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Any middle school student who is taking a course for high school credit that has an

End of Course exam tied to it must take the End of Course exam, and the EOC will count as 15% of the student’s final course average.

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

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

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

Final course grades will be calculated in the following manner:

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

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

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PREFACE

To Students and Parents:

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

The Mansfield ISD Middle School Student Handbook and ***Student Code of Conduct*** are designed to provide resources for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into four sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

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

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

Section III – GENERAL STUDENT RULES, DRESS CODE AND STUDENT CODE OF CONDUCT-

Section IV - MANSFIELD ISD STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Both students and parents should become familiar with the Mansfield ISD Middle School ***Student Code of Conduct***, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with board policy and the ***Student Code of Conduct***. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

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

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

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

- Parental Acknowledgment Form
- Student Directory Information Form
- Consent/Opt-Out Form.

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

SECTION I: Notices to Parents and other Information

This information is provided for the benefit of parents and their students enrolled in MISD Middle Schools. It is the responsibility of students to share all school information with their parents. Students and parents are responsible for reading the following guidelines. Lack of knowledge of any rules or policies stated in this handbook will not be an acceptable excuse for failure to comply. A parent's permission for a student to violate school policy or a statement of approval after a violation has been committed does not legalize the violation. Appropriate discipline will be applied in cases of rule violation. A parent signature is required upon receiving this handbook at the beginning of the school year. A form is provided to be signed by the student's parent and returned to the student's advisory teacher. Policy that affects student handbook provisions will generally supersede the provisions found in this handbook.

STATEMENT OF NONDISCRIMINATION

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

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

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

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

NOTICES TO PARENTS

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the District Administration Office for viewing during normal business hours.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the campus principal or assistant principal.

Additional Notices

Other important notices in the Middle School Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation
- Opting out of surveys and data collection activities
- Requesting a transfer of your child to a safe public school
- Assistance to students who have learning difficulties
- Student records
- Bacterial meningitis
- Career and technology programs
- Homeless students

Please take some time to review these notices and other important information contained in the Student Handbook.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make

the most of the educational opportunities the school provides.

- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child’s academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office.
- Becoming a school volunteer. For further information, see policies at GKG.
- Participating in campus parent organizations when possible.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Displaying a Student's Artwork and Projects

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child

For further information see **Student Records** on page 6.

Granting Permission to Video or Audio Record a Student

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

- When it is to be used for school safety
- When it relates to classroom instruction or a co-curricular or extracurricular activity or
- When it relates to media coverage of the school

Removing a Student Temporarily from the Classroom

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. For further information see **Pledges of Allegiances and Moment of Silence** on page 20 and policy EC (LEGAL).

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child

be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. For further information see policy EHBK (LEGAL).

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined 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, David Hodges for information. For further information see policy FDB. For further information see **Bullying** on page 8, and policy FFI (LOCAL).
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. For further information see policy FDD (LOCAL).
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. For further information see policies FDD (LEGAL) and (LOCAL).

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. For further information see FDB (LEGAL).

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 22 and contact the school counselor, assistant principal or the Director of Special Education, Carmelynn Bragiel at (817) 299-4300.

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

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

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

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

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. For further information see policy

FDB (LOCAL).

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Sheila Saxton and may be contacted at (817) 299-6358.

Student Records

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

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency will occur only with parental permission.

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

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

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

A parent may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. For further information see FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 21.

The district's policy regarding student records found at FL (LEGAL) and (LOCAL).

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records do not have to be made available to the parents or student.

Please note:

Parents have the right to file a complaint with the U.S. Department of Education if they believe the district is not in

compliance with federal law regarding student records. The complaint may be mailed to:

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

Directory Information

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

However, release of a student’s directory information may be prevented by the parent. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information”, Appendix IV]

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

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

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

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

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holidays and documented health-care appointments will be

considered days of attendance for this purpose. For further information see policies at FEB.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence.

Doctor's Note after an Absence for Illness

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

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

AWARDS AND HONORS:

Student awards may be presented during the school year and at the end of the school year. The type and number of awards will be a campus decision.

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, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. Contact a school administrator if you feel your child has been bullied. For further information see FFI (LOCAL).

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact the school's office for an application or the Student Nutrition Department at (817) 473-5717.

