

**Cross Timbers Intermediate
2008-2009 Student Handbook
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Welcome to school year 2008-2009. 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) 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 discipline will be applied in cases of rule violations.

The Mansfield ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The District's Title IX Coordinator is the Assistant Superintendent of Personnel. The Director of Campus Support is the Section 504 Coordinator for the District.

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.

Attendance Policy: Attendance is taken at 10:15. Regular school attendance is essential for students to succeed in the classroom. 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.

All students must be in class by 10:15 to be counted present for the day. If a student leaves school before 10:15 due to illness, that student is counted as an "excused" absence. If a student leaves school before 10:15 due to an appointment and returns after 10:15 with a note from the appointment, the student will not be counted absent. Any student who arrives to school after 10:15 for any reason other than medical/dental is marked absent.

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.

It is the law in Texas: A student between the ages of 6 and 18 must attend school and district required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to

disciplinary action. Truancy may also result in assessment of penalty by court of law against the student and his or her parents. **To receive credit in a class, a student must attend at least 90% of the class as offered for the school year. 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.**

After a student has been absent from school 7 days, an information letter will be sent home to the parent/guardian informing them of the student's absences. No action is taken at this time. After a student has been absent from school 10 days, a letter will be sent home asking the parent/guardian to meet with an Attendance Committee. The Attendance Committee, made up of an administrator and a teacher from the student's team, will review absences will make recommendations concerning the student's retention status.

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.

Unexcused absences from school on ten or more parts of days within a six-month period or three or more days or parts of days within a four-week period may result on a referral to the MISD truancy officer (Board Policy).

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 excused 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), 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.

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 8:00 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 8:00 due to car trouble, oversleeping, in the restroom or cafeteria, as well as appointments without documentation, will be marked as “unexcused tardy.”

Truancy: Students absent from school without the permission of a parent or guardian are considered truant. Students absent from class without permission shall be considered truant and shall be subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his/her parent/guardian.

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.

Bus Conduct: 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. Students will be given a copy of the Bus Rider Handbook.

Any student wishing to ride another bus home must bring a permission slip signed by the parent with a phone number where the parent can be contacted to the office during the school day. Do not wait until after school. The principal or assistant principal must sign the permission slip before a student is allowed to ride another bus.

Bus Dismissal: Students will wait in their last class until their bus number is called. At that time, students are expected to go to their locker to get their things and then walk quickly to the bus. Students who miss their bus due to tardiness to the bus will need to call home and get alternative transportation. Busses will not come back to the school.

Bus Safety: 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.

Safety Infractions:

- Student riders must stay seated.
- Students may not get up from their seat until the bus has come to a complete stop and the brake has been set.
- Moving from seat to seat is not allowed.

Student riders must act in a safe manner.

- To prevent choking, no eating or drinking is allowed on the bus.
- 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 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 object.
- Do not ignite any flame while on the bus.

Prohibited items include:

- 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.
- Sporting or recreation equipment (roller blades, balls, bats, skateboards, etc.) unless completely enclosed inside the student's backpack.
- 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.

Note: any item confiscated by bus drivers may be picked up by parents at the MISD Transportation Department.

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 any students except their own. Students need to limit the number of friends that sit with them while a parent is there to two. 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 bank returns a check written to any Mansfield ISD campus, club, or organization unpaid, Mansfield ISD or its agent will redeposit the check electronically. Additionally, it is understood and agreed that MISD may electronically collect a returned check fee of \$25.00 plus applicable sales tax. The use of a check for payment is ACKNOWLEDGEMENT and ACCEPTANCE of this policy.

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). 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 superintendent. If still unresolved, MISD provides for the complaint to be presented to the Board of Trustees.

Conduct in School: It is the purpose of MISD to establish and maintain a safe and orderly environment. MISD has developed and adopted a 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 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location. This includes 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, unless required by state or federal law for special education purposes.

