

Mansfield Independent School District

Soaring to Excellence

**Parent and Student
Elementary School
Handbook**

2011-2012

Updated May **2011**

Dear Parents:

This handbook is an important source of information for each one of you. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind that more detailed policies and procedures are available on each campus. If you have any questions, please see your child's classroom teacher and the building principal.

We sincerely hope you all have an enjoyable and successful year. Please let us know how we can help you.

Yours in the interest of children,

David Hodges

**Director of Campus Support
Mansfield ISD Administration Building
609 East Broad Street
Mansfield, TX 76063
(817) 299-6360**

WELCOME TO YOUR SCHOOL

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<p>Annette Perry Elementary Sondra Thomas, Principal 1261 S. Main Street Mansfield, TX 76063 (817) 299-3600</p>	<p>Nancy Neal Elementary Elna Davis, Principal 280 Nelson-Wyatt Rd Mansfield, TX 76063 (817) 299-1270</p>

MANSFIELD ISD VISION STATEMENT

Our vision is to provide superior educational opportunities for each student within our diverse community by encouraging mutual respect and enthusiasm for learning in a safe and friendly environment.

HELPFUL REFERENCES:

Mansfield Independent School District

www.mansfieldisd.org

Texas Education Agency

www.tea.state.tx.us

Parent Rights & Responsibilities
Texas Education Code, Chapter 26

The Mansfield Independent School District does not discriminate on the basis of race, religion, national origin, gender or disability in providing educational 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 following District staff member has been designated to coordinate compliance with these requirements:

David Hodges, Director of Campus Support
Mansfield ISD
609 E. Broad St.
Mansfield, TX 76063
(817) 299-6360

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I. ACADEMICS

A. EVALUATION OF STUDENT PROGRESS

The school year is divided into five grading periods for PK-1st grade students and six grading periods for 2nd, 3rd and 4th grade students. Report cards are given out on Thursday following the end of the grading period. They must be signed by the parent or guardian and returned to school the following day. The signature does not indicate approval; it merely means that the parent has seen the card.

A student must be present one day more than half of a reporting period to receive a report card. An exception to this rule exists if, after an extended illness, the student has made up all his/her work before the end of the six weeks.

Progress reports will be sent whenever a parent should be made aware of a potential problem. Usually this report comes three or four weeks into a reporting period. Progress reports should be signed by the parent and returned to the student's teacher.

Conferences are encouraged whenever the parent, principal, or classroom teacher feels that the child would benefit. Parents are asked to call the school to set up a conference. Any time the student makes a failing grade on the report card, the teacher will arrange a conference time, giving the parent the choice of alternate times. **Parents are requested to call the school or send a note to verify their intent to attend the conference.**

B. OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

If a child is experiencing academic and/or behavior difficulties, the parent may contact the person listed below to learn the district's overall general education support system that exists prior to a section 504 referral, special education referral, or other district placement. Students having difficulty in the regular education classroom should be considered for individualized interventions that may include: tutorials, small group accelerated instruction, or other support services that are unavailable to all students including tiered interventions based on Response to Intervention (RTI). Mansfield ISD holds that failure is not an option and therefore RTI strategies will be determined for struggling students through campus level Student Support Team (SST) meetings. It is also the responsibility of Mansfield ISD to try every available option before submitting a formal referral for section 504, special education, or other district placement.

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 all available intervention options have been exhausted and an evaluation is needed.

The designated person to contact regarding options for a child experiencing learning and/or behavior difficulties is the Direction of Campus Support, (817) 299-6360.

C. FORMAL TESTS

State-mandated testing will be administered during the school year. The test results of the individual students are made available soon after the results are received.

Students in kindergarten through second grade will participate in the Texas Primary Reading Inventory (T.P.R.I.). Students in grades three and four will take the State of Texas Assessments of Academic Readiness (STAAR) in the spring semester. STAAR will replace the Texas Assessment of Knowledge and Skills (TAKS) beginning in spring 2012. The STAAR program at grades 3–8 will assess the same subjects and grades that are currently assessed on TAKS. More information about the STAAR can be found at <http://www.tea.state.tx.us/student.assessment/staar>. These tests are a diagnostic tool to be used for classroom instruction and assist in determining individual student skills.

Test results will be reported to students and parents. Parents may review an assessment test that has been released by the Texas Education Agency.

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

D. GRADES AND GRADING

Each student's academic progress and conduct are evaluated using progress reports and grade reports. Grade reports are issued after the first 12 weeks for PK-1 and every 6 weeks thereafter. For second, third and fourth grade, reports are issued every six weeks. A conversion scale follows:

Pre-Kindergarten:

- 3- Adequate development evident
- 2- Developing with teacher assistance
- 1- Adequate development not evident

Kindergarten-First:

- 4 – Mastered Independently
- 3– Adequate Progress
- 2– Progress with Teacher Asst
- 1-Adequate Progress Not Evident

Second-Fourth:

- 90-100 = A E = Excellent
- 80-89 = B S = Satisfactory
- 70-79 = C N = Needs Imp.
- Below 70 = failing U = Unsatisfactory

It is the practice of the Mansfield Independent School District to:

- Allow students to work with other students in small co-operative groups.
- Allow students to edit and on occasion grade other students written work.
- Post examples of excellent student work.
- Recognize student accomplishments publicly.

E. HOMEWORK

Homework may be required and must be completed. Failure to turn in completed homework on time may result in the loss of points. If the homework seems excessive, it is likely that time is not being used wisely at school.

