visit the campus of other schools while classes are in session or any other time during the regular school day except for school-approved business or school sponsored activities. Once a student arrives on campus they are required to stay on campus for the entire length of their schedule. Reasons to leave are very limited and include such things as course work at Ben Barber, TCC classes, special work/educational programs, and early release for students.

All students attending Ben Barber Career Tech Academy must display a sticker on the windshield that designates the day and period they are allowed to leave their assigned high school for classes at Ben Barber. Stickers can be obtained only on the Ben Barber campus, located at 1120 W Debbie Lane, Mansfield, TX 76063.

Please Note: Mansfield ISD provides bus transportation to and from each high school to Ben Barber Career Tech Academy.

When a student is caught off campus, or attempting to leave campus, without the proper sticker/justification, the policies are as follows:

First offense: Loss of parking privileges for 9 weeks.

Second offense: Loss of parking privileges for one calendar year.

These consequences will be given to all students riding in a vehicle, not just the driver. If a student who is not of driving age is caught, their parking privileges will be suspended from the first date they would be able to park on campus.

Parking stickers will be removed from the student's car following each offense. Students will be charged \$2 for a replacement sticker following the discipline period.

It will be the responsibility of the student and their family to arrange for alternate transportation during the discipline period. City police will be monitoring surrounding businesses and neighborhoods for students who are illegally parked, so we would not recommend parking off-site.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are 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 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.

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

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

[See policy FNF(LEGAL) for more information.]

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

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

Metal Detectors

Metal detectors will be used at random. [For further information, see policy FNF(LOCAL).]

SPECIAL 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 the Associate Superintendent for Curriculum, Instruction, and Accountability.

ACCEL (Advanced Courses and Curriculum for Exceptional Learners)

Students identified as gifted and talented are served through the ACCEL Program. Opportunities include Pre-AP/AP classes, concurrent college enrollment, as well as activities in creativity and leadership. See the course description book for details.

Dyslexia Program

MISD provides a program for all identified dyslexic students. The MISD Dyslexia Program includes the components of phonemic awareness, graphophonemic knowledge, language structure and linguistic patterns and processes. The instructional strategies utilize explicit, individualized, intensive, multisensory phonetic methods and a variety of writing and spelling components to meet the specific learning needs of each individual student. Instruction is organized and presented in a way that follows a logical, sequential plan and proceeds at a rate commensurate with each student's needs, ability level, and demonstration of progress.

Homebound Services

Homebound Services are the one-on-one teaching of lessons in the student's home by a professional teacher. These services are provided to students with a medical condition which requires the student to be confined at home/hospital bedside for a minimum of four weeks. The medical condition must be documented in writing by a licensed medical physician. This program is not for students currently receiving Special Education Services. Contact a counselor or principal for more information.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

Advanced Placement Exams – College Board

MISD high schools offer the AP exams in May. Application is made through the Academic Associate Principal's office.

STAAR (State of Texas Assessments of Academic Readiness)

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

Algebra I, Geometry, and Algebra II

English I, English II, and English III

Biology, Chemistry, and Physics

World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments

in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

Also see **Course Credit** on page 19, **Grading Guidelines** on page 28, and **Graduation** on page 29 for additional information.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Also see **Graduation** on page 29 for more information.

PSAT/NMSQT

The PSAT/NMSQT tests students’ verbal, mathematical and writing skills. We encourage students in the 10th and 11th grades to take the PSAT/NMSQT. The test is given only one time per year in October. National Merit Scholarships are given to juniors who have qualifying scores. The PSAT/NMSQT is taken in preparation for the SAT.

THEA (Texas Higher Education Assessment)

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

ASVAB

All Senior students will be required to take the Armed Services Vocational Aptitude Battery test during the October testing day.

STEROIDS

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

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district. Please contact David Hodges, who has been designated as the district’s liaison for children in the conservatorship of the state, at 817-299-6360 with any questions.

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events:

1. Nonathletic activities of student organizations; and
2. Fine Arts productions

Students are eligible to introduce these events if they:

1. Are in the highest two grade levels of the school,
2. Are affiliated with the organization/class sponsoring the activity or event,
3. Volunteer, and
4. Are not in a disciplinary placement at the time of the speaking event.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See policy FNA(LOCAL).]

