

Table of Contents

Introduction	4
Statement of Nondiscrimination.....	4
I. Academics	
A. General Information	
1. Academic Programs.....	5
2. Classification by Credits.....	5
3. Class Rank.....	5
4. Computing Class Rank and Grade Averages.....	5
5. Correspondence Courses/Distance Learning.....	6
6. Credit Requirements.....	6
7. Dual Credit Courses/College Coursework.....	6
8. Early and Mid-Term Graduation.....	6
9. Exemption Policy.....	6
10. Grade-In-Progress Report.....	7
11. Grading.....	7
12. Graduation Commencement Exercises.....	9
13. Graduation Expenses.....	10
14. Graduation Programs.....	10
15. Graduation Requirements.....	10
16. National Honor Society.....	10
17. Personal Graduation Plan.....	10
18. Promotion/Retention.....	11
19. Report Cards.....	11
20. Schedule Changes.....	11
21. State Scholarships and Grants.....	11
22. Student Records and Transcripts.....	12
23. Students with Learning Difficulties.....	13
B. Programs/Services	
1. ACCEL.....	14
2. ACE.....	14
3. Campus Support Groups.....	14
4. Career and Technology Programs.....	14
5. Counseling Services.....	14
6. Credit Recovery Programs.....	14
7. Pregnancy Related Services.....	14
8. Special Programs.....	14
9. Summer School.....	15
10. Virtual School.....	15
C. Testing	
1. ACT/SAT/THEA.....	15
2. Advanced Placement Exams - College Board.....	15
3. Credit by Exam.....	15
4. Credit by Exam for Accelerated Placement.....	16
5. PSAT/NMSQT.....	16
6. TAKS (Texas Assessment of Knowledge and Skills).....	16
7. THEA.....	16
8. ASVAB.....	16

II. General Information

A.	College Days	17
B.	Communicable Diseases.....	17
C.	Computer Resources.....	18
D.	Drills –Fire, Tornado, and Other Emergencies	18
E.	Emergency Medical Treatment.....	18
F.	Emergency School Closing Information.....	18
G.	Extracurricular Activities, Clubs, and Organizations	18
H.	Fees	19
I.	Fundraising.....	19
J.	High School Crime Stoppers	19
K.	Identification Cards	19
L.	Immunization	20
M.	Law Enforcement.....	20
N.	Library	21
O.	Lockers.....	21
P.	Medication Policy	21
Q.	Meeting of Non-Curriculum Related Groups.....	22
R.	Messages.....	22
S.	Parental Involvement.....	22
T.	Parking Rules and Guidelines.....	25
U.	Pest Control/Asbestos	27
V.	Pledges of Allegiance and Moment of Silence.....	27
W.	Prayer.....	28
X.	Return Check Policy	28
Y.	Safety	28
Z.	School Health Advisory Council.....	28
AA.	Searches by Metal Detectors	28
BB.	Searches: Student Desks, Lockers, and Vehicles.....	29
CC.	Signs, Posters, and Student Publications.....	29
DD.	Student Directory Information	29
EE.	Student Speakers	30
FF.	Student Transfer Option	30
GG.	Textbook Responsibilities	30
HH.	Videotaping of Students.....	30
II.	Visitors	31
JJ.	Withdrawal from School	31

III. Policies and Procedures

A.	Absences.....	31
B.	Attendance	33
C.	Buses or Other School Vehicles	34
D.	Cafeteria Services.....	34
E.	Closed Campus.....	35
F.	Complaints	35
G.	Cooperative Education Program Guidelines.....	35
H.	Driver’s License/TEA Form	36
I.	Shuttle Buses.....	36
J.	Tardy Policy	36

IV. Student Behavior

A.	Introduction.....	37
B.	Academic Dishonesty	37
C.	Dress and Grooming Code	37
D.	Fighting	38
E.	Freedom from Dating Violence, Discrimination, Harassment, and Retaliation	38
F.	GANG-FREE ZONE.....	39
G.	Profanity	40
H.	Public Display of Affection.....	40
I.	MP3 Players, Radios, CD Players, Laser Pointers, and Other Electronic Devices	40

J. School Facilities/Use by Students Before and After School.....	40
K. Telecommunications Devices (Mobile Phones).....	40
L. Trespassing	41
M. Vandalism	41
N. Violations of Law	41
O. Consequences for Behavior	42
P. Virtual School	43
V. Mansfield ISD Student Technology Acceptable Use Policy	44
Internet Safety Policy	47
VI. Mansfield ISD Bus Safety Rules.....	48
A. Safety Infractions.....	48
B. Prohibited Items.....	48
C. Contacts	49
Mansfield ISD Student Code of Conduct	50
Forms & Sample Forms	
• Exemption Policy Information	55
• Sample Attendance Notice to Parents.....	56
• Directory Information Form	57
• Student Technology Use Guideline Form.....	58
• Student Login Guidelines for Student Novell Accounts.....	59
• Parent’s Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education.....	60

Introduction

Welcome to the 2010-2011 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. The MISD High School Student Handbook is designed to provide a resource for some of the basic

information that you and your student will need during the school year. The handbook is divided into six sections:

- I. Academics / Curriculum-Related Information
- II. General Information
- III. Policies and Procedures
- IV. Student Behavior
- V. Student Technology Acceptable Use Policy
- VI. Bus Safety Rules

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parents must be familiar with the *MISD Student Code of Conduct*, which is a document adopted by the Board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

The Student Handbook is designed to be in harmony with Board policy and the *Student Code of Conduct*. The handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. 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 online at www.mansfieldisd.org.

After reading through the entire handbook with your student, keep it as a reference during this school year. If you or your student has questions about any of the material in this handbook, please contact a teacher, counselor or principal. Also, please complete and return to your student's campus the following required forms included in this handbook:

1. Parental Acknowledgement Form;
2. Notice Regarding Directory Information

Statement of Non-discrimination

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

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

- Title IX Coordinator, Employee Welfare – Dr. Linda Chance, Assistant Superintendent of Personnel, (817) 299-6305.
- Title IX Coordinator, Student Welfare – Paul Cash, Director of Student Services, (817) 299-6360.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Paul Cash, Director of Student Services, (817) 299-6360.
- Liaison for Homeless Children and Youth (coordinates services for homeless students): Contact building principal or Paul Cash, Director of Student Services, (817) 299-6360.
- Parent Involvement Coordinator (works with parents of students participating in Title I programs): Contact building principal or Sheila Saxton, Federal Programs Coordinator at (817) 299-6358.

