

INTERMEDIATE SCHOOL TABLE OF CONTENTS

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Intermediate School
2011-2012 Student Handbooks
Address
Address
Phone Number

Welcome to school year 2010-2011. Teachers and other staff members want this year to be an especially good one for each child. Working together, we can accomplish this goal. The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Both students and parents should be familiar with the Mansfield ISD (MISD) Board Policy and MISD Student Code of Conduct--required by state law and intended to promote school safety and an atmosphere for learning. In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provision of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. For more information, please go to www.mansfieldisd.org.

The MISD Intermediate School Handbook contains information students and parents need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who agreed to assume school-related responsibility of the student.

Students and parents also need to be familiar with the MISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. It is the responsibility of the students to share all information with their parents. Students and parents are responsible for reading the guidelines. A parent's permission for a student to violate school policy or his/her approval after a violation has been committed does not legalize the violation. Appropriate consequences will be applied in cases of rule violations.

The 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.

MISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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

- Title IX Coordinator, Employee Welfare – Dr. Linda Chance, Assistant Superintendent of Personnel
- Title IX Coordinator, Student Welfare - Paul Cash, Director of Student Services
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Paul Cash, Director of Student Services, 609 E. Broad Street Mansfield, Texas 76063, (817) 299-6300.
- Liaison for Homeless Children and Youths Coordinates Services for Homeless Students: Contact the campus principal or Paul Cash, Director of Student Services at (817) 299-6360.
- Parent Involvement Coordinator (works with parents of students participating in Title I programs): Contact the campus principal or Sheila Saxton, Federal Programs Coordinator at (817) 299-6358.

Attendance Policy: Attendance is taken at the beginning of each block. When a student is absent from school, the parent or guardian is required to phone (or email) the school by 10:00 a.m., each day the student is absent, to report the absence. Any absences that have not been reported within three days after the student returns to school will be recorded as unexcused.

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 days, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of 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.

TEC*25.092, commonly known as the Texas Compulsory School Attendance Law, does hold the parent/guardian responsible for ensuring that their children attend school as appropriate. If administrators feel that parental responsibility is not being met in this regard, the assistance of the judicial system will be sought to protect the right of each child to receive a free education.

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise legally exempted or excused.

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance: State law allows 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: 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.

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.

Attendance for Credit: **To receive credit in a class, a student must attend at least 90% of the days the class is offered. This means that no student may miss more than 18 days excused or unexcused throughout the year without being required to make those days up. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless the Attendance Review Committee finds that the student is passing and that the absences are the result of extenuating circumstances.**

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. [Board Policy FEC (LOCAL).]

After a student has been absent from school 7 days in one semester, an information letter will be sent home to the parent/guardian informing them of the student’s absences. No further action is taken at this time. After a student has been absent from school 10 days in one semester, parents/guardians may be contacted and a meeting may be scheduled with an Attendance Committee. The Attendance Committee will review absences and make recommendations concerning the student’s retention status.

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. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

- 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 parents 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.

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.

A parent wishing to dispute an absence should contact the school's attendance clerk no later than 5 days after report cards go home. Failure to contact the school within that time can result in no change to the absence.

Make-Up Work: Students shall be permitted to make up assignments or tests after absences. Students will have the same number of days they are absent to make up work. For students who are out 3 days or more, parents may call for the assignments after 9:00 a.m. for next day pick up. Please do not ask for homework unless a student will be out for 3 days. Students are responsible for asking teachers for make-up work.

School Related Activities: Students approved to participate in school-sanctioned activities shall not be counted absent from school. If a student has been suspended, placed in School Suspension (AC), or the Behavior Intervention Center (BIC), he/she may not attend school trips or activities on the dates assigned.

Family Trips: Students shall be excused for family trips subject to the following guidelines:

1. Parents must notify the school in advance in writing. This should be turned into the office.
2. Students must make arrangements with teachers to make up work.
3. Time missed from school shall count against the minimum days in attendance.
4. Students cannot be absent during mid-semester or semester tests.
5. One family trip per year shall be allowed not to exceed five (5) days. Days absent in excess of the 5 days will be counted as unexcused.

Religious Holidays: A child will not be counted absent for recognized Religious Holidays.

1. Parents must notify the school in advance in writing. This should be turned into the office.
2. Students must make arrangements with teachers to make up work.

Backpacks/Book Bags: A student may carry a book bag or backpack to and from school. During the school day, these items must be stored in the student's assigned locker. Book bags and backpacks must fit in the school locker. Backpacks/book bags may not be pulled on wheels upon entering the building.

Bullying: Bullying occurs when a student or group of students directs written or verbal expressions 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 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, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred.

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.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.
[See **School Safety Transfers** on page 19 and policy FFI (LOCAL).]

Bus Line/Area: Students are expected to report to their respective bus lines/areas when designated after school. When students miss the bus, for whatever reason, it will be the responsibility of the parents to make arrangements for the student to be transported home. Students in the bus line/area are expected to sit quietly and work on assignments or read until their bus is called. Violation of these rules may result in disciplinary action.

Bus Service:

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 is available on the MISD website (mansfieldisd.org) under the Transportation Department.

Contacts:

Director of Transportation	Charles Stone	charlesstone@misdmail.org
Regular Route Program Manager	Jason Gillis	jasongillis@misdmail.org
6th Avenue Transportation	Harold Doss	harolddoss@misdmail.org
Routing Clerk	Howard Forsberg	howardforsberg@misdmail.org
Warnings / Referrals	Rosetta Sanford	rosettasanford@misdmail.org
	Antonio Santacono	antoniosantacono@misdmail.org
	Adeola Edun	adeolaedun@misdmail.org
	Robert Sager	robertsager@misdmail.org
Fleet Manager	Jason Cortes	jasoncortes@misdmail.org
Safety Trainer	Sammy Roberts	sammyroberts@misdmail.org
Senior Dispatcher	Jo Kannenberg	jokannenberg@misdmail.org
Dispatchers	Belem Cortes	belemcortes@misdmail.org
	Rose Heredia	roseheredia@misdmail.org
Field Trip Coordinator	Shana Speller	shanaspeller@misdmail.org
Special Needs Program Manager	Deborah Kline	deborahkline@misdmail.org
SPED Assistant	Michelle Bratton	michellebratton@misdmail.org

Dear Parents / Guardians and Eligible Bus Riders:

We are providing a snapshot of the Bus Rider’s Safety / Instruction Handbook so all concerned will be familiar with our expectations and the transportation procedures. MISD offers the privilege of bus transportation for all eligible students. Eligibility is generally determined by distance from the home campus (more than 2 miles) and by application of Board policy.