SUICIDE AWARENESS

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

- <http://www.texasuicideprevention.org/>
- <http://www.dshs.state.tx.us/mhservices-search/>

SUMMER SCHOOL

Summer school will be offered at Legacy High School, Summit High School, Mansfield High School, or Timberview High School on a rotating schedule if student demand warrants a program. Summer school is primarily for credit recovery. However, several courses for acceleration are offered. See MISD website during the Spring semester for specific course offerings. Applications for summer school can be obtained from the student's counselor or downloaded from the MISD website. There will be a fee charged for summer school.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **Standardized Testing** on page 47.

TARDINESS

The following tardy policy will be enforced each semester:

- 4 "free" tardies for unforeseen delays per semester
- 5th tardy = 1 Detention Hall
- 6th tardy = 2 Detention Halls
- 7th = AC Assignment
- Excessive tardies*

***Excessive tardies may result in an alternative placement.** Five tardies or more within a 6-month period may result in truancy charges being filed with the juvenile courts. (TEC 25.095)

NOTE:

- Tardies are cumulative per semester
- "No show" to D Hall will result in additional disciplinary action which may include AC Placement
- Two tardies in one day = 1 day AC Placement

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a

damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

[See **School Safety Transfers**, on page 7, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**, on page 8, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. 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.

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. For information about bus routes or other related information, call the MISD Transportation Department or visit the MISD website.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct and the School Bus Rider's Safety Handbook.

Mansfield ISD Transportation Safety Rules and Expectations

The bus driver is responsible for the safe operation of the school bus and therefore is "in charge." Students should adhere to bus driver instructions immediately. Student riders are very important partners in providing safe transportation on the school bus. Activities on the bus that directly interfere with the driver's ability to safely operate the bus will not be tolerated. These rules will be enforced to ensure the safety of each student rider.

The school bus and bus stop are considered extensions of the regular classroom. Acceptable behavior is expected at all times. Unacceptable behavior may result in suspension of a student's bus riding privileges and/or disciplinary action at the school campus. The guidelines and hierarchy outlined in the Bus Rider's Handbook, the Student Code of Conduct, and this publication will be followed (If it is not allowed inside the campus, it is not allowed on the school bus).

Safety Infractions:

Student riders must stay seated in their assigned seat. Students may not get up from their seat until the bus has come to a complete stop and the air brake has been set and the bus secured. Moving from seat to seat is not allowed. Notify driver immediately of any damage to your assigned seat.

Student riders must act in a safe manner.

To prevent choking, no eating or drinking is allowed on the bus. All items brought on the bus must be held in the student's lap. Load and unload at the correct location and in a safe manner.

Students must sit on their bottoms facing forward. Students must not tamper with school bus safety equipment or emergency exits. Students must not cause the driver to be distracted while the bus is moving.

Student riders should conduct themselves in a manner that respects the rights of others.

No excessive noise (talk quietly); be courteous to students, driver and/or attendant; no profanity, vulgar language or gestures. No writing on or destruction of property. No threatening or sexual harassment of others. Obey the driver's instructions immediately; no arguing with driver.

Student riders should not harm anyone.

Do not throw anything within the bus or out of the window of the bus. No wrestling, spitting, fighting, pushing and/or shoving. Do not display or use any sharp or pointed objects. Do not ignite any flame while on the bus. Report problems to the driver, administrator, or parent.

Prohibited items include:

All tobacco products, alcoholic beverages, or drugs. Matches, lighters, or any harmful or flammable chemical / propellant. Glass containers or any food or drink (particularly gum, suckers, soft drinks or hard candies). Pencils or pens that do not remain in the shirt pocket or back pack. as well as, all laser pens, and sporting or recreation equipment (roller blades, balls, bats, skateboards, golf clubs, etc.) unless completely enclosed inside the student's backpack or secured athletic bag. Objects too large to be held in the student's lap or that blocks the view of the driver (school projects, musical instruments, etc.). Live animals or insects. Radio/tape/CD player/MP3/iPod/any communication device unless at bus driver discretion. These must be exclusively used with personal earphones Telephones. Weapons or explosive devices (as defined by the Student Code of Conduct) or any item, which could cause or is used to cause bodily harm.

The complete Student Rider's Handbook and Current School Year Bus stop information are available on the MISD website (www.mansfieldisd.org) under the Transportation Department.

TRESPASSING

A trespasser is any student or other person present on school property without expressed permission from a school official. School authorities may take appropriate disciplinary and/or legal action against trespassers.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

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

VIRTUAL SCHOOL

See Distance Learning/MISD Virtual School on page 21.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. The district utilizes the Raptor Technology System for identification. A government issued form of identification containing the person's photograph is required for obtaining a visitor's pass. The law permits the district to verify whether the visitor is a registered sex offender using the Department of Public Safety database.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All requests to visit a special education classroom require special considerations and should be directed through a campus administrator.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WITHDRAWING 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 may obtain a withdrawal form from the counseling center.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the 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 will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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 and his or her parents are members of the committee.