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 tests 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 received prior instruction in a course or subject – but did not receive credit for it – may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to make up coursework missed prior to the beginning of the next school year.

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.

Disruptions: As identified by law, disruptions include the following:

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

Discipline Hierarchy: These are the procedures each teacher follows to maintain student discipline:

For first minor offense, students will receive clear verbal warnings. After student has been warned, he will receive classroom signings for each interruption. Classroom signings start over each six weeks.

- **1st signing** - Conference with student and note “signing” in the student’s AVID notebook. Give student a clear warning that a second signing will result in a phone call home.
- **2nd signing** – Conference with student and note “signing” in student’s AVID notebook and phone call home to parent. Give student a clear warning that a third signing will result in a **Team Review** (conference with teachers, student and parent)
- **3rd signing** – Conference with student and note “signing” in student’s AVID notebook, phone call home to parent and **Team Review**. Give student a clear warning that any future signings will result in a teacher assigned **After-School Detention**.
- **4th signing** – Teacher will assign **After-School Detention** (usually 1 hour) Clear warning to student that next signing will result in an **Office Discipline Referral**.

Distribution of Material: (Non-school materials) 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 may not be posted, sold, circulated, or distributed on any school campus by a student or non-student without the prior approval of the principal.

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.
 - Oversized or 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.
 - Frayed pants or clothing with holes are not to be worn.
 - Shirts must be tucked in if they fall below the inseam of the student’s pants. (Shirts are considered below the inseam if the bottom hem of the shirt falls below the student’s wrist 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 maybe worn during the school day but may not be bulky or extend below the break in the wrist.
 - 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 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.

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.
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 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 the following radio and TV stations; KLIF 570 (AM), WBAP 820 (AM), KRLD 1080 (AM), KTCK 1310 (AM), KERA 90.1 (FM), KKZN 93.3 (FM), KPLX 99.5 (FM), Channel 4, Channel 5, Channel 8, Channel 11.

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.

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.

Freedom from Discrimination: The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited 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; 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.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other MISD employee.

To the extent possible, the MISD will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The MISD will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the MISD, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by MISD policy.

If the MISD investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The MISD may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy. Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a MISD investigation may be subject to appropriate discipline.

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

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.

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. 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 is 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:

MISD Intermediate School Grading Practices

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:

LANGUAGE ARTS

Tests will count 30% of the student's grade.

70% of the student's grade will come from other sources of student work.

SCIENCE

30 % Quizzes/Assessment Checks

30% Tests/Projects

40% Daily Work/Homework/Labs

MATH

40% Tests/Quizzes/Projects

60% Daily Work/Homework

SOCIAL STUDIES

Tests/Assessments- 30%

All other student work- 70%

ELECTIVES

- 40% Tests/Major Assignments category weighted
- The remaining 60% of the student's grade is to come from other sources of the student's work. The teacher will have the flexibility to keep this as one category at 60% or divide it into smaller categories that total the final 60% of the student's grade. For example, a teacher could have one daily work category could be weighted 30% and another quiz category for 30%.

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Number of Grades Each Six Weeks:

- Minimum of 12 total grades for double blocked classes
- 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.

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Semester Exam:

- None

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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)

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Test Retakes-Minimum Requirements:

- Teacher's will have the choice to allow students to retake or correct a test
- Teachers will communicate in their syllabus if they permit make-up tests. If the teacher decides not to allow students to retake the test, then it needs to be clearly stated in their syllabus and followed with no exceptions.
- For equity reasons, teachers must adhere to their choice for the entire year and no exceptions can be made to the policy as it is outlined in the teacher's syllabus.
- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include final semester examinations.
 - Students will have to make arrangements with the teacher to retake or correct a major test/assessment.
 - 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 (if they will accept late work beyond the first class day and any further reduction of points) 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.
- Teachers will have the choice to allow students to turn in late work.
- Teachers will communicate in their syllabus if they permit students to turn in student late work. If the teacher decides not to allow students to turn in late work, then it needs to be clearly stated in their syllabus and followed with no exceptions.
- Teachers who accept late work
 - 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.
- For equity reasons, teachers must adhere to their policy for the entire year and no exceptions can be made to the policy as it is outlined in the 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
- The "I" is not an academic grade but indicates incomplete work.