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

CAREER AND TECHNOLOGY PROGRAMS

Mansfield ISD middle schools offer Career and Technology Programs in Skills for Living, Leadership, Technology Applications, and Technology Education and may offer other programs. Admission to these programs is based on availability.

CLASS SCHEDULES

The official school day for middle school campuses is: 8:45A.M. - 4:00 P.M.

Student supervision by school personnel is provided during the above hours. Students may not enter the building until 8:15 a.m. except in special circumstances. **Monday, Tuesday, and Friday students will attend all eight periods for 45 minutes. Wednesday and Thursday, classes will be 90 minutes each on an alternating block to accommodate class projects and labs. Even block classes will meet on Wednesday. Odd block classes will meet on Thursday.**

Monday, Tuesday & Friday

(8-Period Day)

Period 1	8:45 –9:30 (45 minutes)
Period 2	9:35 –10:20 (45 minutes)
Period 3	10:25 –11:10 (45 minutes)
Period 4	11:15 –12:40(45 minutes + lunch)

(Lunch scheduled during 4thperiod)

Period 5	12:45 –1:30 (45 minutes)
Period 6	1:35 –2:20 (45 minutes)
Period 7	2:25 –3:10 (45 minutes)
Period 8	3:15 –4:00 (45 minutes)

Wednesday

(Even Day Blocks)

Period 2	8:45 – 10:15 (90 minutes)
Advisory	10:20 – 10:40 (20 minutes)
Period 4	10:45 – 12:50 (90 minutes + lunch)
(Lunch scheduled during 4 th period)	
Period 6	12:55 – 2:25 (90 minutes)
Period 8	2:30 – 4:00 (90 minutes)

Thursday

(Odd Day Blocks)

Period 1	8:45 – 10:15 (90 minutes)
Advisory	10:20 – 10:40 (20 minutes)
Period 3	10:45 – 12:50 (90 minutes + lunch)
(Lunch scheduled during 3 rd period)	
Period 5	12:55 – 2:25 (90 minutes)
Period 7	2:30 – 4:00 (90 minutes)

COMPLAINTS AND CONCERNS

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

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications services such as the Internet. Students and their parents should be aware that e-mailing while using district computers is not private and will be monitored by district staff. For additional information, see policies at CQ.

CONDUCT

Applicability of School Rules

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500

feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

The District prohibits the use of telecommunications devices, including cellular phones and pager/beepers, at all schools during the instructional school day (8:15 a.m. – 4:00 p.m.), from the morning entry bell to afternoon dismissal bell. Students shall be allowed to possess such devices; however, the device shall not be visible and shall remain turned off during the instructional school day. Students who violate this policy shall be subject to established disciplinary measures. A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student's parents will be disposed of after the notice required by law. For further information see policy FNCE.

Each campus will implement procedures that secure confiscated telecommunication devices.

Students caught with telecommunication device during state mandated testing will face additional disciplinary measures.

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, iPods, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school during the school day from 8:45 AM – 4:00 PM, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Each campus will implement procedures that secure confiscated electronic devices.

CONFERENCES

Parents are always welcome. However, in the interest of the safety of students and staff, we require an appointment to be made to see a teacher. In order to visit a classroom; first schedule an appointment with the teacher. Check in at the office upon arrival for the scheduled appointment.

CONTAGIOUS DISEASES / CONDITIONS

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

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

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

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education.

Personal Counseling

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

Psychological Exams, Tests, or Treatment

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

CREDIT BY EXAM

If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home-schooling, correspondence courses, or independent study supervised by a teacher.

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

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. For further information, see the counselor and policies EEJA.

If a Student Has Not Taken the Course

A parent can recommend that a student be accelerated in a subject by applying for testing at the student's home campus. District administration will determine whether any opportunity for credit by exam will be offered. Ask the counselor for more information.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

Dating Violence

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct;

offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

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

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

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

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

Non-school Materials...from students

Students must obtain prior approval from the school principal or designee before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must

include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal will designate a location for approved non-school materials to be placed for voluntary viewing by students. For additional information see policies at FNAA.