Our bus service should enhance the learning experience of each student rider. Every effort will be made to provide safe, comfortable and pleasant transportation service, while maintaining an appropriate level of efficiency. Transportation as a Related Service required by an ARD committee will be provided as needed (See Special Needs Program / Diagnostician for more details).

We ask that you read and discuss the contents of the Student Rider’s Handbook (mansfieldisd.org) with your student rider to promote a clear understanding of the responsibilities and expectations. Effective transportation service requires appropriate actions by bus drivers, staff, school administrators, students and parent / guardians. We will not allow anyone to stop the District from providing a safe, comfortable and pleasant riding experience.

Please complete an Eligible Rider Contract for each student rider and turn it in to your school bus driver, administrator, or mail it to the Transportation Department.

Charles Stone,
Transportation Director

Cafeteria Procedures/Policies: Mansfield ISD offers students nutritionally balanced meals daily. Free and reduced-priced lunches are available based on financial need. Information on this program can be obtained in the cafeteria or at the Child Nutrition office. Pursuant to TEA FMNV Policy, some food items will not be available at school. 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. Students may buy a school lunch or bring a sack lunch. Parents are welcome to eat lunch with their child in the cafeteria following established procedures. Parents may not bring outside food to students other than their own. Students are expected to follow cafeteria rules and procedures daily and assist staff on duty when asked. Opened food and drink may not be taken out of the cafeteria area. This rule does not apply when teachers have planned a legitimate teaching objective that requires the use or preparation of food during class. Canned or bottled drinks may be brought to school for lunch. Glass bottled beverages are not allowed. Gum is not allowed at school.

Career and Technology Programs: The District offers career and technology programs in a variety of areas. Admission to these programs is based on interest, grade level, and prerequisite courses. Mansfield ISD will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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 may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its terms.

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

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

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.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>).

Complaints by Students/Parents: Usually student or parent complaints or concerns can be addressed simply - by a phone call or conference with the student's teacher. For those complaints and concerns that are more complex, MISD has adopted a standard complaint policy code FNG (LOCAL). In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and request for a conference should be sent to the Director of Student Services. Guidelines are available at: www.mansfieldisd.org/aboutmisd/problem-solving.htm.

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

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

Conduct in School: It is the purpose of MISD to establish and maintain a safe and orderly environment. MISD has developed and adopted a local Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior, both on campus and off, and consequences for violations of the standards. Students should be familiar with these standards, as well as campus and classroom rules and policies, in order to avoid violations and subsequent consequences. In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to respect and obey the rules and demonstrate good citizenship by:

1. Demonstrating courtesy and respect for others.
2. Cooperating with and/or assisting the school staff in maintaining safety, order, and discipline.
3. Attending all classes, regularly and on time.
4. Preparing for each class - taking appropriate materials and assignments to class.
5. Maintaining self-control in class, in the cafeteria, on the bus, on school grounds, and at all school sponsored events.
6. Being attentive in class.
7. Respecting the property of others, including MISD property and facilities.
8. Following all campus and classroom rules
9. Meeting district and campus standards for grooming and dress.

We desire to teach students that each choice we make in life results in a consequence. Positive choices frequently result in positive consequences, while negative choices can result in negative consequences. If disciplinary consequences for inappropriate behavior are to be effective, these consequences must hold some deterrent value for the student. Subsequently, a progressive discipline plan is implemented for persistent misbehavior.

We also recognize the impact of positive behavior in the classroom and at school. Positive behavior is rewarded in many ways including various classroom/school incentives and rewards. Students in need of assistance have counseling and mentoring services available as needed.

Applicability of School Rules: To achieve the best possible learning environment for all of our students, school rules and discipline will apply during the following:

- During the regular school day or while a student is going to and from on MISD transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 500 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location. This includes social events to which a student brings a guest. Guests are expected to observe the same school rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.

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

Counseling Services: The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or substance abuse issues. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should follow school policies regarding such visits. Please note: 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 EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

Credit By Exam: A parent/guardian of a student enrolled in the MISD can recommend a student be (1) advanced a grade level or (2) receive credit for a failed grade level by submitting a letter of intent to the school's principal. This letter should include a statement of intent; a brief description of the child's academic background; and reasons for desiring advancement or credit. This letter of application must be submitted at least 30 days before the testing date for which application is being made.

Dates/Places: The test will be administered by a certified professional at a designated school. Students may take the tests only once during the testing cycle. Two testing cycles will occur each year. The dates are as follows:

- 1) Three (3) days immediately following the last teacher duty day of each school year, excluding holidays;
- 2) Three (3) days prior to the first teacher duty day of each new school year, excluding holidays.

Areas of Testing: The student will be tested and scored in the four designated core areas mandated by the state: Mathematics, Language Arts, Science, and Social Studies.

Passing Standards/Fees/Acceleration: A student taking the test(s) without prior instruction must score at least 90% on each of the four tests and have written consent from the parent or guardian before acceleration will be granted. Tests are free of charge. A student taking the test(s) with prior instruction must score at least 70% on each of the four tests and have written consent by the parent or guardian before credit for the failed grade level will be granted. A fee covering the cost of the test(s) will be due at the time of application.

Notification/Placement: Parent/Guardians will be notified of the student's acceptance or denial for acceleration or credit. The earned credit will be placed onto the student's transcript.

Publicity: Dates and procedures for testing will be publicized in local newspapers, student handbooks, and by the school newsletter.

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 a 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.

Dating Violence, Discrimination, Harassment, and Retaliation

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. 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 website].

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).