F. HONOR ROLL (3rd and 4th Grade)

“A” Honor Roll - The following criteria must be met on semester/term report cards:

- Students must have a grade average of 90 or above in each class.
- Students must have satisfactory or above in citizenship grades.

“A-B” Academic Recognition Roll

The following criteria must be met on semester/term report cards:

- Students must have a grade average of 80 or above in each class.
- Students must have satisfactory or above in citizenship grades.

G. PROMOTION GUIDELINES

Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. (See Board Policy EIE)

Mastery for 2nd, 3rd and 4th grade shall be determined as follows:

1. Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, grading period, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In Pre-K, kindergarten, and grade one, promotion to the next grade level shall be based on satisfactory performance on the Texas Essential Knowledge and Skills in language arts and mathematics.

In grades two, three and four, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

H. STUDY HABITS

Orderliness and control are essential in a school if learning is to take place. Staying on task during academic learning time is vital. Students should practice the following study habits at school and home:

- ✓ Be a good listener.
- ✓ Keep a neat, clean desk and locker. Do not make extra drawings and markings on notebooks.
- ✓ Follow directions carefully.
- ✓ Talk at the proper times.
- ✓ Continue working when a visitor comes into the room.

- ✓ Have necessary supplies such as a pencil, paper, and books.
- ✓ Always do your homework, and return it at the assigned time.
- ✓ Read at every opportunity, and remember to write in your journal.
- ✓ Practice math facts.

I. STUDENT RECORDS

Both federal and state law safeguards student records from unauthorized inspection or use and provides parents and “eligible” students certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of post secondary education.

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 the 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.

All information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records and may be released to the following:

- Parents – married, separated or divorced unless parental rights have been legally terminated
- District staff members who have a “legitimate educational interest”
- Various governmental agencies or in response to a subpoena or court order
- A school to which a student transfers

The principal is the custodian of all records for currently enrolled students at the assigned school. A parent may review and inspect their student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights.

The law specifies that certain general information about MISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes the following:

- Student’s name, address, phone number, date and place of birth
- Student’s dates of attendance, grade level, enrollment status, honors and awards received in school
- Student’s e-mail address

The parent may prevent release of this information by indicating their desire to do so on the student information card.

J. NO CHILD LEFT BEHIND

Mansfield ISD receives Title I funds. The following elementary schools receive Title I Funding: Erma Nash, Alice Ponder, Glenn Harmon, Kenneth Davis, D.P. Morris, Thelma Jones, Tarver Rendon, Imogene Gideon, , Charlotte Anderson, Louise Cabaniss, Janet Brockett, and Annette Perry. As a parent at any one of the Title I Schools you have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials (Policy DBA) used in the curriculum, and to examine tests that have been administered to your child.

II. ATTENDANCE

During the 2011-2012 school year, we will continue to emphasize using instructional time productively. Our intent is to clearly establish teaching and learning tasks as a priority activity. This emphasis will mean that class interruptions must be limited only to emergencies.

In order for students to benefit from this strong emphasis on instruction, they must attend school regularly and be on time. Please review the attendance policy below.

A. COMPULSORY ATTENDANCE - KINDERGARTEN, 1st and 2nd

If kindergarten through 2nd grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnostic inventory. This applies to small group instruction during the school day, after school tutoring and extended year.

B. ABSENCES, MAKE-UP WORK, AND STUDENT GRADING

Students are expected to be in school on a regular basis to receive instruction in the Texas Essential Knowledge and Skills (TEKS) as required by the Texas Education Agency. When absences occur, immediate attention is to be given by the student, parent, and teacher to work missed by the student. The students will have the same number of days as they are absent to make up work. For example, one day absent gives one day for make-up; two consecutive days absent gives two days for make-up work. After the teacher has made an effort to get the student to turn in make-up assignments without success, a zero may be given. Ultimately, the student and the parent or guardians are responsible for getting and turning in the make-up work.

C. EXCESSIVE ABSENCES

When returning to school after an absence, a student must bring a note, signed by the parent, which describes the reason for the absence. The absence will be unexcused until a note is received.

To receive credit in a class, a student must attend at least 90% of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances.

If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent. The school shall notify a student's parent in writing if, in a six-month period, the student has been absent without an excuse five times for any part of the day [TEC §25.095].

D. TRUANCY NOTIFICATION

All students that enroll in school are required to attend school. It is the duty of the parent or guardian to monitor and require the student's attendance. If a student is truant 10 or more days or parts of days within a six-month period in the same school year or on 3 or more days or parts of days within a four-week period, the parent(s) and the student are subject to prosecution under TEC 25.093 and TEC 25.094. It is the responsibility of the parent or guardian to provide prior notification of absences, provide documentation of medical visits when requested and to attend a conference with school officials to discuss the absences.

E. FAMILY TRIPS

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

- **Parents must notify the school at least one week in advance in writing.**
- Students must make prior arrangements (at least one week) with teachers for make-up work. Make-up work must be returned to the teacher when the child returns to school.
- Students cannot be absent during semester testing or TAKS testing times.
- A maximum of **five consecutive school days or one trip per year** shall be allowed. These days are included in the 90% permitted by law. [Board Policy FEC (Local)]

F. RELIGIOUS HOLIDAY

Students shall be excused for a religious holiday, subject to the following guidelines:

- When the student observes religious holy days, it is recommended that the parent or guardian submit a letter of request prior to the excused absence. Travel days to and from the site should be included in the request.
- Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days.
- A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District.

G. GENERAL EDUCATION HOMEBOUND SERVICES

General education homebound services provide a certified teacher that serves as a liaison between the student and the student's teachers in order that academic progress will continue. The general education homebound teacher meets in the student's home/hospital room in a one-on-one setting. These services are available to students with medical conditions

which require the student to be confined at home/hospital bedside for a minimum of four weeks. The medical condition must be documented 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.