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

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. For additional information see policies at DGBA, FNG, or GF.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING [See Section III, Dress Code, page 27]

DRUG & ALCOHOL BEVERAGE POLICY

Students are forbidden to use or bring alcoholic beverages on school premises, to any activity sponsored by the school, or to appear at school or any school-sponsored activity under the influence of such. Anyone violating this rule will be subject to alternative placement and/or expulsion. The possession or use, sale, or giving, purchasing or, delivering to another person, or being under the influence of any narcotic drug, dangerous drug (as defined by the Texas Dangerous Drug Law, Chapter 425, Act of the 56th Legis., Reg. Ses. 1959, Art. 4476-14, Vernon's Texas Civ. Stat.), hallucinogenic substance, amphetamine, barbiturate, marijuana, or any substance listed as a controlled substance, or any inhalants in Vernon's Tex., Civ., Stat. (or by 21 U.S.C. Sec. 801 et seq.), is prohibited on school property or at any school-sponsored events.

The possession, use, sale, giving, or delivering to another person, or being under the influence of the above mentioned items by any student while on school grounds at a school-sponsored activity function or event will be subject to expulsion.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of an emergency school closing, due to severe weather conditions, or any other natural disasters, information will be released by the District on local television station Channel 5 and radio station WBAP-820.

END OF COURSE (EOC)

Eighth grade students enrolled in high school Algebra must take the state mandated Algebra I, End of Course Exam. End of Course (EOC)

Any middle school student who is taking a course for high school credit that has an End of Course exam tied to it must take the End of Course exam, and the EOC will count as 15% of the student's final course average.

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

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

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

Final course grades will be calculated in the following manner:

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

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the academic standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A participating student must meet state and district attendance requirements.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups** on page 20.

FEES

Fees for materials that are part of the basic educational program are provided with state and local funds. However, a student may be expected to pay certain fees for class materials that will become the property of the student. Such fees may include voluntarily purchased pictures, apparel/uniforms that become the property of the student, or payment for lost, overdue, or damaged books.

Food Allergies

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

FINAL EXAMS

Final exams will be given at the end of each semester. No final exam will be given early. If the student is absent on the day of the exam he/she will take the exam at a school designated time and date or can schedule a make-up time by contacting the grade level counselor.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. For further information, see policies at FJ and GE.

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.

GIFTED & TALENTED SCREENING

Screening takes place typically in February and March each year. Student, parent, teacher or administrator may initiate it. The ACCEL Campus Committee shall evaluate students obtaining the standard score set by the District Committee. The committee will nominate those students for whom ACCEL placement is the most appropriate educational setting. A conference will then be held with the nominated student and parents to determine if they are interested in being placed in the program.

GRADING POLICY

Philosophy:

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

Grades:

All CORE / Academic Classes:

- 40% - Major Grades (Tests, Projects (summative))
- 30% - Daily work / Class work
- 30% - Quiz / Homework / Other

ELECTIVES

- 40% Tests/Major Assignments category weighted.
- The remaining 60% of the student's grade is to come from other sources of the student's work with a minimum of 30% coming from daily work.

Number of Grades Each Six Weeks:

- Minimum of 12 with no fewer than two in the Major Grade category.

Semester Exam:

- All 10%

Semester Grades for Middle Schools:

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods. Credit is awarded at the end of the academic year.
 - The final semester examination will count 10% of the semester grade.
 - The three six week grading periods will equal 90 % of the student's grade (30 % for each six week grading period) with the semester test counting the final 10 %

Retakes-Minimum Requirements:

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include final semester examinations.
 - Students will have to make arrangements with the teacher to retake or correct a major test/assessment.
 - All retakes or corrections must be completed prior to the end of each six week grading period
 - Students are encouraged to attend tutorials

Homework:

The amount of time to complete assignments may vary with each student's study habits, academic skills and selected course load. Generally, students in 7th and 8th grade may average approximately 70-80 minutes per night of homework. This includes major projects such as research reports, book reports, major essays, and other assignments teachers designate as major projects.

Late Work:

- Teachers will accept late work
 - 1 class day late - grade may be reduced up to a maximum of 15 points
 - 2 class days late – grade may be reduced up to a maximum of 30 points
 - 3 class days late – Teacher discretion

Grading Policy:

- The teacher shall determine student progress using a grading scale of 0-100.
- Explanation of Numerical Grades for Academic performance or achievement
 - 90 – 100 Outstanding Progress
 - 80 – 89 Good Progress
 - 70 – 79 Satisfactory Progress
 - 69 – and below Failing
 - I Incomplete
- The "I" is not an academic grade but indicates incomplete work.
- Students with a grade of "I" or with a grade of 69 or below are ineligible for extracurricular activities (TEC 33.081).