Detention: After school detention will be held on designated days of each week. Transportation is the responsibility of the parent. If assigned detention is not served, alternative or additional consequences may be assigned.

Disciplinary Placements/Alternative Educational Placement:

In School Suspension (ISS)/Alternative Classroom (AC) - AC is an isolated classroom unit on campus provided as a support for student discipline. The AC allows students to remain in school without loss of credit. Students are required to do work assigned by their teachers and the AC supervisor. There will be instances when the classroom activity cannot be duplicated in AC, therefore, an alternative assignment may be provided for the student. Upon entering AC, students are subject to AC rules as explained by the principal and/or AC supervisor.

Behavior Intervention Center (BIC) - BIC is the disciplinary action of removing a student from the home campus and placing him/her in a closely supervised environment. The purpose of BIC is to promote positive skills that will increase student success upon the return of the student to a regular school environment. Students attending BIC are required to do work assigned by the teachers at BIC. Transportation to and from BIC is the responsibility of the parent.

Students placed in AC or BIC will not be allowed to participate in school-related activities or attend school-related events during their assignment to the placement.

Discrimination [See Dating Violence, Discrimination, Harassment, and Retaliation page 8]

Distribution of Material:

(School Material) 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.

(Non-school materials from students) Students must obtain prior approval from the principal 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.

(Non-school 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 principal for prior review. The principal will approve or reject the material 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.

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 non-curriculum 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 non school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress Code: The District's Dress Code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Clarification regarding apparel should be obtained from campus administrators. The following items are considered under the dress code policy:

1. Students are expected to be clean and neatly groomed while attending school and school-sponsored functions.
2. Clothing will be neat and appropriately sized.
 - Baggy pants are not to be worn. Pants with oversized hems will not be worn.
 - All pants will stay up with or without a belt. Pants must fit around the hips, hipbone, or waist
 - Belts must fit properly. Belts are not allowed to hang below the buckle.
 - Pant hems must not fall below the heel of shoe or be rolled.
 - Pants or clothing with holes are not to be worn.
 - Shirts must be tucked in if they fall below the student's fingertips when arms are held straight against the student's side.
 - Over size coats or jackets are not to be worn. Appropriate coats and jackets may be worn to school, but must be put in the student locker during the school day.
 - Sweaters, sweatshirts and light jackets may be worn during the school day but may not be bulky or extend below the fingertips when arms are held straight against the student's side.
 - Sleeves cannot extend beyond the wrists.
3. Shorts, skorts, dresses, and skirts must be no shorter than five inches above the top of the knee. Cutoffs are not allowed. Shorts must be hemmed or cuffed, not rolled. Form-fitting bike shorts, tights, and leggings will be allowed only when worn under appropriately sized shorts or skirts. Spandex shorts or pants will not be allowed.

4. All clothing will have factory-finished sleeves and hems.
5. Halter tops, sleeveless tops with large armholes, tube tops, low cut (front or back) tops, or tops revealing the middle section of the body are not permitted. Muscle shirts or half shirts will not be worn. Sleeveless shirts must cover at least two inches of each shoulder without layering.
6. Pajama bottoms, underwear, or any clothing similar to underwear, will not be worn in a manner in which it is visible.
7. Shirts and tops will cover the entire torso at all times, even in motion.
8. Students will not wear clothing with offensive, obscene, or risqué writing or drawing.
9. Items of apparel, jewelry, or grooming that are considered to be extreme, that advertise illegal substances, including alcohol, or that could be associated with gang related activities or imply suggestive ideas will not be worn. No visible body piercing will be allowed with the exception of the ears. Spacers may only be worn in the ears. No jewelry can be worn as a weapon or a replica of a weapon. No body/hair glitter will be worn. No permanent or temporary body art, such as temporary tattoos, will be allowed.
10. Caps, hats, and sunglasses will not be worn in the building. Headbands, wristbands, bandannas, gang related apparel and wallet chains will not be worn on campus.
11. Students will wear shoes. Any shoes not considered safe should not be worn to school. House shoes/slippers may not be worn.
12. Athletic attire, including cheerleading outfits, must meet length and appropriate size rules.
13. Nonpermanent or unnatural hair color will not be allowed. Extreme hairstyles or hair colors that distract others will not be allowed.

The campus administration has the authority to determine inappropriateness of dress of students on campus. The final decision with regard to dress code rests with the campus principal.

Dyslexia Program: Mansfield ISD provides a program for all identified dyslexic students. Each student is served by a trained reading specialist on the home campus. 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, multi-sensory 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. For additional information, contact your child's school, or the District Dyslexia Coordinator.

Emergency Drills/School Closings - Fire, Tornado, Inclement Weather, Other Emergencies: From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of the teachers or others in charge quickly, quietly, and in an orderly manner. If it becomes necessary to close school for inclement weather or any other reason, notification will be made on local radio and TV stations, as well as the MISD website at www.mansfieldisd.org.

Extracurricular Activities: Participation in school and school-related activities is an excellent way for students to develop talents, build strong friendships, and become a part of the school community. Participation is a privilege. 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. While many activities are governed by the University Interscholastic League (UIL), many activities are governed by state laws as well. Additional information can be found at <http://www.UILTexas.org>.

The following requirements apply to all extracurricular activities:

- A student, who receives at the end of a grading period a grade below a 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, 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 up to ten absences in a school year not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Fees: Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his/her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees and 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 requires use of facilities not available on district premises.

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.

Fund-raising: Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved purposes. An application must be made to the principal at least 15 days before the event.

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.

Gifted and Talented (ACCEL): It is the goal of the Mansfield ISD to identify all students with exceptional ability or the potential for exceptional ability and provide them with planned, consistent programs that are equal across the district by professionals trained in gifted education so that each identified ACCEL student will be given the opportunity to reach his or her maximum potential.

Identification: The identification process consists of three steps: (1) referral of students for the program; (2) screening and nomination of students; and (3) selection of students for whom the gifted program is the appropriate educational placement.

Referrals: In grades 5 - 12, referral for screening may be initiated by the student, parent, teacher, or administrator during the second semester. All nomination forms should be turned in by the last working day in January. The process will be completed by the last teacher workday of the year.