H. PROCEDURES FOR REPORTING STUDENT ABSENCES

1. When a student is absent from school, **the parent or guardian is required to send a note.** The absence will be unexcused until proper written documentation is received.
2. If absences are excessive (see Pg. 10, Section C), verification from a physician will be required.
3. The student is temporarily absent due to a documented appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional [19 TAC §129.21(k), TEC §25.087(b)]. The school must retain adequate documentation to verify the whereabouts of these students (Section II). With proper documentation, the child will be marked present.

I. SCHOOL DAY

Pre-Kindergarten: Morning 8:00 a.m. - 11:00 a.m. Afternoon 12:15 p.m. - 3:15 p.m.
Kindergarten - 4th: 8:00 a.m. - 3:15 p.m.

Students should not arrive at school before 7:30 a.m. and should be picked up between 3:15 p.m. and 3:30 p.m. There is no direct adult supervision prior to 7:30 a.m. and after 3:30 p.m. Tardies are marked after 8:00 a.m. Children planning to eat breakfast in the school cafeteria should plan to arrive no later than 7:45 a.m. Students should plan to leave the school building and grounds promptly at dismissal time unless detained for a school reason or registered in the district approved after school care program. Parents will be notified in advance if the student is detained at school.

Daily attendance is taken at 10:00 a.m. If a student is not in attendance at 10:00 a.m., he/she is counted absent. School funding is lost if a student is not in attendance at 10:00 a.m.

J. TARDY/EARLY DISMISSAL PROCEDURES

Students with excessive tardies (3) or early dismissals shall be referred to the campus discipline person, and/or the district truant officer. It is important for students to arrive on time and remain in school all day. Students are asked to be in their seats and prepared to begin at 8:00 a.m. and remain in school until 3:15 p.m.

K. SIGN-OUT PROCEDURES

1. Students will not be released unless a parent or guardian comes personally to the school office to sign them out. If parents use this procedure, we can avoid both unnecessary class interruptions and parents having to wait for students. A note should be sent to the classroom teacher the morning a student is going to leave early or if other routine changes are being requested.
2. Identification will be required to sign a student out of school. Students will not be released to anyone who is not listed by the parent on the enrollment/emergency card.
3. Signing out early not only means lost instructional time for the student, but it is also disruptive to the teaching and learning activities being conducted in the classroom.
4. Signing a student out early to avoid dismissal traffic is not allowed.

III. STUDENT NUTRITION

Children may purchase breakfast and/or lunch daily. Menus will be posted in each classroom, in the cafetorium, on the web site and in local newspapers. Breakfast is served daily; therefore, as students arrive at school, they are to go to the cafetorium if they want to buy breakfast. They pay the cafetorium manager or the designee. **If a child needs a special menu, a physician's written recommendation is required.** Cafetorium rules will be set by individual campuses.

A. FREE AND REDUCED PRICE MEALS

MISD participates in the National School Breakfast and Lunch Program. This program is designed to provide assistance to families who cannot afford to pay full price for breakfast and lunch. Applications may be picked up at any campus or the Student Nutrition Office. Only ONE application per family is needed. Applications may be returned to school but we encourage mailing or dropping them off at the Student Nutrition Office for faster processing. For even faster processing we now offer online applications. Go to the MISD website and then to the Student Nutrition Department for the link.

B. MISD CHARGE POLICY

Parents are responsible for maintaining funds on their child's cafeteria account. MISD Student Nutrition sends low-balance notices home with elementary students. MISD does allow a student to charge a lunch should they forget their lunch money. Breakfasts and ala cart items are not allowed to be charged. Parents with computer access are encouraged to use our Parent Online System for email of low balance notification. For the complete charge policy and the link to Parent Online, please visit the Student Nutrition Website.

C. MEAL PRICING VS ALA CART PRICING

MISD will again be operating under the USDA approved "Traditional Food Based" menu planning system during the 2010/2011 school year. Under this system we use meal components to make up the meal.

- **Breakfast** - We will be offering 4 meal components daily. Those components are milk, a fruit or vegetable, and either 2 bread/grains, 2 meat/meat alternates, or 1 bread/grain and 1 meat/meat alternate. For a student to get the meal pricing, the student must take at least 3 of the 4 meal components. The student may take 3 or all 4 meal components. Students who do not take at least 3 components will be charged the ala cart price of items selected rather than the meal price.
- **Lunch** - we will be offering 5 meal components daily. Those components are milk, bread/grain, 2 fruits/vegetables and a meat/meat alternate (IE: yogurt, cheese). For student to get the meal pricing the student must take at least 3 meal components. The student may select 3, 4 or all 5 meal components. Note that some menu items contain more than 1 meal component. For example, a hamburger contains both the bread/grain component as well as the meat component. Students who do not take at least 3 components will be charged ala cart prices.

FOOD ALLERGY

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

IV. DISCIPLINE

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, campus rules and discipline will apply:

- During the regular school day or while a student is going to and from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.