Pre-AP Classes Weighted Grades:

- No weighted grades

Hall Passes

Students are required to have a pass from a teacher or school official while out of class. Students in the hall without a pass will be subject to disciplinary action.

HARASSMENT

See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 11.

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Students who become ill or injured should report to the nurse's office. The nurse's aide can administer only minor first aid. Emergency medical treatment at school or a school-related activity can only be obtained with written consent of a parent/guardian. The District is not responsible for medical expenses associated with a student's injury. All emergency contact numbers and information should be kept on file with the school nurse and updated as necessary. No medication can be given to the student other than what has been prescribed by a doctor. If a student must take prescription medicine during the school day he/she must bring a written request from a parent/guardian and the medicine, in its original, properly labeled container, to the school nurse. Students may remain in the health clinic for a maximum of one period, after which he/she will be required to return to class or go home.

If you have any questions about our communicable disease and/or immunization policies or other health related issues you may contact the school nurse.

Parents may offer to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction.

Physical Activity for Students in Middle School

In accordance with policies at EHAC the district will ensure that students in grades 6-8 shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district's requirements regarding middle school student physical activity requirements, please see the campus principal.

School Health Advisory Council

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

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. For further information see policies at CO and FFA.

Other Health-Related Matters

Tobacco Prohibited

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

HOMEBOUND SERVICES

Homebound services are the one-on-one teaching of lessons in the students' home by a professional teacher. These services are provided to students with a medical condition which requires the student to be confined at home/hospital bedside for a minimum of four weeks. The medical condition must be documented in writing by a licensed medical physician.

This program is not for the students currently receiving Special Education Services or Pregnancy Related Services (PRS) Contact a counselor or principal for more information.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Paul Cash, at (817) 299-6360.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health

Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

INCENTIVES

A variety of incentives could be provided throughout the school year in order to promote increases in attendance, grades, better discipline, the use of planners, etc.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors. For further information, see policies FL (LEGAL) and GRA (LEGAL).

Library

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

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

Psychotropic Drugs

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

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

MEETINGS OF NON-CURRICULUM RELATED GROUPS

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

MESSAGES AND DELIVERIES

In order to prevent classroom interruptions, emergency messages only as determined by administration will be delivered to students. Flowers, balloons, food deliveries, etc., will not be delivered to the students at school.

MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. **The school will not spend time or resources trying to locate these items.**

NATIONAL JUNIOR HONOR SOCIETY

Membership in NJHS is open to seventh and eighth graders who have attended an MISD middle school for the equivalent of one semester and who have a cumulative scholastic average of 93 percent or above. The faculty evaluates students, who meet the requirements, on the basis of their academic average, leadership, service, character, and citizenship then evaluates students who meet the scholastic requirement. Once selected, members must maintain these standards. Selection is made in the spring after the fourth six weeks reporting period. All candidates will be notified of the induction ceremony.

PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. For further information see **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 4.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. See policy EC (LEGAL) for more information.

PRAYER

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

PROMOTION AND RETENTION

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the **State of Texas Assessment of Academic Readiness (STAAR)**, if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the **STAAR** is administered the first time.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

Please be aware that the new requirements for fifth graders and eighth graders will condition promotion on the student's satisfactory performance on the Reading and Math **STAAR** examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For additional information, see the counselor and policy EIF (LEGAL).

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 proof of residency can be established by the parent / guardian.

RELEASE OF STUDENTS FROM SCHOOL

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

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

REPORT CARDS / PROGRESS REPORTS

Report cards indicating the grade average, attendance, and conduct will be given out each six weeks. Progress Reports are given out after the third week of each six week grading period [See District Calendar for Grading Periods].

RETALIATION

See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 11.

RETURN CHECK POLICY

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

SAFETY

Student safety on campus and at school-related events is a high priority of the District. Cooperation of students is essential to ensure school safety. Students should avoid conduct that is likely to put the student or other students at risk; follow the rules of this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers; remain alert and prompt to report safety hazards such as intruders on campus; know emergency evacuation procedures; and follow instruction of any and all District employees who oversee the welfare of students.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students will follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Each campus will demonstrate the warning bells for such drills or emergencies.