I. Academics

A. General Information

1. Academic Programs

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

2. Classification By Credits

At the beginning of each school year, students are assigned a grade classification determined by the number of credits they have earned and the year in which they entered the 9th grade. A breakdown of the classification system by year is available in the Counseling Center. **Students will not be reclassified during the school year with the exception of a January reclassification for 4th year students who did not meet the 19+ senior classification at the beginning of their senior year.** The classification for the 2009 – 2010 school year is as follows:

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

3. Class Rank

Class rank is computed in September and January of the student's sophomore, junior, and senior years. To be eligible for valedictorian and salutatorian, a student must be enrolled *and in attendance* consecutively in the same Mansfield ISD High School for the student's final four terms. The valedictorian will be the student having the highest-class rank during his/her four years of high school and completing the last two years at the same Mansfield ISD High School. The salutatorian will be the student having the second highest class rank and meeting the same requirements as the valedictorian. The naming of the valedictorian and salutatorian is final. These honors will be finalized at the end of the fall semester of their senior year. The valedictorian and salutatorian will be announced during the final two weeks of school. For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

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

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

Students who are ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should see a counselor for further information about how to apply.

4. Computing Class Rank and Grade Point Averages

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

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

5. Correspondence Courses/Distance Learning

Students may enroll in correspondence study courses (courses by mail or via the Internet) through Texas Tech University or the University of Texas at Austin with approval of a counselor. The district permits high school students to take correspondence courses---by mail or via the Internet---for credit toward high school graduation. Students may not earn more than two correspondence credits toward graduation credits. Final grades earned are computed in the cumulative grade average. Students are responsible for the fees and textbooks established by the universities. For further information, contact the campus counselor.

6. Credit Requirements

Students must earn 27 credits in order to be eligible for graduation. There are 3 graduation plans – the Advanced/Distinguished Achievement Program, the Recommended Plan, and the Minimum Plan. Refer to the

Course Description Book, available online at www.mansfieldisd.org, for more detailed information regarding graduation requirements and credits.

In addition to federal grant monies, students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information, see your counselor.

7. Dual Credit Courses/College Coursework

The District may enter into an agreement with a public college to form a dual credit partnership. *19 TAC Ch.4, Subch. D*

For purposes of the following provisions, “college” means a public two-year associate degree-granting institution or a public university. “Dual credit” means the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from the college and high school. *19 TAC 4.83 (4)*

Mansfield ISD High Schools and Tarrant County College (TCC) have an instructional partnership where course credit is provided to high school students for both high school and college credit. Eligibility is limited to students who have met the following criteria: (1) earned at least 16 credits or above, (2) Grade Average of 80 or higher, (3) THEA exempt or passed the appropriate sections of the THEA or Accuplacer (verbal, writing, math) placement test.

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

8. Early and Mid-Term Graduation

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

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

9. Exemption Policy

Mid-Term Exams

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

- Students must maintain an 80 semester average or above
- Students may not have **more than two excused absences in the class they wish to exempt. (Note: One of the absences must be taken the day of the exam)**
- Assignments to an alternative education program (BIC or JJAEP) or Alternative class (AC) for disciplinary reasons, or suspended will negate the request for exam exemptions.
- Students may not have absence failed any class for the semester.

Final Exams

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

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

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

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

10. Grade-In-Progress Report

Each student will be given a Grade-In-Progress Report. The report will include a current numerical average for each class at the end of the 3rd week of each 6 weeks grading period. Parent-teacher conferences are encouraged.

11. Grading - MISD High School Grading Practices

Philosophy:

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

Grading Percentages:

ENGLISH	<u>Regular Classes</u>	<u>Pre-AP/AP Classes</u>
	Daily Work – 15%	Daily Work – 10%
	Quizzes – 20%	Quizzes - 20%
	Projects/Tests – 30%	Tests - 35%
	Writing – 35%	Writing - 35%

SOCIAL STUDIES

Regular Classes

- Tests/Major Assessments will count 50% of each student’s six-week grade.
- The remaining 50% will be derived from other sources of student achievement as determined by the teacher.
- No category should count for less than 10%

Grading Percentages (cont):

Pre-AP/AP Classes

- Tests/Major Assessments will count at least 50% but not more than 75% of each student’s six-week grade.
- The remaining 25-50% will be derived from other sources of student achievement as determined by the teacher.
- No category should count for less than 10%

SCIENCE

Regular and Pre-AP Classes

Tests/Projects - 50%
Labs/Quizzes - 30%
Daily Homework - 20%

MATH

	<u>Test</u>	<u>Quiz</u>	<u>Homework</u>
Algebra I	45%	35%	20%
Geometry	50%	35%	15%
Algebra II /			

Math Applications	55%	35%	10%
Pre Calculus /			
Statistics / Calculus	60%	35%	5%
Pre-AP Algebra I	50%	35%	10% [recommendation for 8 th grade]
Pre-AP Geometry /			
Pre-AP Algebra II	60%	30%	10%
Pre-AP Pre Calculus	65%	30%	5%
AP Statistics /			
AP Calculus AB/BC	70%	-----30%-----	

ELECTIVES

Tests count 40%. Other categories and percentages to be decided by campus departments.

*AEC (Alternative Education Center) will conduct an individualized program and may differ on each grading criteria included in this policy.

Semester Exam:

Semester exams count 20% of the grade

Number of Grades Each Six Weeks (All Subjects)

NUMBER OF GRADES For Regular Classes

Each teacher should take at least Eight (8) grades per Six-Week grading period. At least TWO of those grades should be a major assessment/test.

NUMBER OF GRADES For Pre-AP/AP Classes

Each teacher should take at least six (6) grades per six-week grading period. At least TWO of those grades should be a major assessment/test.

Test Re-takes-Minimum Requirements:

- Teachers will provide students the opportunity to be successful. In the event students fail to exhibit proficiency on the major assessment or tests, they will be encouraged to participate in the re-teaching/re-testing process designed and determined by the teacher.
- Students will be allowed to demonstrate proficiency of learning objectives by means of a re-test for a maximum of 70% of the original score possible.
- Teachers will communicate this on the classroom syllabus.
 - Students will have to make arrangements with the teacher to retake or redo a major test/assessment. (This does not include final semester examinations.)
 - All retakes must be completed prior to the end of each six week grading period.
 - Students are encouraged to attend tutorials.
 - Mid term or final exams are not to be included in the retake/retest process.