A. BUS

It is important to remember that the bus drivers are in complete charge of the pupils on their buses, and their instructions must be followed at all times. Drinking, smoking, chewing gum, eating, excessive noise, profane language, sexual misconduct, or throwing objects are not allowed on the bus. Students must remain seated while the bus is in motion. When students are waiting for the bus before school, they must stay in the appointed areas until the bus arrives. **Offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges.**

The Mansfield ISD Transportation Policy will be followed at all times. Copies of the policy will be made available by the Director of Transportation. **If there is a need to speak with anyone at the Transportation Department, please call (817) 299-6060.**

B. DISCIPLINE MANAGEMENT PLAN

All students are entitled to enjoy the basic rights of citizens recognized and protected by law for persons of their age and maturity. Mansfield elementary schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of others. Students shall exercise their rights responsibly in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures. **Campus administrators and teachers may not share information regarding disciplinary actions with any parent other than the parent or guardian of the student who has committed a violation.**

Each elementary school will have its own school-wide plan that covers not only the classroom but also the cafeteria, the hallways, the playground, and other areas on the campus.

C. DISCIPLINE TECHNIQUES

The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own. Discipline techniques may include: reinforcement, behavioral contracts, verbal correction, counseling, withdrawal of privileges, detention, conferences, removal from class, suspension, time-out/isolation, alternative setting, and expulsion.

D. GANG-FREE ZONE

Every school in Mansfield ISD has been designated as a gang-free zone. This designation includes all school property, school buses, and 300 feet from any school property. Any student that engages in conduct determined to be gang related within this zone may be placed in a DAEP.

E. STUDENT COMPLAINTS/DUE PROCESS

EXCLUSIONS: Student complaints regarding instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are covered by separate policies. Students shall comply with those procedures before bringing a complaint to the Board under Level Three of this policy. (See **Board Policy Legal and/or Local EFA, FDD, FOA, FOD, and FMA respectively.**)

Student or parent complaints regarding the special education program shall be handled in accordance with the procedures set out in the procedural rights information provided to the parents of all students referred to special education. Student or parent complaints with respect to actions regarding the identification, evaluation, or educational placement of a handicapped student who is not eligible for special education shall be handled in accordance with the procedures in FB (Legal) and FB (Local).

PURPOSE: The purpose of this policy is to secure prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap or limited English proficiency.

PRESENTATION: In most circumstances, students shall be entitled to administrative conferences and informal presentations of the complaint to the Board.

REPRESENTATION: An adult at any level of the complaint may represent the student. If the complaint involves a problem with a teacher, the student/parent shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

LEVEL ONE: A student/parent who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.

LEVEL TWO: If the outcome of the conference with the principal is not to the student/parent's satisfaction, the student has ten calendar days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to the conference, the student/parent shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student/parent's signature, and the date of the conference with the principal.

LEVEL THREE: If the outcome of the conference with the Superintendent is not to the student/parent's satisfaction, the student/parent may submit to the Superintendent a written request to place the matter on the Board agenda. The Superintendent shall inform the student of the date, time and place of the meeting. The Board president shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

EXECUTIVE SESSION: If the complaint involves allegations or charges against an employee, it shall be heard by the Board in executive session unless the employee complained about requests it to be public. Questions concerning discipline management should be directed to the campus principal.

PARENT RIGHTS: As a parent you have a right to request a transfer of your child to another classroom or campus if your child has been verified by the Director of Campus Support to have been a victim of bullying as the term is defined

by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Director of Campus Support for more information.

F. NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS

The District's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be suspended for up to three school days or expelled for a period of time ranging from seven school days to the end of the school year; in addition they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the District's policies at FOA, FOA(Local), FOD, and FOD(Local).

The Mansfield Independent School District believes that student use of alcohol and illicit drugs are both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol, tobacco, tobacco products and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct. [**Board Policies FNCD(Local), FNCF(Local)**].

G. RESPONSIBILITIES OF THE PARENTS

- Parents must pick their child(ren) up at 3:15 p.m. every day. There will be no adult supervision after 3:30 p.m., except for regularly scheduled tutorials, and club activities. Action may be taken when students are consistently left after 3:30 p.m.
- Throughout this plan, "parents" include single parent, legal guardian, or person having lawful control of the student.
- Parents have the responsibility to be a partner in their child's educational program and to support the school system.
- The MISD Student Code of Conduct further explains the responsibilities and rights of parents. A copy of the plan is located on each campus for parental reference.

H. SEXUAL MISCONDUCT

The Mansfield Independent School District believes that student conduct should not involve any sexual misbehavior or harassment, which includes any form of pornography, physical contact, suggestive language, or profanity. Strict discipline measures will be taken. [**Board Policy FNCJ**]

I. WEAPONS [Appendix FNCG & FNCG (Local)]

It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Maximum penalty under this section is \$10,000, or imprisonment for not more than 5 years, or both. Mansfield ISD will call authorities and will file charges under the Judicial Code and/or under State Firearms Code when any violation occurs.

A student shall not go onto the school premises with a firearm, explosive weapon, or knife. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or knife.

Students are also prohibited from bringing to school or a school related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

- Fireworks of any kind
- Clubs or night sticks
- Razors
- Metallic knuckles
- Chains
- Knives
- Guns of any kind
- Any other object used in a way that threatens to inflict bodily injury on another person

The possession or use of articles not generally considered weapons may be prohibited when, in the building administrator's or designee's judgment, a reasonable perception of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

V. DRESS CODE - BOARD POLICY FNCA (Local)

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect and authority. Clarification regarding apparel should be obtained **prior to wearing it to school**. This can be obtained from campus administrators. The following items are considered under the dress code policy:

- Students are expected to be clean and neatly groomed while attending school and all school-sponsored functions.
- Clothing will be neat, clean and appropriately sized. The following guidelines are offered to assist in determining what is "inappropriately sized":
 - Pants must stay up without a belt;
 - Sleeves that go past the wrists must be neatly rolled up to the wrist line;
 - Shirts so large they go below shorts or skirts.
- Shorts, dresses, skorts, and skirts must be no shorter than five (5) inches above the top of the knee. No cut-offs or body suits will be allowed. Spandex or (form fitting) shorts will be allowed **only** when worn under appropriate shorts or skirts. Shorts must be hemmed.
- Halter tops, sleeved 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, tank tops, spaghetti straps, or half shirts will not be worn.
- Shirts and tops will have finished sleeves and cover the entire torso at all times, even in movement.
- Underwear or any clothing similar to underwear will not be worn in a manner in which it is visible.
- Students will not wear clothing with offensive, suggestive, obscene, or risqué writing or drawing on it.
- Items of apparel, jewelry or grooming, that are considered to be extreme or that advertise illegal substances, alcohol, tobacco, or that could be associated with gang-related activities will not be worn.
- Caps, hats, and sunglasses can be worn on the playground for protection from the sun. Such items cannot be worn inside the gymnasium or buildings at any time. Headbands, bandanas, and gang-related apparel will not be worn on campus.
- Students will wear shoes in all school buildings. (Shoes with cleats or wheels may not be worn.)
- The administration has the authority to determine any inappropriateness of dress of students. In so doing, it will take just, sound, and consistent action.
- The campus administration has the authority to determine any inappropriateness of dress of students on that individual campus, pursuant to these policies. The final decision with regard to dress code rests with the campus principal.

VI. HEALTH RELATED MATTERS

A. PHYSICAL EDUCATION

All elementary students will receive 135 minutes of physical activity per week. In addition to the regularly scheduled physical education class, students may be asked to participate in other physical activities [Education Code 28.004(K)].

B. FOODS OF MINIMAL NUTRITIONAL VALUE AND COMPETITIVE FOODS

Elementary campuses will adhere to the following guidelines:

- No food will be distributed or sold from the beginning of breakfast (7:30 a.m.) to the end of the school day (3:15 p.m.)
- Parents may send lunch and/or a snack for their child.
- Parents may not bring snacks for distribution to the entire class.
- Students may have access to drink vending machines after the school day ends.
- Birthday celebrations will not take place during the school day.
- Some PTA's may offer a cookie to students during their birthday month.

C. IMMUNIZATIONS/ILLNESS/INJURY

Immunization Requirement:

All students must comply with the Texas Department of Health & Human Services Guidelines. A student must submit proof of a complete immunization record prior to entering Texas public schools. Failure to comply with state requirements may result in delayed enrollment or withdrawal from that school until immunizations are current.

Medication Administration:

- Form is available on the Health Services website
- Medication required three times a day can be given before school, after school and before bedtime.
- All medication, brought to school, must be in its original packaging, properly labeled.
- Prescribed medication will not be given without written parental consent and doctor's written authorization.
- Over-the-counter medication requires written parental consent stating that the child has no known allergies to the medication. The medication can only be given as directed by the manufacturer and must be FDA approved.

Screening Programs:

- Texas State Laws require that all incoming students be screened in all state mandated screenings.
- Required screenings are in vision, hearing, weight, dental, scoliosis and antes (see screening schedule on the Health Services website)

Communicable Diseases:

To protect our school community, students with known contagious diseases are excluded from attending school until they provide a doctor's release.

Symptoms that could warrant exclusion from school are: a temperature of 100 degrees or more, vomiting, diarrhea, head lice, an undiagnosed rash, discoloration of eyes and/or suspected bacterial meningitis (information available on Health Services website.) **In such situations, a parent/guardian must pick up the student. A student must be fever free for 24 hours without the use of medication before returning to school.**

Emergency Cards:

In addition to the regular enrollment card, an emergency card is required for all students. It is important that you, the parent/guardian complete the emergency card and return it to your child's school. Parents/guardians must provide current telephone numbers, for emergency purposes. By signing the emergency card, you acknowledge permission for MISD personnel to transport & treat your child as deemed necessary.

Your support and cooperation helps us promote a healthy environment for your children.

In order for us to better serve your child, we need to know if he/she has any physical limitations or chronic illness. Immunizations are vital to the elementary age student. When notices for required immunizations are sent home, please have your child properly immunized as soon as possible. Please send proof of the vaccine to the school nurse so the student's health record will be updated. When two notices are sent and the immunization(s) remains delinquent, the student may be suspended until the vaccine(s) is received and proper proof is submitted to the school nurse. Proof of immunization must be on file prior to the 30th day following enrollment [TEC §25.002].

Vision and hearing screenings will be conducted throughout the school year for PreK, kindergarten, first, third, and fifth grades. Also, any new students to Texas schools will be screened as will those for whom parents or teachers request screening. If there is a problem with the student's screening, the parent will be notified and be expected to take the student to the appropriate health care provider for a professional evaluation. Please notify the school nurse of the evaluation's outcome (i.e., glasses prescribed, ear infection).

During the above screening process, each student's weight, height, vision and hearing results will be recorded in his/her permanent record, as required by the State of Texas. When a student comes to the health room during school hours with an illness, his/her temperature will be taken and other symptoms assessed. If the temperature is above 100.0 degrees or the student is vomiting, has diarrhea, a suspicious rash, discoloration and/or drainage of the eyes, suspected communicable disease or head lice, the parent will be notified, and the student will be sent home. In the case of communicable disease, proper physician documentation may be required for the student to re-enter school.

If a student sustains an injury while at school, he/she will be taken to the health room with assistance, if needed, for immediate evaluation. In the case of major injuries such as fractures, large lacerations, severe contusions, or eye injury, the parent will be notified immediately, and emergency measures will be taken. Minor injuries such as abrasions, small cuts, nosebleeds, etc., are treated, and the parent will be notified if necessary.