Emergency Medical Treatment and Information

Parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including

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

Metal Detectors

Metal Detectors may be used during a search. For further information, see policy FNF (LOCAL).

Drug-Testing

For further information, see policy FNF (LOCAL). Also, see **Steroids**, on this page.

SPECIAL PROGRAMS

The District provides special programs for advanced placement students, bilingual students, gifted and talented students, students with limited English proficiency, and students with dyslexia and other disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. Questions about the special education programs and Section 504 should be directed to the Director of Student Services, Paul Cash, 817-299-6360.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Violations will be reported to the proper authorities and campus administration for possible disciplinary action.

STUDENT SPEAKERS

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

- Non-athletic activities of student organizations
- Fine Arts productions

Students are eligible to introduce these events if they:

- Are in the highest two grade levels of the school
- Are affiliated with the organization/class sponsoring the activity
- Volunteer
- Are not in 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. For further information see FNA (LOCAL).

SUMMER SCHOOL

MISD provides extended year programs. The middle school summer session will be held at a campus designated by the district. Students who will be offered summer school are as follows:

- Students who do not earn a 70% average in three of the four core classes
- Students who fail to meet standard on the 8th Grade Reading and/or 8th Grade Math **STAAR** exams

The district may charge for summer school required for academic credit recovery. Students who fail to attend summer school may be required to repeat the grade during the following school year.

STAAR (TEXAS ASSESSMENT OF ACADEMIC READINESS)

In addition to routine tests and other measures of achievement, students will take the state-mandated **STAAR** test in the following subjects: See policy EKB (LEGAL).

- Mathematics, 7th and 8th Grades
- Reading, 7th and 8th Grades
- Writing, 7th Grade
- Science, 8th Grade
- Social Studies, 8th Grade

TARDY POLICY

Students are expected to be prompt to class and to be in the classroom before the tardy bell rings. If students are not in class when the tardy bell rings they will be counted tardy. Each campus develops procedures for late arrivals and early dismissals. In addition, each campus may institute procedures to address the tardy policy differently.

Policy per semester	1 st tardy- warning
	2 nd tardy- teacher's discipline
	3 rd tardy- school detention
	4 th tardy- after school detention

TEAMING

MISD middle school campuses will practice Academic Core Curriculum Teaming as necessary.

TELEPHONES

The school telephones are to be used for school purposes during the school day. Students may use a school phone when given permission by office personnel.

TEXTBOOKS

Textbooks are issued for use free of charge. Students are responsible for textbooks once issued. Textbooks must be covered at all times. Textbook checks will be conducted frequently. If one is stolen or misplaced, the student must pay for it before another is issued. If the lost book is located, the office will refund the money.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or designee may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus stops and times can be found at <http://www.mansfieldisd.org/schools/busroutes.htm>.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 817-299-6060.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (DAEP).

BUS SAFETY

Mansfield ISD Transportation Safety Rules and Expectations

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

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

Safety Infractions:

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

Student riders must act in a safe manner.

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

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

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

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

Student riders should not harm anyone.

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

Prohibited items include:

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

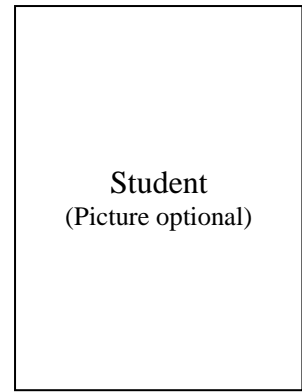
Contacts

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

Director of Transportation	Charles Stone	stonch@mansfieldisd.org
Regular Route Program Manager	Brian Merchant	mercbr@mansfieldisd.org
6th Avenue Transportation	Harold Doss	dossha@mansfieldisd.org
Routing Clerk	Howard Forsberg	forsho@mansfieldisd.org
Warnings / Referrals	Rosetta Sanford	sanfro@mansfieldisd.org
	Antonio Santacono	santan@mansfieldisd.org
	Adeola Edun	edunad@mansfieldisd.org
	Robert Sager	sagero@mansfieldisd.org
Fleet Manager	Jason Cortes	cortja@mansfieldisd.org
Safety Trainer	Sammy Roberts	robesa@mansfieldisd.org
Senior Dispatcher	Jo Kannenberg	kannjo@mansfieldisd.org
Dispatchers	Belem Cortes	cortbe@mansfieldisd.org
	Rose Heredia	herero@mansfieldisd.org
Field Trip Coordinator	Shana Speller	spelsh@mansfieldisd.org
Special Needs Program Manager	Deborah Kline	klinede@mansfieldisd.org
SPED Assistant	Michelle Bratton	brattmi@mansfieldisd.org