Pre-AP/AP/TCC Dual-Credit - Classes Weighted Grades:

- Pre-AP classes will be assigned a weighted factor of an additional 10 points.
- TCC Dual-Credit classes will be assigned a weighted factor of an additional 10 points.
- To receive weighted credit (10 additional points) for an AP course, students must be enrolled in the course, receive a passing grade in the course, and take the corresponding College Board AP exam in May (See the Pre-AP and College Board AP section of the MISD High School Course Description Guide or visit www.collegeboard.com for exam dates and information).
- Final grade must be 70% or above to be consider passing for Pre-AP, TCC Dual-Credit and AP.

Semester Grades for High Schools:

For ALL Classes

First Six Weeks = 26.6%

Second Six Weeks = 26.6%

Third Six Weeks = 26.6%

Final Exam = 20%

One-half credit is awarded for a cumulative grade of 70 or greater at the end of each semester.

Grading Policy:

- The teacher shall determine student progress using a grading scale of 0-100.
- The three six week’s grades along with the semester test will make the final semester grade.
- 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).

Athletic Eligibility:

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
 - Each six week grading period will stand alone for eligibility purposes.
 - A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of their subsequent three week grades are 70% or higher.

12. Graduation Commencement Exercises

Graduation activities will consist of the Graduation Commencement Exercises. Depending on the size of the senior class, it may be necessary to issue a limited number of tickets to each senior. To receive a high school diploma from MISD and be eligible to participate in commencement activities, a student must successfully complete the required credits and pass all portions of the required state mandated exit exam (TAKS). Upon the recommendation of the Admission, Review, and Dismissal Committee, a student with disabilities may be permitted to graduate under provisions of his or her Individual Education Plan (IEP).

Graduation Speakers

Eligible graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks. However, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation. In addition to opening and closing remarks, students who have attained special positions of honor may also have speaking roles at the graduation ceremony.

13. Graduation Expenses

Because parents and students will incur expenses in order to participate in the traditions of graduation such as the purchase of invitations, senior ring, cap and gown, and senior picture, parents and students should monitor the progress toward completion of all requirements for graduation. The expenses are often incurred in the junior year or first semester of the senior year.

14. Graduation Programs

All students entering the 9th grade are required to enroll in the Recommended or Advanced/Distinguished Graduation Program. Permission to complete the Minimum Graduation program would be granted only if an agreement were reached among the student, student’s parent or person standing in parental relation, and the counselor or appropriate administrator.

It is important to know the course description guide includes all courses that are offered in Mansfield ISD. However, due to enrollment and teacher availability, not every class will be offered every year at all campuses. The district may establish separate course criteria for pilot programs.

15. Graduation Requirements

To receive a high school diploma from the District, students must successfully complete the required number of credits, pass a statewide exit-level examination, and meet all attendance requirements.

The exit-level test, required for students in grade 11, covers English Language Arts, Mathematics, Science, and Social Studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, Early American, United States History, World History and World Geography.

A student who does not pass the exit level test will have additional opportunities to take the test.

Students with Disabilities

Upon recommendation of the Admission, Review, and Dismissal committee, a student with disabilities may be permitted to graduate under provisions of his or her Individual Education Plan (IEP).

16. National Honor Society

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

17. Personal Graduation Plan

A principal shall designate a guidance counselor, teacher, or other appropriate individual to develop and administer a personal graduation plan (PGP) for each student enrolled in a junior high, middle, or high school who: 1. Does not perform satisfactorily on state assessment instrument; or 2. Is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade level nine, as determined by the District.

A PGP must: 1. Identify educational goals for the student; 2. Include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies; 3. Include an intensive instruction program described in Education Code 28.0213 [see EHBC]; 4. Address participation of the student's parent or guardian, including consideration of the parent's or guardian, educational expectations for the student; and 5. Provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, online instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability. A student's IEP developed under Education Code 29.005 [see EHBAB] may be used as the student's PGP. In addition, the District is encouraged to establish for each student entering grade nine a PGP that identifies a course of study that: 1. Promotes college and workforce readiness; 2. Promotes career placement and advancement; and 3. Facilitates the student's transition from secondary to postsecondary education.

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

18. Promotion/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, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion.

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

19. Report Cards

Report cards report a student’s grades, attendance and conduct for each course of study. An (*) next to the grade indicates no credit due to absences.

Grading Periods (6-Weeks)

August 23 – October 1

October 4 – November 12

November 15 – January 13

January 18 – February 25

February 28 – April 15

April 18 – June 2

To be eligible to participate in extracurricular activities, a student must maintain a grade average of 70 or above in all classes.

20. Schedule Changes

After courses have been requested in the spring for the following school year, students had until April 17th to request a change. After April 17th, schedules will not be changed unless the student has attended summer school and has earned credit in a scheduled course.

21. State Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement plan may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program’s eligibility requirements. Students who have a financial need according to federal criteria and who complete the Recommended or Advanced/Distinguished Achievement Program may be eligible under the TEXAS Grant for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For further information, see the principal or counselor.

22. Student Records and Transcripts

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or

volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

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

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the [principal or superintendent]. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 11, and **Student or Parent Complaints and Concerns** on page 35 for an overview of the process.]

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

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

Please note:

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

23. Students with Learning Difficulties

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, contact the campus principal.

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 Academic Intervention Coordinator to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a

special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

- At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.
- If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.
- Contact the MISD Academic Intervention Coordinator for options regarding a child experiencing learning difficulties or a referral for evaluation for special education.
- If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB,(LOCAL).]

B. Programs/Services

1. ACCEL (Advanced Courses and Curriculum for Exceptional Learners)

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

2. ACE (Accelerated Classroom Environment)

ACE is an alternative academic educational program of choice designed to meet the academic needs of high school level students who have not been successful in a regular educational setting. Students must be 17 years of age or older to qualify and meet the state of Texas criteria for at-risk students. Students may apply by submitting a completed application available in the counseling offices. Applications will be reviewed by the home campus principal for appropriate placement.