Medications:

The Mansfield School Board has a policy regulating the administration of medication at school. If a student is to receive medication on a regular basis, a form must be signed by the physician and the parent. This form **must be renewed each school year** and will be kept in the office. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements with the following exceptions:

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

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

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

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

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

D. BACTERIAL MENINGITIS

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

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

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

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

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?
Seek prompt medical attention.

FOR MORE INFORMATION: Your school nurse, family doctor, and staff at your local or regional health department office is excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

VII. PROCEDURES AND ROUTINES

A. BAD WEATHER DISMISSAL

Transportation personnel will check the roads before 6:00 a.m. If the buses can safely run, school will be in session. If school is closed, WBAP and KVIL radio stations and KXAS TV, Channel 5, will be notified. The district web site is another source of updated information (www.mansfieldisd.org).

B. COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted for students working under a teacher's supervision and for approved instructional purposes only.

C. COUNSELING SERVICES

Counseling guidance is part of the curriculum offered at our school. Topics might include friendship, conflict resolution, and making good choices. The Guidance Department exists to help students, teachers, and parents. It is important that students become aware of services available so they can take advantage of all the services offered by the Guidance Department. The counselor is available to assist and advise each student about personal problems and academic problems. Parent permission will be obtained for individual counseling. The Guidance Department also assists in student assessment.

D. DISASTER DRILLS

One fire drill is conducted monthly in accordance with state regulations. Teachers will instruct students in the proper procedure. Other disaster drills, such as tornado drills, etc., will be conducted during the year. Parents and other visitors are expected to participate in all disaster drills being conducted while they are on campus.

E. EQUAL EDUCATIONAL OPPORTUNITIES

The District shall provide a free appropriate public education to each qualified handicapped student within the District's jurisdiction, regardless of the nature or severity of the student's handicap. **[Board Policy FB (Legal)]**

The Section 504 Committee shall be composed of at least two persons, including persons knowledgeable about the student, the modification options, and the legal requirements regarding least restrictive environment and comparable facilities for disabled students.

Students may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if they are in need of special instruction or services. **[Board Policy FB(Local)]**

F. IDENTIFIED DYSLEXIC STUDENTS

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, multisensory phonetic methods and a variety of writing and spelling components to meet the specific learning needs of each individual student. Instruction is organized and presented in a way that follows a logical, sequential plan and proceeds at a rate commensurate with each student's needs, ability level and demonstration of progress. For additional information, contact your child's school or District Dyslexia Coordinator, Monica Gonzales, at (817) 299-4380.

G. PROCEDURES FOR CREDIT BY EXAM

Mansfield ISD provides Credit by Exam in grades 1 through 4 for the purpose of grade acceleration. Testing will occur at the Anderson Complex per the test schedule developed by Mansfield ISD Advanced Academics. Application must be made at least 30 working days before the testing date through the campus counselor.

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 (4) tests and have written consent by the parent or guardian before acceleration will be granted. Tests are free of charge.

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

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

H. PROCEDURES FOR ACCELERATED PROMOTION TO FIRST GRADE

Application: A parent or legal guardian of a kindergarten student enrolled in the Mansfield Independent School District can recommend a student be accelerated to first grade by submitting a letter of intent to the school's principal by the end of the first full week of school. The letter should include a statement of intent, a brief description of the child's academic background, and reasons for desiring acceleration.

Dates/Place: Testing by school professionals will occur during the first six weeks of school at the child's home campus by school professionals.

Areas of Testing: The student will be tested and scored in three areas: reading readiness, math concepts, and thinking/listening.

Passing Standards: A student reaching 90% on each section of the Iowa Test of Basic Skills and who has the written permission of the parent or guardian may be placed in first grade no later than the beginning of the second six weeks of school.

Notification/Placement: Parents/Guardians will be notified of the student's acceptance or denial into first grade.

I. ACCEL (ADVANCED COURSES & CURRICULUM FOR EXCEPTIONAL LEARNERS)

Mansfield ISD serves identified students with talents and abilities who perform or show the potential for performing at a remarkably high level of accomplishment when compared with others of their age, experiences, or environmental background. The identification process for services provided as part of the gifted program is ongoing, and screening of students occurs any time the need arises.

The district will use approved timelines and guidelines for identifying MISD students for its gifted and talented program. Check with your school's counselor for the timeline for events.

Identification: Students are identified for the gifted education program through a four-step process: (1) Referral, (2) Screening, (3) Nomination, and (4) Selection and Placement.

Referrals: All second grade students will be automatically referred and screened unless a parent requests otherwise. Students in grades K, 1, 3 and 4 may be referred for screening for the gifted and talented program by teachers, counselors, parents, peers or any other interested person. Kindergarten students are screened by the end of the first semester with services beginning no later than March 1. Students in grades 1-4 will be screened in the second semester with services beginning the following school year. The referral process is ongoing.

Screening: Screening for gifted and talented education involves the analysis of a variety of data. Five areas of assessment are used in the evaluation of each referred student to obtain an individual student profile.

Nomination and Selection: A campus selection committee consisting of at least 4 professional educators who have received training in the nature and needs of gifted students shall review and evaluate the screening data. Students meeting the established criteria are nominated for placement into the gifted program.

Placement: Conferences shall be held with nominated students and their parent(s) to determine if placement into the gifted program is the most appropriate educational setting for the nominated student.