Screening: Screening and nominations will be based on a student profile consisting of at least five (5) different criteria that reflect student learning, motivational and creative characteristics, academic tendencies, intelligence levels and leadership. All screening and identification procedures of ACCEL purposes will be done in District during school time by school personnel.

Selection: A committee composed of at least four professional employees knowledgeable about the needs and potential of gifted students and familiar with the state guidelines for gifted and talented programs shall be established for each campus. Students obtaining the standard score set by the District Committee shall be presented for review to the ACCEL Campus Committee. This committee shall evaluate each student according to the established criteria and shall nominate those students

for whom gifted program placement is the most appropriate educational setting. Appeals may be reviewed by the Campus Committee. Any subsequent appeals shall be made in accordance with FNG policy beginning at Level Two.

Transfer Students: When a student, identified as gifted by a former school district, transfers into the District, the student's records shall be reviewed by the Selection Committee to determine if placement in the District's program for ACCEL students is appropriate. The committee will make its determination within thirty (30) days of the student's enrollment in the District and will base its decision on the transferred records, observation reports of District teachers who instruct the student, and student and parent conferences. See EHBB (LOCAL)

Exit: A request may be made before the Campus Selection Committee by student, parent, teacher, and/or administrator asking for withdrawal. If by consensus the committee determines withdrawal is in the best interest of the child, the action shall be taken. Although the student remains qualified for ACCEL education, he/she shall not be reinstated for the remainder of that school year. Request for reinstatement for a subsequent academic year may be initiated by any of the above parties, but reinstatement will occur only upon recommendation of the committee.

The intermediate school is arranged in teams consisting of teachers representing the major disciplines. At least one of these teams will include identified ACCEL students. Heterogeneous groups will also occur on this team. Students identified as ACCEL may be served through language areas, math, science and/or social studies.

A student may enter the Pre-Advanced Placement course sequence at the beginning of any semester/school year based upon his/her interest and identified potential. This is so for Language Arts, Mathematics, Science, and Social Studies.

Grades and Grading:

Philosophy: Given the premise that all students can learn, MISD administrators and teachers believe that grade reporting should focus on student growth and learning in a climate of high expectations. Instructional emphasis should be placed on the accomplishments of defined district goals. Grading and reporting should be both formative and summative in nature and should utilize both formal and informal processes. Schools are accountable for structuring learning experiences, teaching processes, planning and evaluations, and utilization of materials, resources, and time to result in optimum student learning.

Grades: LA, Math, Science, and Social Studies will be 70% student work and 30% tests/quizzes.

Number of Grades Each Six Weeks: Minimum of 12 total grades for double blocked classes and minimum of 8 grades for single block classes. MISD will be on six week grading periods. Grades may include daily work, labs, quizzes, tests, projects or unit tests.

Semester Exams: None given at the Intermediate level.

Semester Grades for Intermediate Schools: Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods. Credit is awarded at the end of the academic year. The three six week grading periods will equal 100 % of the student's grade (33.3 % for each six week grading period).

Test Retakes-Minimum Requirements: Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. Students will have to make arrangements with the teacher to retake or correct a major test/assessment and all retakes or corrections must be completed prior to the end of each six week grading period. Students are encouraged to attend tutorials.

Late Work: Teachers will communicate their late work policy in their syllabus. This syllabus must be submitted to the principal's office before the first day of school, and a copy must be provided to each student and a parent at the beginning of the school year

- 1 class day late – grade may be reduced up to 15 points
- 2 or more class days late- teacher discretion; must be stated in each teacher's syllabus.

Grading Policy: The teacher shall determine student progress in using a grading scale of 0-100.

- Explanation of Numerical Grades for Academic performance or achievement

90 – 100 Outstanding Progress

- 80 – 89 Good Progress
- 70 – 79 Satisfactory Progress
- 69 and below Failing
- I Incomplete (“I” is not an academic grade but indicates incomplete work)

Pre-AP Classes Weighted Grades: No weighted grades at Intermediate level.

Hall Passes: All students must have a hall pass from an administrator or teacher to be in the halls.

Harassment: [See Dating Violence, Discrimination, Harassment, and Retaliation page 8]

Health Procedures: All students must comply with Texas State Law regarding immunizations. Students must submit proof of a complete immunization record to the school nurse to be filed in the student’s permanent health record. Failure to comply with legal requirements may result in a suspension from school until immunizations are current. To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Symptoms that could warrant sending a student home include: a temperature of 100 degrees or greater, vomiting, diarrhea, head lice, suspicious rash, discoloration of eyes, and/or suspected communicable disease. In such situations, a parent must pick up the student.

No District employee will give a student prescription medication or nonprescription medication except:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

Antibiotics that are prescribed to be given 4x per day may be given at school.

It is important for the parent to fill out the emergency card information properly and return it to school. Parents must provide a phone number for emergency contacts in case parents cannot be contacted. Parents must sign an emergency card. In case of emergency, the parent/guardian signature gives MISD permission to transport the student to the hospital if needed when the parent/guardian cannot be reached. Please update this information as needed.

All fifth graders and students new to Texas school will be screened for vision and hearing. All sixth graders will be screened for scoliosis. A referral will be sent only in the event a further evaluation is needed.

On February 27, 2009, the adopted amendments to 25 TAC §§97.61; 97.63-97.72 Texas Administrative Code, concerning immunization requirements in Texas elementary & secondary schools and institutions of higher education, can be viewed in the latest issue of the Texas Register at the Secretary of State website at the following address: <http://www.sos.state.tx.us/texreg/index.shtml>

The adopted amendments to 25 TAC §§97.61; 97.63-97.72 Texas Administrative Code, concerning immunization requirements in Texas elementary & secondary schools and institutions of higher education, will be effective as of March 5, 2009.