3. Campus Support Groups

Voluntary, educational campus support groups for referred students are available. Students may also self-refer, or parents may refer students. Call the student's high school counseling office for more information.

4. Career and Technology Programs

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

5. Counseling Services

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. The school counselor is also available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should fill out a request in the Counseling Center. Questions regarding counseling services should be directed to the appropriate high school.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining parental written consent, unless required by state or federal law for special education purposes.

6. Credit Recovery Programs

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

7. Pregnancy Related Services

Pregnancy Related Services (PRS) are support services the pregnant student receives to help her adjust and stay in school during the pregnancy and postpartum periods. Contact a counselor or the ACE principal for more information.

8. Special Programs

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with further questions about these programs should contact the Associate Superintendent of Curriculum and Instruction.

Dyslexia Program

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

Homebound Services

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

9. Summer School

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

10. Virtual School

Mansfield ISD will provide the opportunity for students to earn high school credit through online classes. MISD Virtual School Policies and Guidelines are included later in this handbook.

C. Testing

1. ACT/SAT/THEA

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken in the spring of the junior year. Prior to enrollment in a Texas public college or university, most students must take an assessment test such as the Texas Higher Education Assessment (THEA) test. (THEA/Accuplacer is administered by the TCC/Dual credit office).

2. **Advanced Placement Exams – College Board**

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

3. **Credit By Exam**

Credit by exam is an option for students who have failed a course with a 60 or above or who have had prior formal instruction in the subject and did not receive course credit. The exam is taken through Texas Tech University or The University of Texas at Austin Extended Studies. Applications may be obtained and approved in the Counseling Center. Attendance committees may approve this option for students to regain denied credit. Passing grades will be recorded on the student's transcript, computed in the credits toward graduation and computed in the cumulative grade average. Students are responsible for fees established by the universities.

4. **Credit By Exam for Accelerated Placement**

MISD high schools offer exams for students interested in accelerated credit for academic courses in which there has been no prior formal instruction. Any student, grades 9-12, will be given credit for an academic subject if the student scores 90% on the exam. Students must contact their counselor to register for such exams before deadlines.

Cycle	Registration Deadline	Test Dates
1 (July 1 - Dec. 31, 2010)	Sept. 17, 2010	October 27 and 28, 2010
2 (Jan. 1 – June 30, 2011)	January 21, 2011 May 6, 2011	Feb. 24 and 25, 2011 June 17 and 18, 2011
3 (July 1 – Dec. 31, 2011)	May 6, 2011 September 16, 2011	July 8 and 9, 2011 October 27 and 28, 2011

5. **PSAT/NMSQT**

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

6. **TAKS (Texas Assessment of Knowledge and Skills)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests such as TAKS in the following subjects:

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

The Exit-level TAKS, required for students in grade 11, covers English Language Arts, Mathematics, Science, and Social Studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. Students must master all parts of the Exit-level TAKS in order to receive a diploma and participate in graduation exercises.

7. **THEA**

The Texas Higher Education Assessment Test is a requirement at Texas public colleges and universities which must be taken before students are allowed to enroll. The state offers the following THEA exemptions:

- a score of 1070 or higher on the SAT with a score of 500 or higher on both the math and verbal sections; or
- a score of 23 or higher on the ACT with a score of 19 or higher on both the English and math sections.

8. ASVAB

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

II. General Information

A. College Days

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

B. Communicable Diseases

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.

State law requires the District to provide the following information:

Bacterial Meningitis

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

What are the symptoms? Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

C. Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Parents and students will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Parents and students should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

D. Drills—Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly and in an orderly manner. Failure to properly follow these procedures and activities may result in disciplinary actions.

E. Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies, etc.). Please contact the school nurse to update any information.

F. Emergency School Closing Information

In the event of an emergency school closing, information is provided through the radio (WBAP) and TV (Channel 5).

G. 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 is a **privilege**. Students who are not passing according to UIL Eligibility rules may not participate. While many of the activities are governed by the University Interscholastic League (UIL), a statewide association of participating districts, eligibility for participation may be governed by state law as well as UIL rules:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in **any** class may not participate in extracurricular activities for at least three weeks, however, an ineligible student may practice or rehearse. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in **all** academic classes (2) completed the three weeks of ineligibility.
- A student is allowed up to five absences from a class per term for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.
- A student with disabilities who fails to meet the standards of his or her Individualized Educational Program (IEP) may not participate for at least three school weeks.

Please note: The District, according to UIL, may voluntarily impose stricter standards than those cited in UIL guidelines. As such, student clubs and performance groups such as band, choir, drill and athletic

teams may establish standards of behavior, including consequences for misbehavior, which 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.

H. Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits including:

- Cost for materials for a class project that the student will keep,
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities,
- Security deposits,
- Personal physical education/athletic equipment and apparel,
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.,
- Voluntarily purchased student accident insurance,
- Musical instrument rental,
- Personal apparel used in extracurricular activities that becomes the property of the student,
- Parking fees and student identification cards,
- Fees for lost, damaged or overdue library books,
- Fees for optional courses offered for credit which require the use of facilities not available on District premises,
- Summer school for courses that are offered tuition-free during the regular school year,
- A reasonable fee for providing transportation to a student who lives within two miles of the school,
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the students to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent(s) are unable to pay. Application for such a waiver may be made to the principal.

I. Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal or principal's designee prior to the event.

J. High School Crime Stoppers

- Stomp out crime on your campus!
- Report vandalism and theft!
- Rewards offered!
- Confidentiality maintained!

K. Identification Cards (required for ALL students)

Mansfield ISD High School students are required to purchase current identification cards. (Cost is \$5.00 per ID.) Students MUST wear the current ID at all times while on campus and while attending any school-related activity/function.* The ID MUST be visible and worn on the front of the student's torso between the shoulder blades and the natural waist line. ID lanyards and/or clips are provided for a fee to students on each campus. Students out of compliance are subject to discipline consequences. These consequences may include sending the student home or to AC until student complies with the ID policy. Persistent non-compliance with the ID policy by students will result in additional consequences. ("Persistent" = two or more offenses per year.) *Any student who fails to properly identify him/herself and/or flees from a Mansfield ISD high school staff member may be placed in an alternative placement.* One AC placement due to violation of the ID policy by juniors and seniors will not count against the exemption policy. Replacement cards cost \$5.00.