Mansfield ISD Transportation

“Eligible Rider’s Contract”



Student Information:

Student’s name (please print)

School

Grade

School Bus #:

Home address

City

_____, TX

Zip Code

Medical Information – Optional

Symptoms / Treatment of specified conditions – Optional

Parent / Guardian Information:

Father / Guardian

Mother / Guardian

Email

Email

Hm _____/Cell _____

Hm _____/Cell _____

Wk _____/Cell _____

Wk _____/Cell _____

Preferred Method / Time of Contact - Non Emergencies

Preferred Method / Time of Contact - Non Emergencies

Emergency Contact Information:

Name / Relationship

Name / Relationship

Hm _____/Cell _____

Hm _____/Cell _____

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

Created by: Brian Merchant 2010

Dear Parents / Guardians and Eligible Bus Riders:

We are providing a snapshot of the Bus Rider’s Safety / Instruction Handbook so all concerned will be familiar with

our expectations and the transportation procedures. MISD offers the privilege of bus transportation for all eligible students. Eligibility is generally determined by distance from the home campus (more than 2 miles) and by application of Board policy.

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

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

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

Charles Stone,
Transportation Director

TUTORIALS

Tutorials and other academic interventions are available. Please contact teachers, counselors or an assistant principal for assigned times and locations.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

Parents are always welcome at the middle school campus. We ask that an appointment be made to see a teacher or to visit a classroom. All visitors must report the office. MISD uses the Raptor Security System and a state issued photo ID is required to obtain a visitor's pass. The school policy is to accept only those visitors who have legitimate business at school. Visitor passes will not be issued during examinations, the **STAAR** testing period, and any other times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass any time he/she feels it is in the best interest of the school to do so. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities.

WITHDRAWING FROM SCHOOL

A student may be withdrawn by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal.

Section III- Student Behavior and Student code of Conduct

Standards for Student Conduct

It is the purpose of the school district to establish and maintain a safe and orderly environment in which students can learn and grow. In order to maintain that environment, rules and regulations are established by the Mansfield Independent School District at each campus and within each individual classroom. Students are expected to respect and obey those rules. The following reminders should serve as a guide:

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well groomed and dressed appropriately, according to the school's dress code policy.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other District staff.
- Respect the property of others, including District property and facilities.
- Pay required fees and fines, unless they are waived.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Maintain self-control in class, in the cafeteria, on the bus, on the school grounds, and at all school-sponsored events.

General Student Rules

- 1) All students will remain outside the building until 8:15 a.m. unless under the supervision of a faculty member.
- 2) Students may not assemble behind the gym, near portable buildings, athletic fields, or in parking lots before, during, or after school.
- 3) Students may not leave campus during school hours without a parent or guardian checking the student out through the Attendance Office.
- 4) Unless a student is involved in an extracurricular activity, he/she should leave campus promptly after dismissal.
- 5) Public displays of affection such as kissing, hugging, holding hands, & arms around waists are not allowed.
- 6) Possession of any type of tobacco products is not allowed.
- 7) The possession of matches, lighters, and tobacco products and/or the use thereof by students on the campus or at school-sponsored activities will be subject to disciplinary action.
- 8) Students may not bring the following: radios, tape recorders, laser pens, cameras, pagers, walkie-talkies, gaming devices, or other electronic equipment, skate boards, sports/trading cards, etc. to school. Students shall be not allowed to possess CD players, MP3-type players and iPods during the instructional school day (8:15 AM- 4 PM). These items, as well as any other items deemed inappropriate by the faculty, will be taken by the teacher and placed in the office. A parent or guardian will be required to come to the school to reclaim the item(s).
- 9) The principal must approve all signs and posters displayed.
- 10) If a student must leave a class, a hall pass is required.
- 11) Personal deliveries are not accepted. Parents may bring lunch to their child only.
- 12) School officials have the authority to search a student and his/her possessions if the student is suspected of possessing items that could threaten the safety of others or disrupt the learning process.
- 13) Students who walk or ride home with parents must exit through the front of the building.
- 14) The penalty for cheating and/or copying will be a behavioral or an academic penalty. Parents will be notified of the infraction.
- 15) School officials are not responsible for lost or stolen property.
- 16) Students must follow all rules and regulations as stated in the District Student Code of Conduct.