Attendance review committee is sometimes 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 disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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 for directory information, unless a 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 to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, 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 DAEP, ISS removes the student from the regular classroom.

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan , which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

Restricted Smoking Material is any substance, however marketed, which can reasonably be converted for smoking purposes whether it is presented as incense, tobacco, herbs, spices or any blend thereof, including but not limited to materials marketed as, but not limited to the following: K-2, K-2 Summit, K-2 Sex, Genie, DaScents, Zohai, Sage, Spice, KO Knock-Out 2, Spice Gold, Spice Diamond, Yucatan Fire, Solar Flare, Pep Spice, Fire N' Ice, and Saliva Divinorum."

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and 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 DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and is required for graduation for students at these grade levels. .

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Mansfield ISD Student Technology Acceptable Use Policy

The MISD's electronic communication network includes computer programs, printers, storage devices, electronic mail, and the Internet. Students must use appropriate behavior and abide by all MISD policies, regulations and guidelines when accessing the electronic communications network. Outside of school, parents and guardians have the responsibility for such guidance.

The following are not permitted:

- Acting outside of the directions of the teacher
- Sending or displaying offensive messages or pictures which are offensive in the classroom setting
- Using obscene language, harassing, insulting or attacking others in writing
- Damaging computers, computer systems or computer networks; installing unauthorized programs on district equipment
- Engaging in practices that threaten the integrity of the electronic communications network
- Vandalizing computerized data
- Violating copyright laws, using others' passwords, trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the electronic communication network for commercial purposes
- Employing the electronic communication network for purposes of political campaigning
- Generating electronic communications considered to be inappropriate in the classroom setting
- Unauthorized access of the school district network by anyone
- Using for illegal purposes in support of illegal activities, or any other activity prohibited by District policy

Sanctions:

- Loss of access to the electronic communications network
- Additional disciplinary action to be determined by the building administration consistent with levels of misbehavior found in Student Code of Conduct
- When applicable, referral to law enforcement agencies

A copy of the entire Acceptable Use Policy is available in the Principal's office for parental review.

1. Student Technology Use Guidelines:

SUMMARY

Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the district and may be accessed at any time by the district for its review.

In the event that a review reveals that this policy has been violated in any way or that the privilege of using the technology tools and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. The Internet user log shall be archived for a period of six months.

PRIVILEGES: The use of the district network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges. The Assistant Superintendent for Technology and Information Services with the campus administrator will deem what is inappropriate use and may deny, revoke, or suspend access to specific users.

SECURITY: Security on any computer system is a high priority. If you can identify a security problem within the network, you must notify the teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to any system as any other user

may result in cancellation of user privileges. Attempts to login to the district networks as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems in using other computer systems may be denied access to district network services.

NON-COMPLIANCE: Violations will be referred to a campus administrator for disciplinary or legal action. Consequences will be based on policies established in the Student Handbook, Code of Conduct, Federal and State law. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of study, placement in an alternative education program, or criminal prosecution. The individual is also subject to MISD Acceptable Use Policy. Faculty members will be notified of the student's loss of privilege.

2. Student Technology Use Guidelines: Consequences

Level I

The following offenses are subject to Level I Code of Conduct consequences. If applicable, the individual will reimburse the District for any incurred expenses and the individual may lose the privilege of using any networked District technology tools for a period of time determined by the appropriate campus administrator.

Offenses

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission/supervision.
- Using another's password.
- Revealing passwords to others.

Level II

The following offenses are subject to Level II Code of Conduct consequences (minimum of fifteen days placement in our district BIC program). If applicable, the individual will reimburse the District for any incurred expenses and the individual may lose the privilege of using any networked District technology tools for a period of time determined by the appropriate campus administrator. Depending on the severity of the breach, the individual may be excluded from courses of study and criminal charges filed.

Offenses

- Vandalizing any part of the computer hardware, software or the network. This includes theft of any hardware and/or software.
- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Sending a threatening or harassing message.
- Trespassing in another's files or misusing or deleting another's files.
- Publishing inappropriate information on the district Web page.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the Assistant Superintendent for Technology and Information Services.

Level III

The following offenses are subject to Level III Code of Conduct consequences (minimum of thirty days placement in our district BIC program). If applicable, the individual will reimburse the District for any incurred expenses and the individual may lose the privilege of using any networked District technology tools for a period of time determined by the appropriate campus administrator. Depending on the severity of the breach, the individual may be excluded from courses of study and criminal charges filed.