Pre-AP Classes Weighted Grades:

- No weighted grades

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

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

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.

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 consecutive 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.

Homework: Parents and students can expect homework in all subjects on a regular basis. Homework is important to a student's success in that it provides the practice needed to master objectives. Students who are missing two or more homework or class assignments a week will be asked to stay after-school so as to complete the missing work.

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.

Law Enforcement Agencies:

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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

- To comply with an order 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: The library is open each day from 7:50 - 3:30. 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. Students are assigned their own individual locker and sharing lockers is not recommended. Each student is responsible for the care of his/her locker and desk and is liable for any damage. Students may go to their locker after the 7:55 bell, between classes, and after school. Lockers and desks remain under the jurisdiction of the school even when assigned to an individual student. The student is responsible for making certain that the locker is locked and that the combination is not available to others. The school reserves the right to inspect all lockers and desks and random searches of lockers and desks may be conducted. Searches of lockers and desks may also be conducted any time there is reasonable suspicion to do so, whether or not the student is present. Parents will be notified if any prohibited items are found in the student's locker or desk.

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 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 their AVID organizational notebook throughout the year. This notebook is included in the School Supply Packet. Parent-purchased notebooks should be sturdy and at least 2" loose-leaf ring binders. 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 a school-provided assignment agenda. This agenda is to be signed by parents on a weekly basis. This agenda 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.
4. Exercising the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
5. Reviewing student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered.
6. Granting or denying any written request from the MISD to make a videotape or voice recording of your child. State law, however, permit's 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.
7. Removing a student temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, students must satisfy grade-level requirements as determined by the school and the Texas Education Agency.

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

- Political Affiliations.
 - Mental and psychological problems potentially embarrassing to the student or family.
 - Sexual behavior and attitudes.
 - Illegal, antisocial, self-incriminating, and demeaning behavior.
 - Criticism of 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 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 that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
- 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.
- To request a transfer of your child to another classroom or campus if your child has been verified by the Director of Student Services 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.

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)

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: Students who fail to meet achievement standards for promotion may be required to repeat the grade level, within limitations established by State Board rule. 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. 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. 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.

Please be aware that the Student Success Initiative (SSI) effective for third, fifth, and eighth graders will condition promotion on the student's satisfactory performance on the TAKS examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

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: A student will not be released from school at times other than the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a note from his/her parent that morning. Students will only be released to authorized individuals. These individuals must show proper identification before the child is released.

Report Cards: Report cards indicating grade average, attendance, and conduct will be given out after each six weeks grading period. Each report card should be signed by the parent and returned to 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.

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.

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 8:00AM to 3:15PM. After 7:30, students may purchase breakfast in the cafeteria and/or wait in the designated area for the 7:50 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 8:00 should report to the office before going to class.

School Health Advisory Council: Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. Parents are offered the opportunity to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education issues.

Searches: In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, MISD 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 3, 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 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: A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. In order for a stepparent to be given any information other than directory information on a student, they must have a court order allowing them access, or a notarized statement from the custodial parent allowing them access.

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 Academic Intervention Coordinator.

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.

Telecommunication Devices: The District prohibits the use of all telecommunication devices, including cellular phones and pagers/beepers, at all schools during the instructional school day, from the morning entry to afternoon dismissal. 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.

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 telecommunications device is confiscated. Confiscated communications 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 telecommunications device for a fee of \$15.00, as determined by the School Board. After the 30-day period has expired, the District shall dispose of the telecommunication device.

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 not issue individually to students.