The following is a highlight of adopted revisions to rules for school and child-care facility immunization requirements:

- Meningococcal Vaccine – beginning 2009-10 school year, 7th grade requirement
- Varicella Vaccine – beginning 2009-10 school year, 2 dose requirement for kindergarten and 7th grade entry
- Tdap Vaccine - beginning 2009-10 school year, a booster dose requirement for 7th grade
- MMR Vaccine – beginning 2009-10 school year, 2 dose requirement for kindergarten entry
- Hepatitis A Vaccine – beginning 2009-2010 school year, 2 dose requirement for kindergarten entry statewide

Bacterial Meningitis: State law requires the District to provide the following information:

- What is meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and 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? A student with meningitis could 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.
- 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 flu, and they are not spread by casual contact or by simply breathing 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 of 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 people 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 risk of 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 up to five years.
- What should you do if you think you or a friend might have bacterial meningitis? You should seek prompt medical attention.
- Where can you get more information? Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

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 the students currently receiving Special Education Services or Pregnancy Related Services (PRS). Contact a counselor or principal for more information.

Homeless Students: For information on services for homeless students, contact the Director of Campus Support at (817) 299-6360

Honor Roll: Each six weeks students who excel in their academic studies are recognized. Students on the "A" honor roll are those students who have earned grades of 90 and above in all subjects.

Interdisciplinary Teams: Each student will be assigned to an interdisciplinary team. The basic team organization consists of teachers in the areas of Language Arts, Mathematics, Social Studies, and Science. Physical Education/Health, Band, Choir, and Exploratory classes are taught by teachers outside the basic instructional team. The interdisciplinary team teachers share the same conference period, and arrangements can be made to meet with them at the same time. Each team functions as an interdependent group. Team assignments of some students, will, of necessity, be determined by their choice of electives such as band and choir. The flexibility afforded to the team permits large and small group instruction, individualized learning, tutoring, field trip determination, and independent study.

Items Not Allowed At School: Some common items are not allowed at school include headphones/IPODs/MP3 players, CD players, electronic games, watches with beepers, trading cards, stuffed animals, toys, and any other items administrators consider inappropriate for school. Such items will be confiscated. Items allowed by District Transportation, but not allowed at school, must remain unused and out of view while at school. Students are not permitted to possess or use laser pointers while on school property, while using District Transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct. Confiscated items will be released to a parent/guardian. The district will not be responsible for damaged, lost, or stolen items.

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

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

Notification of Law Violations: The District is also required by state law to notify:

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

Library/Media Center: Students are invited to come and use the materials provided through the library. Students are responsible for any book that is checked out in his/her name. If the book is lost or damaged, the student who checked out the book must pay a replacement fee.

Library Fines: 10 cents per school day overdue.

Student conduct in the library is governed by the student discipline management plan.

1. All students coming from classes to the library must have a pass from a classroom teacher.
2. While in the library, students should observe the following rules:
 - Follow the directions of the library staff.
 - No eating or drinking in the library.

- All students must be engaged in reading, writing, research, or some other exercise for which the library may be legitimately used (when in doubt, ask the librarian).

Lockers and Desks: Lockers and desks are made available for student's use. Each student is responsible for the care of his/her locker and desk and is liable for any damage. Lockers remain under the jurisdiction of the school even when assigned to an individual student. Students have full responsibility for the security of their lockers. It is the student's responsibility to ensure that lockers are locked and that the combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers. School officials may search lockers if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers. The District shall use trained dogs to alert school officials to the presence of illegal items, including drugs and alcohol. At any time, trained dogs may be used in vacant classrooms, vacant common areas, and the areas around student lockers. If a dog alerts to a locker, or an item in a classroom, it may be searched by school officials.

Lost and Found: A lost and found area will be designated. If a student finds any lost articles or loses anything, he/she should check lost and found first. Student's name should be marked on all articles to make sure the item is returned to the proper owner. The school is not responsible for lost articles. Periodically, unclaimed items are donated to charity.

Medicine at School: 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. Also, students are not permitted to have any medicine, including over-the-counter medications, in their possession at school. All medicine must be submitted to the nurse and the nurse will explain necessary procedures from that point. See the school nurse or principal for information.

Meetings of Noncurriculum-Related Groups: Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with requirements found in policy FNG. A list of these groups is available in the principal's office.

Money and Valuable Articles: Students should not bring large amounts of money to school. Students should limit items brought to school to those necessary for school activities. All valuable articles should be in possession of the owner at all times. Lockers should be secured at all times. The school cannot accept responsibility for stolen money or other items that are stolen or lost.

Organizational Notebooks: Students will keep all materials and supplies in one organizational notebook throughout the year. Each team will require dividers be used in order to keep homework, graded papers, assignment sheets, and notes organized. Each student will be required to keep an assignment notebook. This notebook is to be signed by parents on a weekly basis. This notebook will be checked in class.

Parent Involvement: A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parent involvement in this partnership may include:

1. Encouraging a high priority on education and working with your students on a daily basis to make the most of educational opportunities the school provides.
2. Becoming familiar with school activities and with academic programs, including special programs, offered by MISD.
3. Attending scheduled conferences and requesting additional conferences as needed.

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

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

You will be able to inspect the survey or other instrument and any teaching materials used in connection with such a survey, analysis, or evaluation.

Parent Rights: Parents have the right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests which have been administered to their child.
- To inspect and deny permission for participation in a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from MISD to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. The student may choose to reflect, pray, meditate, or engage in any other silent activity as long as the silent activity does not interfere with or distract others.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

- If you are a parent of a student with learning difficulties or who may need special education services, you may request an evaluation for special education at any time.
- 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.
- 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.

Pest Control/Asbestos Information: The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who wish to be contacted prior to pesticide application inside their child's school assignment area may contact the administration. The District's Asbestos Management Plan may be reviewed at the Mansfield ISD administration building. Building occupants and their legal guardians must be notified annually about "inspections, response actions, and post-response action activities." See policies CKA (Legal) and DI (Legal)

Physical Activity: In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in elementary school engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in intermediate or middle school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

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

Promotion, Retention, and Placement: 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. In order to be promoted to the next grade level, a student must attain an overall average of 70 in three out of the four academic areas. Retention may be required if a student does not meet these requirements. A campus promotion - retention committee composed of the principal, counselor, and teachers shall determine, on the basis of a student's individual strengths and weaknesses, the remedial and compensatory strategies to be used for students who fail to be promoted, but are not retained, or who are otherwise "at-risk" for academic reasons. Remedial and compensatory strategies used as alternatives to social promotion include:

- Required tutorials,
- Summer school (see your grade level administrator for information),
- Peer tutoring,
- Cross grade level instruction,
- Enrichment classes,
- Variable schedules.