Dress Code

The district's dress code is established to teach grooming, hygiene, prevent disruption, and minimize safety hazards. **All standards reference the outer layer of clothing, excluding jackets, coats, sweaters, or any other article of clothing not meant to be worn indoors.** Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- 1) Students are expected to be clean and neatly groomed and follow dress code while attending school and all school-sponsored functions.
- 2) Clothing will be neat, clean, and appropriately sized.

- Saggy pants are not to be worn and length must be appropriate. If a belt is required in order for the pants to stay up or to prevent them from sliding down on the hips, the pants are oversized. Pants and shorts must fit at the waist and the inseam. Saggy pants, which are tailored or styled with artificially low inseams, will not be allowed. The length of the pants may not be excessive to the point that they drag the ground. The hems of pants and shorts must be finished. Manufactured or intentionally cut, frayed hems, or holes in clothing will not be allowed.
 - Shirrtails may not extend below the top of the inseam in the front or back.
 - Sleeves cannot come down beyond the wrists.
- 3) **Shorts, skirts, and short dresses must be no shorter than 5 inches from the top of the knee (front and back of leg) when standing straight, when bending over, when sitting, and when doing any type of movement.** No cut-offs will be allowed. Pants, skirts, and shorts must be hemmed or cuffed, not rolled.
 - 4) Tank tops, Halter-tops, sleeveless tops with large armholes, tube tops, low cut (front or back) tops, or tops revealing the middle section of the body are not permitted. See-through tops are not allowed. Tops must cover the entire torso at all times, even in movement. Sleeveless shirts must cover the shoulder without layering. Underwear may not be visible under clothing – bra straps must be covered. Suspenders must both be over the shoulder and attached.
 - 5) Clothing similar to underwear, sleepwear, muscle shirts, or half shirts will not be worn.
 - 6) Clothing will have factory finished sleeves and hems.
 - 7) Students will not wear clothing with pictures, emblems, or writing that is lewd, offensive, suggestive, vulgar, or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, pornography or any other prohibited substance.
 - 8) Items of apparel that are considered extreme in dress or that could be associated with gang-related activities will not be worn.
 - 9) Caps, hats, bandannas, sunglasses, and wallet chains will not be worn or carried on campus.
 - 10) Large or heavy jackets may be worn to and from school during cold or wet weather, but must remain in the student’s locker throughout the day. Light jackets or windbreakers may be allowed in the classrooms.
 - 11) Students will wear shoes in all of the school buildings. House shoes are not considered shoes.
 - 12) **Extreme hairstyles will not be permitted.**
 - 13) No visible body piercing will be allowed with the exception of the ears. Spacers may only be worn in the ears.
 - 14) **No visible tattoos or body art will be allowed.**
 - 15) **Campus administration has the authority to determine inappropriateness of student dress code.** Decisions will be sound and consistent. Students found in violation of the dress code will be removed from class until dress is corrected or will be sent to AC. If necessary, parents will be notified to provide a change of clothing.

The building administrator, in connection with sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. **The final decision, with regard to dress code, rests with the campus principal.**

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 (**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**) 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 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 (DAEP)
LEVEL II OFFENSES**

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 abuse of 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

MORNING DETENTION HALL - D-Hall is before school from 8:00 to 8:30 a.m. Transportation is the responsibility of the student and parent. Students tardy to D-Hall will not be allowed entry. Students who miss their assigned morning detentions will receive a two-hour evening detention for failure to attend. If this behavior is persistent, the grade level principal will administer a more severe consequence.

AFTER-SCHOOL DETENTION HALL - Students may be required to attend after school D-Halls as a behavioral consequence or for attendance purposes. Detentions (dates/times) are assigned at the discretion of the campus administrators. Transportation is the responsibility of the parent. Following afternoon detentions, students will not be allowed in the building.