Transfer Option: States are required to ensure that school choice is offered as an option to parents in the event their child is attending a school that is "persistently dangerous" or has been the victim of a violent crime while on school grounds. Parents of children who have been the victims of a violent crime at school or who attend "persistently dangerous schools"—as determined by the state—will be offered by the District to attend a school outside the student's attendance zone.

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 any time 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.

Technology: Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of 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. The individual is also subject to MISD Acceptable Use Policy. Faculty members will be notified of the student's loss of privileges.

The following offenses are subject to disciplinary consequences. If applicable, the student 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.

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

The following offenses are subject to disciplinary consequences (minimum of fifteen days placement in our district BIC program). If applicable, the student 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.

- Vandalizing any part of the computer hardware, software, or the network. This includes theft of any hardware or software.
- Displaying or sending offensive messages or pictures on the network or while using a 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 campus principal.

The following offenses are subject to disciplinary consequences (minimum of thirty days placement in our District BIC program). If applicable, the student 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.

- Interfering with the integrity of a network system.
 - Interfering with the integrity of any email system.
 - Illegal activities that violate State Laws, Federal Laws, or District Policies.
Intentionally spreading embedded messages or files.
 - Violating copyright laws. This includes making illegal copies of school owned software.
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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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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).

- 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 (fighting is defined as mutual and physical pushing or striking by opposing students)
- 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

<p>DISCIPLINARY CONSEQUENCES FOR LEVEL I OFFENSES</p>
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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 300 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:
 - a. Marijuana or controlled substance in an amount not constituting a felony
 - b. 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:
 - a. Firearms;
 - b. Illegal knife;
 - c. Club;
 - d. Any prohibited weapon as listed by the Texas Penal Code
- Conduct containing the elements of:
 - a. Aggravated assault, sexual assault or aggravated sexual assault;
 - b. Arson;
 - c. Murder, capital murder or criminal attempt to commit murder/capital murder;
 - d. Indecency with a child;
 - e. Aggravated kidnapping;
 - f. 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.

Cross Timbers Discipline Hierarchy

Procedures each teacher follows to maintain student discipline:

For 1st minor offenses, students will receive clear verbal warnings.

Signings start over at the beginning of each Six Weeks.

1st Signing

Conference w/student and note "signing" in student's AVID notebook.

Also, give student a clear warning that a 2nd signing will result in a phone call home.

2nd Signing

Conference w/student, note "signing" in student's AVID notebook, and phone call to parent.

Also, give student a clear warning that a 3rd signing will result in a Team Review for next signing (conference w/team teachers, student, and parent).

3rd Signing

Conference w/student, note "signing" in student's AVID notebook, phone call to parent, and TEAM REVIEW.

Also, give student a clear warning that future signings from any team teacher will result in a teacher-assigned After School Detention (ASD).

4th Signing

Conference w/student, note “signing” in planner for parent signature, phone call to parent, and teacher-assigned 1 Hour ASD.

Also, give student a clear warning that future signings will result in a Discipline Referral to office.

- ❖ Signings are for minor offenses which may include the following: dress code violation, chewing gum, excessive talking, not following teacher directives, etc....
- ❖ After a Team Review, each additional signing results in a teacher assigned ASD—from any teacher on the team even if that specific teacher hasn’t given prior signings to the student.
- ❖ Students will receive only one TEAM REVIEW per year. So, a 3rd signing in future 6 weeks will result in ASD—no more TEAM REVIEWS—a 4th signing results in a discipline referral.
- ❖ Teachers will only assign one ASD to a student per six weeks for this. Any teacher on the team may write a discipline referral for each additional minor incident for the remainder of the six weeks.
- ❖ For student Code of Conduct violations, student will receive an immediate referral to office. Some examples of Code of Conduct violations are listed in back of the MISD Student Handbook.

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
- Address
- Telephone
- E-Mail Address
- Photograph
- Date and place of birth
- Major Field of Study
- Degrees, honors, and awards received
- Dates of attendance
- Grade Level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

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 _____