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

L. Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. 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 would be harmful to the health and well-being of the student or any 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 the Texas Department of Health website: www.dshs.state.tx.us/immunize/school/default.shtm]

M. Law Enforcement

1. Questioning of Students

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

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

2. Students Taken into Custody

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

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

Before a student is delivered 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 or designee 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 parents. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

3. Notification of Law Violations

The District is also required by state law to notify:

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

N. Library

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

O. Lockers

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

P. Medication Policy

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

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

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

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

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

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

Steroids

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

Psychotropic Drugs

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

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

Students should not be sent to school with unlabeled medications, loose medications in unmarked containers, medications without parental notes, or medications that cannot be given at school.

Q. Meeting of Non-Curriculum Related Groups

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB (LOCAL). A list of these groups is available in the principal's office.

R. Messages

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

S. Parental Involvement

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contact 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 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, see policy GKG and contact the appropriate high school.
- Participating in campus parent organizations such as PTSA, Dad's Club or others.
- Serving as a parent representative on the District-level or campus-level planning committees, assisting in the development of educational goals, and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the building principal or designee.
- Serving on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. See policies BDF, EHAA, and FFAE for more information.
- Attending Board meetings to learn more about District operations. See policies at BE and BED for more information.

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.

Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice 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 collected 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.

Displaying a Student’s Artwork and Projects

The District will seek parental consent before the displaying your student’s artwork, special projects, photographs taken by your student, and the like on the District’s website, in printed material, by video, or any other method of mass communication.

Requesting Professional Qualifications of Teachers and Staff

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

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.

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.

Accessing Student Records

You may review your child's student records in the presence of an MISD professional employee. However, if you request copies of records, a request form must be completed. These records include:

- attendance records,
- test scores,
- grades,
- disciplinary records,
- counseling records,
- psychological records,
- applications for admission,
- health and immunization information,
- other medical records,
- teacher and counselor evaluations,
- reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

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 to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

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.

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 misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. See policies FDD (LEGAL).
- To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. See policy FDD (LOCAL).

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

[See **Bullying** on page 38, and policy FFI(LOCAL).]

T. Parking Rules and Guidelines

Overview

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

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

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

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

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

Purchase of Parking Permits

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

Place of Purchase

For the convenience of the employees and students, parking permits will be issued during fall registration at all Mansfield ISD high schools. All parking permits will be issued through the Mansfield ISD Police Department. After registration, parking permits may be purchased at the Mansfield ISD Police Department, 1522 N. Walnut Creek Drive (directly behind the Brooks Wester Campus). The Mansfield ISD Police Department is open 24 hours a day, seven days a week.

Temporary Permits

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

Replacement Permits

In the event that a vehicle is stolen, wrecked, sold, or has the windshield replaced, the permit holder should immediately notify the MISD Police Department. We will issue replacement permits at the discretion of the department.

and may require proper documentation including the original parking permit, a letter from the insurance company, a police report or other related information. Replacement permits can only be obtained at the MISD Police Department. If a replacement permit is issued, a service charge of \$2 will be assessed.

Designation of Parking Spaces

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

Visitor Parking

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

Fine Amounts

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

Vehicle Regulations

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

Parking lot regulations include, but not limited to:

- 15-MPH speed limit on campus at all times
- No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces
- No parking in visitor's parking area
- No parking without a permit
- No back-in or pull through parking (head in only)
- No parking in more than one parking space.
- Longer than normal or oversized vehicles may pull forward into the adjoining parking space ahead so that the rear of the vehicle is not extending into the traffic lane. A majority of the longer than normal or oversized vehicle must be in the parking space occupied by the rear of the vehicle.
- All vehicles must have the correct decal registered to that particular vehicle
- No loud sound system
- No display of obscene, indecent or offensive language or symbols written or affixed to the vehicle
- No parking off the pavement

Immobilized (Booted) or Towing of Vehicles

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

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

Revocation of Parking Permits

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

First Offense: Loss of parking privileges for 9 weeks. Second Offense: Loss of parking privileges for one calendar year.

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

Appeals

Parking tickets may be appealed by obtaining and completing an appeal form available at the Mansfield ISD Police Department, from a MISD Police Campus Officer, or the MISD website in the "forms" section. Appeal forms must be completed within ten (10) school days of issuance of the ticket. Appeal forms will not be accepted for tickets more than ten (10) school days past issuance.

Display of Permits

Display of Permits

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

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



Vehicles Subject to Search

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

Ben Barber Student Schedule Stickers

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

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

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

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

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

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

U. Pest Control/Asbestos

The District periodically applies pesticides inside buildings. 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(ren)'s school assignment area may contact the principal. In accordance with section 763.93 of the Asbestos in Schools Identification and Notification Rule (40CFR; Part 763, EPA-AHERA Regulations), this notice is to inform you that the Mansfield Independent School District has completed an Asbestos Management Plan for all facilities and the plan is available for review at each campus and at the Facilities Department.

V. Pledges of Allegiance and Moment of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

W. Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such a prayer or meditation during any school activity. (EC 25.901)

X. 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.

Y. Safety

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for the behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Z. 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 and student services.

AA. Searches by Metal Detectors

Metal detectors will be used at random.

BB. Searches: Student Desks, Lockers and Vehicles

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

Searches of desks and lockers may be conducted at any time there is a reasonable cause to believe that they contain articles or materials prohibited by District 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. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. **Random searches of lockers and automobiles will be conducted throughout the school year using trained dogs.**

CC. Signs, Posters, and Student Publications

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher, sponsor and the principal.

Student Non-School Materials

Unless a student (or non-student) obtains specific prior approval from the principal or designee, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not

approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Non-Student/Non-School Materials

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, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Superintendent or designee for specific prior review. The Superintendent or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

DD. Student 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. The Mansfield ISD has designated the following information as "directory information":

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address.

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

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

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

EE. STUDENT SPEAKERS

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

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

Students are eligible to introduce these events if they:

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

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

introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

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

[See FNA(LOCAL).]

FF. Student Transfer Option

See Section II. S. Parental Involvement, Requesting Transfers for Your Child.

GG. Textbook Responsibilities

TEC 12.65(b): “Books must be covered under the direction of the teacher. *Books must be returned to the issuing teacher at the end of the session or when the pupil withdraws from school.*”

TEC 12.65(c): “Each pupil, or his parent or guardian, shall be responsible to the teacher for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his/her right to free textbooks until the books previously issued but not returned are paid for by the parent or guardian.”