*See also "State Assessment"

Proof of Residency: Each student will provide a current year (July or August) electric, gas, or water bill prior to the first day of class. Any student who fails to turn in a proof of residency prior to the 30th day of school will be withdrawn until the proof of residency can be established by the parent/guardian.

Psychotropic Drugs: Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. In addition, 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. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

Pupil Information: If a student's last name, street address, or telephone number changes at any time during the school year, please notify the office immediately. This is very important in keeping our records up-to-date and also being able to contact a parent/guardian in case of an emergency. Proof of residency must be on record for each child.

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: 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 may be requested to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines that have been approved by the superintendent 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. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

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

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

Restrooms: The restrooms are to be used for the purpose for which they were designed and constructed. Loitering is not permitted. Students found disregarding this regulation will receive appropriate disciplinary action. Destruction and/or vandalism of restroom areas will also be subject to disciplinary action and law enforcement officials may be notified.

Retaliation: [See Dating Violence, Discrimination, Harassment, and Retaliation page 8]

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

- Avoid conduct that is likely to put another student or students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rule for behavior and safety set by the teachers, administrators, or bus drivers.
- Remain alert to, and promptly report, safety hazards such as intruders on campus.
- 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.

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.

Schedule Changes: A genuine effort is made to schedule students for the courses requested. Teachers are hired and assignments made on the basis of student need and requests. Therefore, schedule changes will be made only under extenuating circumstances.

School Day: The official school day for the Intermediate Schools is 8:15AM to 3:30PM. After 7:30, students may purchase breakfast in the cafeteria and/or wait in the designated area for the 7:50 or 7:55 bell. Students are not to enter the main building until 7:30 unless they have a pass. Student supervision is provided between 7:30 and 3:30. Students arriving at school after 8:15 should report to the office before going to class.

School Facilities: Use by student before and after school-Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct before and after school: Teachers and administrators have full authority over student conduct at before- or after-school 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 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. 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.

Library: The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during times designated by the school librarian.

Meetings of Non-Curriculum 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).

School Health Advisory Council: Mansfield ISD has a School Health Advisory Council in compliance with State law. The purpose of the School Health Advisory Council is to advise the School Board on various subjects as they relate to the health of the students, parents, teachers, employees and community members of MISD. This committee meets four times a year: twice in the fall, and twice in the spring.

The Mansfield School Board shall appoint members to the local School Health Advisory Council. A majority of the members must be parents of students enrolled in the district and who are not employed by the district. The Mansfield ISD School Board may also appoint one or more persons from each of the following groups or a representative from a group other than a group specified under this subsection: public school teachers, public school administrators, district students, health care professionals, the business community, law enforcement, senior citizens, the clergy, and nonprofit health organizations.

School Safety Transfers [FDD (LOCAL)]

As a parent, you have a right:

- To request a transfer of your child to another classroom or campus if your child has been verified 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 Student Services for information. [See policy FDB.]
[See Bullying on page 3, 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.
- 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 that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.
- If your children are multiple birth siblings (e.g. twins, triplets, etc) assigned to the same grade level and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

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.

Special Programs: The District provides special programs for gifted and talented 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 by the District or by any other organizations. A student or parent with further questions about these programs should contact the Associate Superintendent of Curriculum and Instruction.

State Assessment: At certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time. In addition to routine testing and other measures of achievement, students at certain grade levels will take assessment tests (such as TAKS) in the following subjects.

- Mathematics, annually in grades 3-7 without the aid of technology and in grades 8-11 with the aid of technology on any assessment that includes algebra
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5, 8, and 10
- Any other subject and grade required by federal law.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish. Parents of students in grades 1–8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. Students in grades 5 and 8 will also have two additional opportunities to take the test in the areas of reading and math. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. To receive a high school diploma, students must successfully pass exit-level tests.

Steroids: Parents and students should be aware that 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. Under state law, 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. Student 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 website at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

Student Assistance Programs: Student assistance is a referral program that provides teachers the opportunity to identify behaviors of concern exhibited by students in the classroom.

Student Clubs/Organizations: Students are encouraged to participate in clubs and organizations on campus. A variety of such activities meet throughout the school year.

Student Messages: We will be unable to deliver messages to students except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we will not stop instruction for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, meeting places, etc. should be made before students arrive at school.

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
- 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. More information can be found regarding Report Cards/Progress Reports on page 19 and Student or Parent Complaints on page 6.

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.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Students with Learning Difficulties: If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Director of Student Services.

Student Work: As a parent, if you choose that your child's artwork, special projects, photographs and the like not be displayed to the community on the District's or School's website, in printed material, by video, or any other method of communication, you must notify the principal in writing.

Tardies: Students are expected to be at school, in class, and seated on time. A parent should come into the office to sign in a student tardy for any reason. A tardy will result in action being taken in accordance with school policies. Excused tardies – Students who arrive after 8:15 due to scheduled appointments i.e., doctor, dental, medical, court, CPS, must provide the school with a note from that appointment. A handwritten note will not qualify as an excuse. Unexcused tardies – Students who are not in their classrooms by 8:15 due to, but not limited to, car trouble, oversleeping, in the restroom or cafeteria, as well as appointments without documentation, will be marked as “unexcused tardy.”

Telecommunication Devices: The District prohibits the use of all telecommunication devices, including cellular phones and pagers/beepers, at all schools during the school day, from the morning entry to afternoon dismissal and exit of the building. The use of cell phones in locker rooms or restroom areas at any time while at school is prohibited. 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 district will not be responsible for damaged, lost, or stolen devices. Campus principals have the discretion to require that these devices be kept in student lockers.

Penalties: Students who violate this policy shall be subject to disciplinary measures, and district employees shall confiscate the device.