Offenses

- Interfering with the integrity of a network system.
- Interfering with the integrity of any e-mail system.

- Illegal activities that violate either State, Federal laws or District Policies.
- Intentional spreading of embedded messages or files.
- Violating copyright laws. This includes making illegal copies of school owned software.

INTERNET SAFETY POLICY FOR MANSFIELD ISD

It is the policy of Mansfield ISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL: To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information.

Specifically, as required by the children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE: To the extent practical steps shall be taken to promote the safety and security of users of Mansfield ISD’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION AND MONITORING: It shall be the responsibility of all members of Mansfield ISD’s staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Assistant Superintendent for Technology and Information Services or designated representatives.

* CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

SAMPLE - Mansfield ISD High School Attendance Notice to Parents



Police Department - Truancy Office



P.O. Box 2154 Mansfield, TX 76063

Parent/Guardian
Street Address
City, State Zip Code

You have now been informed by this office that your child is approaching or has violated the **TEXAS COMPULSORY ATTENDANCE LAWS** requiring that **“EVERY CHILD IN THE STATE WHO IS AS MUCH AS SIX YEARS OF AGE AND WHO HAS NOT REACHED THEIR 18TH BIRTHDAY SHALL BE REQUIRED TO ATTEND SCHOOL A MINIMUM OF 175 DAYS DURING THE REGULAR SCHOOL TERM.”** While voluntarily enrolled, under-age students and students 18 years or older are subjects to the same laws. The student may not be absent from school on 10 or more days or *parts of days* within a six-month period in the same school year or on 3 or more days or *parts of days* within a four-week period, without being in violation. * *Any future unexcused absences (all day or tardies) could lead to court action.* * It is the parents' duty to monitor the student's school attendance and require the student to attend school for the entire period of instruction. Moreover, the parent or person standing in parental relation is subject to prosecution under Texas Education Code 25.093. **Fines range from \$110 to \$500 per day that the child exceeds the state allotted number of days.**

Your student has # tardy/tardies and has been absent at least # classroom periods / blocks, ***or parts of days*** without excuse. Please contact the school to schedule a conference with your student's principal to discuss the absences. If upon receipt of this notice, you believe that your student's attendance is recorded incorrectly, contact the school's attendance office. If we could be of any further assistance please contact our office.

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information Form

Dear Parents/Guardians: Per State guidelines, MISD requires your response to the release of directory and student information. Please review the information provided below, check the appropriate response and sign/date as indicated.

- I _____ **do give** _____ **do not give** MISD permission to use information in the list below for school-sponsored purposes (school pictures, yearbook, newspaper, senior information, etc.).
- I _____ **do give** _____ **do not give** MISD permission to release information in the list below in response to requests which are unrelated to school-sponsored purposes.

Student Name _____ **Student ID number** _____

Parent signature _____ **Date** _____

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

The Mansfield ISD has designated the following information as directory information:

- * Student Name
- * Photograph
- * Honors and awards received
- * Grade level
- * Campus most recently attended

Parent Acknowledgement Form: Student Technology Use Guidelines, Video Release, and Handbook/Student Code of Conduct Receipt

PARENTS AND/OR GUARDIANS: PLEASE INITIAL EACH ITEM BELOW AS AN INDICATOR OF YOUR RESPONSE.

Student Technology Use Guidelines

I have read the Mansfield ISD Acceptable Use Policy/Technology Use Guidelines in the student handbook. I understand my student will have access to computer programs, printers, storage devices, electronic mail and the Internet, and said student must abide by MISD policies, regulations and guidelines as stated in the handbook. I also understand there will be disciplinary action for failure of my student to abide by these policies, regulations and guidelines. (Initial the appropriate response.)

Yes _____

No _____

Video

In the event an outside agency/media wishes to film a special activity involving your student, Senate Bill 1 requires your consent. (Initial the appropriate response.)

Yes _____

No _____

Handbook/Code of Conduct

I have received the Mansfield ISD High School Student Handbook and reviewed the *Student Code of Conduct* for the 2011-2012 school year. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subjected to the disciplinary consequences outlined in the *Student Code of Conduct*. (Initial the appropriate response.)

Yes _____

No _____

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Student Name: _____

Please print

Student ID number: _____ **Student Grade Level:** _____

Student Signature: _____

Parent/Guardian Name: _____

Please print

Parent/Guardian Signature: _____

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

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

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

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

Parent signature _____ Date _____