HH. Videotaping of Students

Parents may grant or deny any written request from the District to make a videotape or voice recording of their student. State law, however, permits the school to make a videotape or voice recording without parental permission for the following purposes: school safety, classroom instruction or a co-curricular or extracurricular activity, or media coverage of the school.

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy located in the District’s policy manual. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

II. Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors are required to check-in through the front office and must comply with all applicable District policies and procedures. The district utilizes the Raptor Technology System for identification. A government issued form of identification containing the person’s photograph is required for obtaining a visitor’s pass. The law permits the district to verify whether the visitor is a registered sex offender using the Department of Public Safety database. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Any request to visit a special education classroom requires special considerations and should be directed through a campus administrator. All visitors must adhere to the highest standards of courtesy and conduct.

Students may not have visitors on a Mansfield ISD high school campus during the official school day.

JJ. Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents/Guardians can obtain a withdrawal form from the Counseling center.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book 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 appropriate Assistant Principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

III. Policies and Procedures

A. Absences

- Missing 20 minutes or more of any class = an absence

1. Checking In and Out of School During the Day (Student responsibility)

- A student who is late to school, or who must leave school, must sign in or out in the Attendance Office with acknowledgement by the attendance clerk.
- In order for the student to receive authorization to leave school, a parent must have called the Attendance Office or must be contacted by phone.
- A student who does not sign in or out or who does so without the approval of the attendance clerk or Assistant Principal will be considered truant from school and will receive an unexcused absence for each class missed.

2. Family Trips

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

3. Make-up Policy (Student responsibility)

Students with excused absences will have the total number of days associated with the absence from school plus one class day to turn in make-up work. Parents may call on the second day of an absence to request make-up work. Please allow 24 hours before picking up make-up assignments. **It is the student’s responsibility to obtain make-up work!**

4. Procedures for Reporting (Parent responsibility)

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

5. Re-Entry (Student responsibility to check excused list)

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

6. Unexcused

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

7. Attendance School

Students are required to attend Attendance School to make up excessive absences **whether those absences are excused or unexcused. One attendance school day covers one day of absence on either an A day or a B day.**

The following policy will be enforced each semester for each single block A/B scheduled class:

- 5th absence on an A day or B day = one Attendance School
- 6th absence on an A day or B day = second Attendance School

- 7th absence or more: It is the student’s responsibility to contact the appropriate Assistant Principal for an attendance review.

The following policy will be enforced each semester for each double blocked A/B scheduled class. (Each period of a double-blocked class is assessed as a single attendance period. Absences of one period within the double-block framework = 1 absence. Absences of both periods within the double-block framework = two absences.)

- 9th absence = one Attendance School
- 10th absence = two Attendance Schools
- 11th absence or more: It is the student’s responsibility to contact the appropriate Assistant Principal for an attendance review.

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

8. School Related Absences

School related absences are excused, and students are counted present in class. Students MUST notify teachers in advance of an absence. The Make-up Policy applies to these absences. Students may miss no more than five days per semester for school related activities.

B. Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, 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. Each is discussed in the following sections:

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs such as additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

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

- Is absent from school on ten or more days, or parts of days, within a six-month period in the same school year, or
- Is absent on three or more days, or parts of days, within a four-week period.
- If the student is over age 18, the student’s parent shall not be subject to penalties as a result of their child’s violation of state compulsory attendance law. [See FEA (LEGAL).]

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student

to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, excused and unexcused, will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student's absences, the committee will attempt to ensure that its decision 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 District's 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 attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

State law and Board policy permit certain absences, including:

- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
- A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An approved college visitation.

C. Buses or Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. For information about bus routes or other related information, call the MISD Transportation Department or visit the website at www.mansfieldisd.org.

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

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

When students ride in a District van or passenger car, seat belts must be used at all times.

Misconduct will be punished in accordance with the Student Code of Conduct and/or the School Bus Rider's Safety Handbook; bus-riding privileges may be suspended.

D. Cafeteria Services

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from MISD Child Nutrition (817) 299-6040. The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

E. Closed Campus

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

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

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

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

- First offense: Loss of parking privileges for 9 weeks.
- Second offense: Loss of parking privileges for one calendar year.
- These consequences will be given to **all students riding in a vehicle**, not just the driver. If a student who is not of driving age is caught, their parking privileges will be suspended from the first date they would be able to park on campus.
- Parking stickers will be removed from the student's car following each offense. Students will be charged \$2 for a replacement sticker following the discipline period.
- It will be the responsibility of the student and their family to arrange for alternate transportation during the discipline period. City police will be monitoring surrounding businesses and neighborhoods for students who are illegally parked, so we would not recommend parking off-site.

F. Complaints

Usually, student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy. A copy of this policy may be obtained in the principal's or superintendent's office or on the District's website at www.mansfieldisd.org.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

G. Cooperative Education Program Guidelines

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

- 1) It is the responsibility of the coordinator to provide appropriate interview opportunities for student job placement. The coordinator must grant final approval of all job placements.
- 2) It is the responsibility of the student to remain in the same training station throughout the training period. A change may be made only when approved by the coordinator.
- 3) A student could be removed from the Cooperative Training Program and lose state credits for any of the following reasons:
 - a) If the student is dismissed from the training station and the coordinator determines that the dismissal was for sufficient reasons. Example: Theft/Unethical Conduct.
 - b) If the student quits without the permission of the coordinator.
 - c) If a student's attendance rate drops below 90%, the student may be removed from the Cooperative Education Program. Removal from the class would result in a loss of credit for the term.
- 1) The student is under school supervision at school and during the work schedule at the training station. School credit is given for hours spent on the job, as well as in the classroom. The student must work a minimum of 15 hours a week.
- 2) If the student is to be absent from school on any particular day for any reason, the STUDENT is REQUIRED to notify the coordinator no later than 12:00 noon on the day of the absence.
- 3) A student who is fired or quits a job without the coordinator's approval will receive a grade no higher than a 60 for the 6-week grading period during which he/she was fired. The student is expected to find his/her own employment within five days. Grades will be reduced from the sixth day forward.
- 4) Students enrolled in a Cooperative Education Program are expected to belong to the youth organization, as activities are related to instruction, and to attend Employer Appreciation functions. (DECA, VICA, BPA, FFA, HERO)

H. Driver's License/TEA Form (Valid, current student ID required)

To obtain a driver's license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has **met the 90% attendance requirement for the semester preceding the date of application**. The student can obtain this form from each home campus designated office. **Texas Department of Public Safety Attendance Verification Forms (TEA)** must be requested from the each home campus designated office-- with at least **two days advance notice**.