Disposal: Parents shall be notified within two school days after the telecommunication device is confiscated. Confiscated communication devices shall be held by the district for a period of 30 days after notification has been made. Parents may obtain the release of the telecommunication device for a fee of \$15.00, as determined by the School Board. The District may dispose of the telecommunication device after 30 days.

Telephones: School telephones are to be used for school purposes during the day at designated locations.

Textbooks: Textbooks are issued free. Students are responsible for textbooks. If a textbook is stolen or misplaced, the student must pay for the book before another is issued. The student will be provided textbooks for use at school during the school day until payment has been made for the missing/lost book. After payment for the book has been made to the office, the student will receive another textbook from their teacher. If the lost book is located, the office will refund the money. Textbooks must be covered at all times. Teachers may have a classroom set of textbooks and may not issue textbooks individually to students.

Transportation: 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 personally requests that the student be permitted to ride with the parent, or if the parent presents (before the scheduled trip) a written request that the student be permitted to ride with an adult designated by the parent.

Tutorial Services: Tutorial services are provided for students in need of extra help. A student whose grade in a core subject for a reporting period is lower than 70 may be recommended to attend tutorials.

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

Videotaping of Students: For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Violations of Law: Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property.

Disruptions: In order to protect student safety and sustain an educational program free from disruption, state law permit's the District to take action against any person - student or non-student - who:

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

Visitors: Parents/guardians are always welcome at our school. We request that an appointment be made to see a teacher or administrator or to visit a classroom. Unscheduled visits to classrooms can be a disruption and distraction to the educational process. All visitors must report to the main office first to sign in with a government issued ID through the Raptor System and receive a visitor's pass. This includes any visits to the lunchroom or playground. The school's policy is to accept only those visitors who have legitimate business at the school. Visitor passes will not be issued during exams, TAKS testing, and at times the administrator deems it inappropriate to issue a pass. Visitors will not confront or question a student unless they have legal standing to do so. An administrator may refuse to issue a pass anytime he/she feels it is in the best interest of the students.

Website: Information pertaining to the MISD can be obtained through the MISD Website at www.mansfieldisd.org. To obtain information pertaining to a specific campus, log on to the district home page, and then click on "Schools", then "Intermediate Schools".

Withdrawal Policy: Withdrawal requires a parent/guardian to sign the notice of withdrawal at least one day before withdrawal is to occur. Parents/guardians who notify the office and sign the form in the morning their son/daughter will be withdrawing from school may not have withdrawal papers before the end of that school day. The librarian will check library books. Charges for lost or damaged textbooks must be paid before records are clear.

Mansfield ISD Student Technology Acceptable Use Policy

The Mansfield ISD's electronic communication network includes computer programs, printers, storage devices, electronic mail, and the Internet. Students must use appropriate behavior and abide by all Mansfield ISD 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.

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 Chief Technology Officer 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. 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 Chief Technology Officer.

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 Chief Technology Officer 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.
 4. **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.
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Mansfield Independent School District Student Code of Conduct

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Mansfield Independent School District. The behaviors are listed in Levels I, II, and III. When a student is found to have engaged in misconduct which may be classified into any of the three levels, that student will be subject to disciplinary action by the classroom teacher, assistant principal and/or principal.

The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school-sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the actions affect the missions or operations of the MISD.

All students, parents and school personnel should understand that, in addition to taking disciplinary action at the school level, administrators will report all illegal acts to the appropriate authorities. Individual campuses and classrooms may impose rules and consequences in addition to those found in the District Code of Conduct. These rules are in the Campus Handbook. Copies of the Mansfield Independent School District School Board Policy Manual and the Student Code of Conduct Manual are available at each campus and on the District website for reference.

The Code of Conduct utilizes a philosophy known as “progressive discipline”:

What is “progressive discipline”?

Progressive discipline means there are different levels of student misbehavior with corresponding levels of appropriate disciplinary consequences. A student who repeatedly does not respond to the appropriate consequence for misbehavior “progresses” to the next level of discipline.

Why can two students receive different consequences for the same act of misbehavior?

In a system of progressive discipline, two students who have committed the same offense may receive different disciplinary consequences. The reason for this is that one student may be a first-time offender, having no previous record of misbehavior, while the other student may have a previous history of misbehavior. Under the progressive discipline plan, repeated or multiple violations of the Code of Conduct at a lower level (Level I, for example) may automatically progress to a consequence from a higher level (Level II, for example).

CAMPUS DISCIPLINE MANAGEMENT OFFENSES-LEVEL I
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- Dress code violations
- Technology Acceptable Use violations
- Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- Tobacco use and possession
- Possession or use of matches, lighters, etc.
- Unexcused absences/truancy
- Possession of prohibited devices including fireworks, ammunition, mace or pepper spray
- Use of a telecommunications device during the instructional school day
- Possession of a razor or box cutter, chain, or other object used in a way that threatens or inflicts bodily injury to another person
- Possession of a knife with a blade less than 5 ½ inches
- Cheating or copying the work of another student
- Falsifying records, passes, or other school-related documents.
- Throwing objects, outside supervised school activities, that can cause bodily injury or property damage
- Leaving school grounds or school-sponsored events without permission
- Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations

- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, school employees or students
- Committing robbery or theft
- Damaging or vandalizing property owned by the District, District employees, students or others
- Disobeying bus conduct rules
- Bullying in any form, including making hit lists
- Fighting, committing physical abuse, or threatening physical abuse
- Name-calling, ethnic or racial slurs, or derogatory statements
- Committing extortion, coercion, blackmail or forcing an individual to act through the use of force or threat of force
- Engaging in inappropriate verbal, physical or sexual conduct; engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Possessing material that is obscene
- Violating safety rules
- Discharging a fire extinguisher
- Possessing a pellet gun, air powered rifle, toy gun or any other instrument that may be perceived by a third party as a firearm
- Calling 911 when no emergency exists
- Possessing martial arts objects
- Gambling of any kind
- Violating extracurricular standards of behavior
- Engaging in any other conduct that disrupts the school environment or educational process

DISCIPLINARY CONSEQUENCES FOR LEVEL I OFFENSES

When administering discipline, students will be treated fairly and equitably. Discipline management techniques will be based on careful assessment of the circumstances of each case, reviewing factors such as:

1. **The seriousness of the offense**
2. **The student's age**
3. **The frequency of the misconduct**
4. **The student's attitude**
5. **The potential effect of the misconduct on the school environment**

The following discipline management techniques may be used, alone or in combination, for misbehavior that violates the Student Code of Conduct or campus or classroom rules:

- Oral correction
- Cooling-off time
- Seating changes within the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the education process
- Demerits
- Behavioral contracts
- Sending the student to office or other assigned area
- Assigned school duties other than class tasks
- Withdrawal of privileges
- Consequences identified in individual student organization rules
- Withdrawal or restriction of bus privileges
- School-assessed and school-administered probation
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District
- In-school suspension
- Detention
- Saturday detention

- Suspension from school, not to exceed three school days at one time
- Formal removal from class by the teacher
- Removal to a discipline alternative education program (DAEP)

ALTERNATIVE EDUCATION PLACEMENT OFFENSES (DAEP)- LEVEL II

A student must be placed in a DAEP if the student engages in conduct relating to a false alarm, bomb or fire threat, pulling a fire alarm, or terroristic threat involving a public school.

A student must be placed in a DAEP for any of the following offenses, if the student commits these offenses on school property or within 500 feet of school property or while attending a school-sponsored or school-related activity on or off school property:

- Conduct that contains elements of assault or a terroristic threat
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of:
 - Marijuana or controlled substance in an amount not constituting a felony
 - Dangerous drug in an amount not constituting a felony
- Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if punishment is less than a felony
- Possession of drug paraphernalia
- Conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals
- Conduct that contains the elements of the offense of public lewdness or indecent exposure
- Sexual harassment
- Conduct punishable as a felony
- Retaliating against a school employee, when not combined with another offense
- Engages in expellable conduct, if the student is between six and nine years of age
- Commits a federal firearms violation and is younger than six years of age.

A student may be placed in a DAEP for any of the following offenses:

- Hazing
- Use of any item as a weapon
- Involvement or soliciting another person to participate in a public school fraternity, sorority, secret society, or gang
- Involvement in criminal street gang activity
- Engaging in criminal mischief
- Persistent misbehavior (2 or more violations of the SCOC in general or repeated occurrences of the same violation)
- The District may immediately remove a student to a DAEP for behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with the class
- Engaging in any serious conduct that disrupts the school environment or educational process

EXPULSION OFFENSES (JJAEP)-LEVEL III

Level III offenses include engaging in any behavior listed below on school property or while attending a school-sponsored or school-related activity on or off school property:

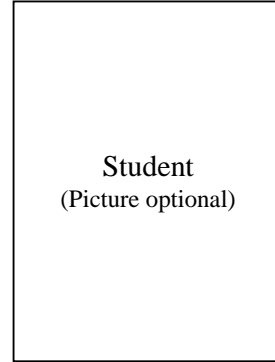
- Use, exhibition or possession of weapons:
 - Firearms;
 - Illegal knife;
 - Club;
 - Any prohibited weapon as listed by the Texas Penal Code
- Conduct containing the elements of:
 - Aggravated assault, sexual assault or aggravated sexual assault;
 - Arson;
 - Murder, capital murder or criminal attempt to commit murder/capital murder;

- Indecency with a child;
- Aggravated kidnapping;
- Conduct related to an alcohol or drug offense that is a felony
- Retaliation against a school employee in connection with any offense listed above
- Committing continuous sexual abuse of a young child or children
- Engaging in conduct that contains the elements of assault under section 22.01(a)(1) which results in bodily injury of an employee or a volunteer on school property
- Engaging in conduct that contains the elements of assault or retaliation against a school employee or volunteer, regardless of where or when the conduct occurs
- The District may expel for repeated, non-felony alcohol, drug or inhalant-related offenses
- The District may expel for criminal mischief, if punishable as a felony
- The District may expel for continued serious or persistent misbehavior while the student is placed in a DAEP
- The District may expel if necessary to protect persons or property, or for intentionally or knowingly damaging personal property of another person valued at more than \$1500.00, regardless of where the conduct occurred
- The District may expel for engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school

Additionally, the Education Code provides unique procedures and specific consequences for two categories of Level III serious offenses (Registered Sex Offenders; Certain Felonies) whereby the District may expel a student and order placement in DAEP or JJAEP regardless of:

- *The date on which the student's conduct occurred,*
- *The location at which the conduct occurred,*
- *Whether the conduct occurred while the student was enrolled in the District, or*
- *Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.*

Mansfield ISD Transportation
"Eligible Rider's Contract"



Student Information:

Student's name (please print)

School

Grade

School Bus #:

Home address

City

_____, TX

Zip Code

Medical Information – Optional

Symptoms / Treatment of specified conditions – Optional

Parent / Guardian Information:

Father / Guardian

Mother / Guardian

Email

Email

Hm _____/Cell _____

Hm _____/Cell _____

Wk _____/Cell _____

Wk _____/Cell _____

Preferred Method / Time of Contact - Non Emergencies

Preferred Method / Time of Contact - Non Emergencies

Emergency Contact Information:

Name / Relationship

Name / Relationship

Hm _____/Cell _____

Hm _____/Cell _____

I/we have read and discussed the School Bus Rider's Safety / Instruction Handbook, and we agree to abide by the expectations to promote a safe environment and efficient transportation service. I/we understand all of the information provided above will be kept confidential by the Transportation Department, and will be used to contact the parent / guardian for student management purposes and non-emergencies.

Student Name _____

Notice Regarding Directory Information and Parent Response

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.

Mansfield ISD has designated the following information as directory information:

- Students Name
- Photograph
- Honors, and awards received
- Grade Level
- Most recent school previously attended

Parent: Please circle one of the choices below:

I, **(do give)** **(do not give)** the district permission to use the information in the above list for school-sponsored purposes (school pictures, yearbook, newspaper, etc.)

I, **(do give)** **(do not give)** the district permission to release the information in this list in response to request unrelated to school-sponsored purposes.

Parent signature _____ Date _____