Appeals: Any parent not agreeing with the outcome of the selection process may appeal to the campus selection committee within ten days of the written notification. Any subsequent appeals shall be made in accordance with FNG (Local) beginning at Level Two.

Furlough: Students who are unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough may also be granted at the request of the student and/or parent.

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 gifted and talented 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. For more information, call your school counselor or contact the campus ACCEL Specialist.

J. LIBRARY

Some rules may vary from campus to campus according to the school schedule; however, the following basic rules apply to all Mansfield elementary school libraries:

- The book becomes the student's responsibility when he/she checks out the book.
- Books are checked out on a rotating basis.
- Lost or damaged books must be paid for at the current cost of replacement.
- If a student has an overdue book, or owes for a book, he/she will not be allowed to check out a book until the record is cleared.

K. PARENT TEACHER ASSOCIATIONS

PTA is designed to support parents, teachers, and pupils of the community. PTA will send notices home prior to regular meetings and special events. Our elementary PTAs offer many services to their schools. All parents and teachers are encouraged to join and take part in the many activities available for the sake of our students.

Only two seasonal classroom parties a year are scheduled during school time. Room parents usually coordinate the activities in conjunction with the classroom teachers.

L. PUPIL INFORMATION

It is a requirement that all student records reflect the child's legal name. If your last name, street address, or telephone number changes at any time during the school year, please notify the office. This is very important in keeping our records up to date and also being able to contact a parent/guardian in the case of an emergency. **The State of Texas requires social security numbers for each student enrolled in any public school.** Please see to it that your child's number is on file in the office. If custodial care of your child changes during the school year, it is a parental responsibility to provide the school with a copy of the legal documentation. We must have proof of residency, a social security card, a legal birth certificate, a home language survey, and a current immunization record for each child enrolled in any of Mansfield ISD elementary schools. If a social security number is not available, the district will assign the student a special identification number.

M. MONEY MATTERS

When it is necessary to send money to school, please enclose it in a marked envelope. If possible, always send a check or correct change. Teachers will not be responsible for keeping up with student money. In the event that a check written to any Mansfield ISD campus, club, or organization is returned unpaid by your bank, Mansfield ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we shall electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGMENT** and **ACCEPTANCE** of this policy and its terms. Students are not allowed to sell or trade any items.

N. ELECTRONIC DEVICES AND TOYS

Some common items not allowed at school without prior approval include electronic games, IPODs/MP3 players, CD players, toys, stuffed animals, and other items administrators consider inappropriate. **Do not bring them to school.** They will be taken up and kept in the office until a parent/guardian can come to school to reclaim the item. The district will not be responsible for damaged, lost, or stolen items.

O. SPECIAL OCCASIONS

Students will be allowed to pick up items, such as flowers, balloons, etc., delivered to school for special occasions the last few minutes of the day. No food products may be brought into the school. Invitations to special occasions **cannot** be issued at school unless **every** child in the class is invited to attend.

P. STUDENT MESSAGES

We are unable to deliver messages to students unless there is an extreme emergency. Arrangements for routine matters, such as rides to and from school, house key delivery, meeting places, etc. **must be made** before students arrive at school.

Q. STUDENT SPEAKERS

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

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

Students are eligible to introduce these events if they:

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

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

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

R. TEXTBOOK CARE

Textbooks must be covered in accordance with state law. Textbook covers are provided by Mansfield ISD. Lost textbooks must be paid for before another book will be issued or before cumulative records will be released in the event a student transfers to another school in the Mansfield ISD or to any other school district.

S. TUTORIAL PROGRAM

A tutorial program for students who need extra instructional help is included during the regular school day. More help may be given before or after school. In either case, **transportation is the responsibility of the parent**. Students must be picked up by 4:15 p.m.

T. VISITATION

Parents are always welcome to visit the school and are invited to eat lunch at school, but may not accompany their child to recess. Students should advise teachers at the beginning of the school day that their parents will be guests at lunchtime so that a reservation can be made. Parents **may not bring preschool children and/or visiting school age guests** into the classroom, helping with parties, recess or on field trips. **Parents and other visitors must register in the office and obtain a visitor's badge before going to any other part of the building. This policy applies before and after school as well. If you would like to observe while your child is in class, please call the front office to schedule an appointment.** When visiting your child's room, remember you are an observer unless the teacher has asked you to volunteer or conference. Please limit your time in the classroom to 20-30 minutes as it may become a distraction to your child and the other children.

U. WITHDRAWAL POLICY

- Withdrawals require at least one (1) day's notice.
- Parents wishing to withdraw a student from school must present a signed request to the principal stating the reason for the withdrawal and the effective date.
- Teachers will inform the office if the student has a book that is outstanding. It is the parent's responsibility to pay for any fines or lost books.
- All other money matters must be cleared prior to the release of the student's withdrawal forms.

V. PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

W. PRAYER

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

X. LAW ENFORCEMENT

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 ordinarily will make reasonable efforts to notify 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.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

Y. CELL PHONES AND PAGING DEVICES

The District prohibits the use of all telecommunications devices, including cellular phones and pager/beepers. All telecommunication devices should be turned off during the instructional school day, from the morning entry bell to afternoon dismissal bell. 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. Students who violate this policy shall be subjected to established disciplinary measures. The district will not be responsible for damaged, lost, or stolen devices.

Z. STUDENT TRANSFER OPTION AND PROOF OF RESIDENCY

Student 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.

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.

VIII. STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

A. STUDENT TECHNOLOGY ACCEPTABLE USE SUMMARY AND CONSEQUENCES

Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the district and may be accessed at any time by the district for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the technology tools and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved.