NO REQUESTS ARE ACCEPTED BY PHONE.

Summer Renewals/TEA Forms

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

I. Shuttle Buses

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

J. Tardy Policy

The following tardy policy will be enforced each semester:

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

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

NOTE:

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

IV. Student Behavior

A. Introduction

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

Applicability of School Rules and Discipline

The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event who leaves before the official end of the event will not be readmitted.

B. Academic Dishonesty

Academic dishonesty—cheating or plagiarism—is not acceptable. Cheating includes the copying of another student’s work—homework, class work, test answers, etc.—as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

C. Dress and Grooming Code

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

14. **No visible body piercing will be allowed with the exception of ears.** Students may wear **clear spacers**.

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

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

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

D. Fighting

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

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

E. Freedom from Bullying, Dating Violence, Discrimination, Harassment, and Retaliation

The district believes that all students learn best in an environment free from bullying, 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 any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

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. [See FFI (Local).]

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 it 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; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office. Examples of harassment may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property.

Sexual Harassment

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 of a student occurs 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. Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is 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 person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

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).

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 by 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 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).

F. 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.

G. Profanity

Profanity will absolutely not be tolerated. Any use of profanity will be subject to disciplinary action. Profanity is considered a disruption of the educational environment, and a citation may be issued if a violation of law occurs.

H. Public Display of Affection

Public display of affection will be subject to disciplinary action.

I. MP3 Players, Radios, CD Players, Laser Pointers, and Other Electronic Devices and Games

Students are not permitted to possess such items as laser pointers, video or audio recorders, camcorders, cameras, or electronic devices or games at school, unless prior permission has been obtained from the teacher/principal. (Small portable MP3/CD players/radios with earphones may be allowed in the non-instructional areas. If a student becomes a distraction because of the portable MP3/CD player/radio at anytime during the school day, he/she will be subject to disciplinary action and the MP3/CD player/radio will be collected.) Any student who brings an electronic device, such as a MP3/CD player, will be doing so at his/her own risk. **The school is at no time responsible for damage or loss of personal property such as MP3 players, radios, CD players, communication or electronic devices.** Without administrative permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary actions will be in accordance with the Student Code of Conduct.

Each campus will implement procedures that secure confiscated electronic devices.

J. School Facilities / Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The Commons Area will be open to students before school 30 minutes prior to the first bell. Unless the teacher or sponsor overseeing the activity gives permission (hall pass), the student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, (unless involved in an activity under the supervision of a teacher) students must leave the campus immediately. Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

K. Telecommunications Devices (Mobile Phones)

The District prohibits the use of all telecommunications devices, including mobile phones at all schools during the instructional school day, from the morning entry bell to afternoon dismissal bell. Students shall be allowed to possess such devices; however, such devices shall not be visible and shall remain turned off during the instructional school day. **The school will not be responsible for damaged, lost, or stolen telecommunications devices (Mobile Phones).** This prohibition includes use of these devices during testing. To address privacy concerns mobile phone use at school is prohibited at all times in locker or restroom areas. Students who violate this policy shall be subject to established disciplinary measures.

The first time a telecommunications device is confiscated, it may be subject to a \$15.00 return fee. The second time a telecommunications device is confiscated; it is at the discretion of the Assistant Principal when the phone will be returned. It may be returned at the end of the school year, and then, only to a parent or guardian after paying a \$15.00 return fee.

District employees shall confiscate any telecommunications devices found in use in school buildings during school hours. Parents shall be notified within two school days after the telecommunications device is confiscated. Confiscated communications devices shall be held by the District for a period of 30 days after

notification has been made. Parents may obtain the release of the devices for the \$15.00 fee. After the 30-day period has expired, the District shall dispose of the telecommunications device.

Each campus will implement procedures that secure confiscated telecommunication devices.

L. Trespassing

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

M. Vandalism

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

N. Violations of Law

1. Disruptive Activities

State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:

- Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interfere with an authorized activity by seizing control of all or part of a building.
- Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use force, violence, or threats to cause disruption during an assembly.
- Interfere with the movement of people at an exit or an entrance to District property.
- Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupt 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 preventing a student from attending a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interfere with the transportation of students in District vehicles.

2. Drugs and Alcoholic Beverages

Students are forbidden to use or to bring drugs and/or alcoholic beverages on school premises or to any activity sponsored by the school or to appear at school or at any school sponsored activity under the influence of such. **Any student violating the above rule will be subject to suspension or expulsion.**

Prohibited on school property and at any school-sponsored events are the following: possession, use, sale, giving, purchasing, delivering to another person, or being under the influence of any narcotic drug or what is represented to be any of the below-listed substances, dangerous drugs (as defined by the Tex. Dangerous drug law, Chap. 425, Act of the 56th Legist., Reg. Sec., 1959 (Art. 4476-14, Vernon's Tex. 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 st seq.).

Any of the following will be subject to suspension, AEP, or expulsion: 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 or at a school-sponsored activity, function or event. The use of illicit drugs and the unlawful possession and use of alcohol or tobacco by students is illegal and harmful.

3. Hazing Activities

State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action, encourages or assists someone else to take action, recklessly permits such action, has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

4. Restricted Smoking Material

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

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

5. Tobacco

Students are not permitted to smoke or use any form of tobacco or tobacco product and/or substitute while on school grounds or at any school-related, school-sanctioned activity on or off school property.

Possession of tobacco on school grounds is prohibited, and tobacco will be confiscated. Appropriate level of discipline will be assigned. Police will issue citations for using or possessing tobacco products on school property, 300 feet from school property or at school-related activities.

6. Weapons and Other Dangerous Objects

Students are forbidden to use, sell, give, deliver to, or bring on school property, or to any school sponsored activity, guns of any kind, knives of any size (with or without belt case), or other weapons, fireworks, clubs, night sticks, razors, metallic knuckles, chains or other instruments that might reasonably be considered dangerous to the possessor or other students. The student will be subject to AEP and/or expulsion.