ALTERNATIVE CLASSROOM – AC (In-School Suspension) is a self-contained classroom unit on campus provided as a positive method of student discipline. The AC program allows students to remain in school without loss of credit. Assignments not completed will result in zeros. Upon entering AC, students are subject to AC rules as explained by the AC teacher. AC is an alternative disciplinary action to placing students on out-of-school suspension. Students assigned to an alternative placement will not be able to attend or participate in any extracurricular activities for the duration of the assignment.

ALTERNATIVE EDUCATION CENTER (BIC) - Students may be placed in the off campus alternative education center for violation of District policy.

OUT-OF-SCHOOL SUSPENSION - Students may be suspended out of school for a time of one to three days.

FIGHTING - In the event of a fight the following procedures may take place:

- Administration investigates and determines disciplinary action to be taken based on the Student Code of Conduct.
- Parents will be notified and the student(s) may be removed from school
- Police will be notified and the student(s) may be removed, followed by a possible citation(s), a hearing before a municipal judge, and fines up to \$200.00. Some charges may dictate the school consequence.

SECTION IV: Mansfield ISD Student Technology Acceptable Use Policy

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

The following are not permitted:

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

Sanctions:

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

Student Technology Use Guidelines:

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

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

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

SECURITY: Security on any computer system is a high priority. If you can identify a security problem within the network, you must notify the teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to any system as any other user may result in cancellation of user privileges. Attempts to login to the district networks as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems in using other computer systems may be denied access to district network services.

NON-COMPLIANCE: Violations will be referred to a campus administrator for disciplinary or legal action. Consequences will be based on policies established in the Student Handbook, Code of Conduct, Federal and State law. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of study, placement in an alternative education

program, or criminal prosecution. Faculty members will be notified of the student's loss of privilege.

Student Technology Use Guidelines: Consequences

Level I

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

Offenses

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

Level II

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

Offenses

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

Level III

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

Offenses

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

INTERNET SAFETY POLICY FOR MANSFIELD ISD

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

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

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

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

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

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

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

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

CIPA Definitions of Terms

TECHNOLOGY PROTECTION MEASURE

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

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

HARMFUL TO MINORS

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

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.

GLOSSARY of TERMS

AC (Alternative Classroom)

A disciplinary technique for misconduct found in the *Student Code of Conduct* and is often referred to as ISS (See ISS).

Accelerated Instruction

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

Advisory

The advisory program is one of the main components of an effective middle school. Every student is placed in an advisory classroom. This class is scheduled for 20 minutes every Wednesday and Thursday. During this time the teacher will take care of messages and pass out team information. The remaining time in advisory will be spent talking about pertinent events happening in the student's life. The teacher will lead discussions and do activities pertaining to good study habits, positive character traits, conflict resolution, school pride, standardized tests, and various other topics the team and school chooses to discuss. The advisory program allows every child at the middle school to have a close relationship with at least one adult in the building.

ARD

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

Attendance Review Committee

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

DAEP (Disciplinary Alternative Education Program)

This is often referred to as BIC, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

EOC (End of Course)

High School students are given state mandated EOC tests in certain subjects. Middle school students enrolled in high school Algebra will take the Algebra EOC.

FERPA

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

IEP (Individualized Education Program)

This is prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding

how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district-wide tests, etc.

ISS

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

LAT (Linguistically Accommodated Testing)

This is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act

The federal No Child Left Behind Act of 2001

Personal Graduation Plan (PGP)

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

Section 504

This is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

Student Code of Conduct

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

STAAR

Texas Assessment of Academic Readiness, the state's standardized achievement test currently given to students in certain subjects in grades 3–8.

STAAR-Alternate

An alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee

STAAR-Modified

An alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

STAAR-L

Is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

TELPAS

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

UIL

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

APPENDIX I:

Acknowledgment Form

My child and I have received a copy of the Mansfield ISD Middle School Student Handbook and *Student Code of Conduct* for 2011–2012. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*. *Please sign and date this page, remove it from the handbook, and return it to the student's school.*

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX II:

Use of Student Work in District Publications

Occasionally, the [name of district] wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: _____

Date: _____

Appendix III

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

State law requires the district to give you the following information:

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

Mansfield ISD has designated the following information as directory information:

- Student's name
- Photograph
- Honors, and awards received
- Grade level
- Most recent school previously attended

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give)** **(do not give)** the district permission to release the information in this list in response to a request.

Parent signature _____ Date _____