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 disciplinary or legal action. Consequences will be based on policies established in the Student Handbook, Code of Conduct, Federal and State law. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of study, placement in an alternative education program, or criminal prosecution. Faculty members will be notified of the student's loss of privileges.

<p>LEVEL I The following offenses are subject to Level I Code of Conduct consequences. If applicable, the individual will reimburse the District for any incurred expenses and the individual may lose the privilege of using any networked District technology tools for a period of time determined by the appropriate campus administrator.</p> <p>OFFENSES</p> <ul style="list-style-type: none"> ▪ Intentionally wasting resources. ▪ Using the school's hardware, software or network for commercial purposes. ▪ Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission and supervision. ▪ Using another's password. ▪ Revealing passwords to others. 	<p>LEVEL II The following offences are subject to Level II Code of Conduct consequences (minimum of fifteen days placement in our district BIC program). If applicable, the individual will reimburse the District for any incurred expenses and the individual may lose the privilege of using any networked District technology tools for a period of time determined by the appropriate campus administrator. Depending on the severity of the breach, the individual may be excluded from courses of study and criminal charges filed.</p> <p>OFFENSES</p> <ul style="list-style-type: none"> ▪ Vandalizing any part of the computer hardware, software or the network. This includes theft of any hardware or software. ▪ Displaying or sending offensive messages or pictures on the network or while using any school owned computer. ▪ Sending a threatening or harassing message. ▪ Trespassing in another's files or misusing or deleting another's files. ▪ Publishing inappropriate information on the district Web page. ▪ Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the Chief Technology Officer. 	<p>LEVEL III The following offences are subject to Level III Code of Conduct consequences (minimum of thirty days placement in our district BIC program). If applicable, the individual will reimburse the District for any incurred expenses and the individual may lose the privilege of using any networked District technology tools for a period of time determined by the appropriate campus administrator. Depending on the severity of the breach, the individual may be excluded from courses of study and criminal charges filed.</p> <p>OFFENSES</p> <ul style="list-style-type: none"> ▪ Interfering with the integrity of a network system. ▪ Interfering with the integrity of any e-mail system. ▪ Intentional spreading of embedded messages or files. ▪ Illegal activities that violate either State or Federal laws or District policies. ▪ Violating copyright laws. This includes making illegal copies of school owned software.
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B. INTERNET SAFETY POLICY FOR MANSFIELD ISD

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

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

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

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

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

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

EDUCATION, SUPERVISION AND MONITORING: It shall be the responsibility of all members of Mansfield ISD's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. 17

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Chief Technology Officer or designated representatives.

* CIPA definitions of terms:

1. **TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
2. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
3. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
4. **HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
5. **SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

IX. OTHER

A. ASBESTOS

In 1987, Congress passed legislation that required all school districts to re-inspect their facilities for both friable and non-friable asbestos. This legislation is entitled the "Asbestos Hazard Emergency Response Act" (AHERA). AHERA required the district to annually notify parent teacher associations and employee organizations of the availability of the Inspection and Management Plan for viewing.

This notice is to advise that the Mansfield Independent School District has completed an Asbestos Management Plan for all facilities. The plan is available for viewing at the campus or the Facilities Department. For question regarding the plan please contact the Facilities Department at 817-299-4340.

B. LEAD

All drinking fountains in the Mansfield ISD have been inspected and corrected for traces of lead content. Information concerning these inspections may be obtained from the Maintenance Department at (817) 299-4340.

C. PESTICIDES

Mansfield ISD schools periodically apply pesticides. Information concerning these applications may be obtained from the Maintenance Department at (817) 299-4340. Except in emergencies, signs will be posted 48 hours before application.

X. RELEASE OF INFORMATION

Notice regarding directory information for the public and release of information and/ or photo for school sponsored event: 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 indicate this preference on the student information card.**

In addition, you have the right to tell Mansfield ISD that it may, or may not, use certain personal information about your child for specific school sponsored events and/ or purposes. If you do not want your child's picture in the yearbook, class photo or on the web-site **indicate by indicating this preference on the back of the student information card.** If you indicate yes to this request the PTA will also place your child's name and phone number in their directory. Our public information office may share with the media your child's name and grade if they are being recognized for an award.

The following is a list of information that may be released to the public and/ or used in school sponsored events:

- **Student name**
- **Photograph**
- **Honors and Awards received**
- **Grade level/campus**

XI. 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.

Additionally, the Education Code provides unique procedures and specific consequences for two categories of Level III serious offenses whereby the District may expel a student and order placement in a Disciplinary Alternative Education Placement (DAEP) or Juvenile Justice Alternative Education Placement (JJAEP) regardless of:

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

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

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
- Name-calling, ethnic or racial slurs, or derogatory statements
- Committing extortion, coercion, blackmail or forcing an individual to act through the use of force or threat of force
- Engaging in inappropriate verbal, physical or sexual conduct; engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship
- Possessing material that is obscene
- Violating safety rules
- Discharging a fire extinguisher
- Possessing a pellet gun, air powered rifle, toy gun or any other instrument that may be perceived by a third party as a firearm
- Calling 911 when no emergency exists
- Possessing martial arts objects
- Gambling of any kind
- Violating extracurricular standards of behavior
- Engaging in any other conduct that disrupts the school environment or educational process

DISCIPLINARY CONSEQUENCES FOR LEVEL I OFFENSES

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

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

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

- Oral correction
- Cooling-off time
- Seating changes within the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the education process
- Demerits
- Behavioral contracts
- Sending the student to the 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.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. **A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.**

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

For more information on bullying, please refer to the established board policies and procedures [See FFI (LOCAL).]