O. Consequences for Behavior

Failure to serve school consequences will result in additional consequences. If students are unable to serve consequences on the assigned day, parents must notify the appropriate Assistant Principal's office prior to the assigned consequence. A parent's permission for a student to miss assigned consequences will not prevent students from getting additional consequences.

1. Detention Hall

D-Hall will be held from 8:00 a.m. to 10 a.m. on designated Saturdays and on other designated days after school from 3:00 p.m. to 5:00 p.m. Transportation is the responsibility of the student and parent. School IDs must be presented for admittance. Missed D-halls will result in AC placement.

2. Alternative Class (AC)

Administrators may assign AC as a disciplinary measure. Students in AC are isolated from the rest of the student body and will not be allowed to participate in extra-curricular activities, early release, or co-op programs. In-School Suspension will be held during regular school hours (7:15 a.m. to 2:30 p.m.) for all students. No early dismissal/late arrival will be permitted (including vocational students).

3. Suspension

Administrators may give suspension to a student as a disciplinary measure. Suspension can be up to three days at a time. Students may be suspended for any reason that also requires placement in a disciplinary Alternative Education Program.

Students suspended from school or assigned to in-school suspension will not be allowed to participate in any school activities or functions for the duration of the suspension. Students will not be able to participate until the next school day following the completion of the days assigned.

4. Alternative Education Program (AEP, BIC)

This program, located at an off-campus facility, is designed for more serious offenses as well as for persistent misbehavior. Students in the Behavioral Intervention Center (BIC) are not allowed to return to any Mansfield Independent School District campus or facility. They will not be allowed to attend any activities in which MISD students are participating, these include but are not limited to: athletic events, awards assemblies, prom, etc.

P. Virtual School

The following procedures have been developed with student success in mind. Adherence to these procedures will be expected and consequences enforced.

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

It is essential that online students work through each assignment in the course and take the course assessments independently. In addition to carefully reviewing each student's course work, Mansfield ISD Virtual School administrators, course instructors and mentor teachers monitor academic integrity electronically through the course delivery system and software programs.

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

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

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

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

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

Academic integrity is a critical issue in any educational setting.

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

Credits

- Students may earn a maximum of two credits through a combination of Mansfield ISD Virtual School courses and correspondence courses.
- Students may enroll in no more than one Virtual School courses at one time.
- Grades earned in Virtual School courses shall be used in computing GPA and determining class rankings. [Reference Mansfield ISD School Board Policy EEJC Local]

Enrollment

- Students must have campus approval for enrollment in any online course.
- Students must contact their Virtual School course instructor through the Virtual School course instructor's email address within 10 days of enrollment. If a student has not communicated with his Virtual School course instructor within 10 days of registration, or if he/she is not adhering to the schedule for completing and turning in assignments, he/she will be dropped from the course, and tuition will not be reimbursed.
- Seniors who are enrolled in online courses to earn units required for graduation shall complete the course and submit the grade for recording at least 30 days prior to the graduation date in order to be eligible for graduation at the end of the term. Please remember that you may not complete a course in less than 6 weeks.
- All decisions concerning course approval are made through campus procedures by the counselor and building principal.

Grade Reporting

Students and parents have constant access to their grades through the online course "grade book". This page indicates all of the grades the student has earned for all assignments and tests turned in to the course instructor. Students and parents are encouraged to monitor progress regularly.

- In order to earn credit for an online course, a student must:
 - complete all course work and
 - in the process of completing all course work, must earn at least a 70 average.
- The course instructor is the final authority for assigning grades.

Guideline Issues

- Course instructors have the final judgment on grade reporting.
- The building Principal has the final decision on credit approval.
- The Mansfield ISD Virtual School Coordinator will make the final decision in all other student/parent concerns.

Technology

All participation regarding online activity must comply with the MISD student technology use guidelines. Students are expected to use the Internet and associated technology appropriately. Actions that constitute inappropriate use include, but are not limited to:

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission and supervision.
- Using another's password.
- Revealing passwords to others.
- Vandalizing any part of the computer hardware, software or the network. This includes theft of any hardware or software.
- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Sending a threatening or harassing message.
- Trespassing in another's files or misusing or deleting another's files.
- Publishing inappropriate information on the district Web page.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the Assistant Superintendent for Technology and Information Services.
- Interfering with the integrity of a network system.
- Interfering with the integrity of any e-mail system.
- Illegal activities that violate either State or Federal laws or District policies.
- Intentional spreading of embedded messages or files.
- Violating copyright laws. This includes making illegal copies of school owned software.

Transcript

Mansfield ISD Virtual School will issue a transcript to the registrar's office of the student's home campus for notification of credit earned. The student and home campus counselor will receive an email from the Virtual School office notifying them of the student's grade status upon completion of the course.

Tuition

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

V. Mansfield ISD Student Technology Acceptable Use Policy

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

The following are not permitted:

- Acting outside of the directions of the teacher
- Sending or displaying offensive messages or pictures which are offensive in the classroom setting
- Using obscene language, harassing, insulting or attacking others in writing
- Damaging computers, computer systems or computer networks; installing unauthorized programs on district equipment
- Engaging in practices that threaten the integrity of the electronic communications network
- Vandalizing computerized data
- Violating copyright laws, using others' passwords, trespassing in others' folders, work or files

- Intentionally wasting limited resources
- Employing the electronic communication network for commercial purposes
- Employing the electronic communication network for purposes of political campaigning
- Generating electronic communications considered to be inappropriate in the classroom setting
- Unauthorized access of the school district network by anyone
- Using for illegal purposes in support of illegal activities, or any other activity prohibited by District policy

Sanctions:

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

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

1. Student Technology Use Guidelines:

SUMMARY

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

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

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

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

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

2. Student Technology Use Guidelines: Consequences

Level I

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

Offenses

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

Level II

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

Offenses

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

Level III

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

Offenses

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

INTERNET SAFETY POLICY FOR MANSFIELD ISD

It is the policy of Mansfield ISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online

activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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

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

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

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 Assistant Superintendent for Technology and Information Services or designated representatives.

* CIPA definitions of terms:

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

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

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

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

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

VI. Mansfield ISD Bus Safety Rules

Mansfield ISD Transportation Safety Rules and Expectations

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

The school bus and bus stop are considered extensions of the regular classroom. Acceptable behavior is expected at all times. Unacceptable behavior may result in suspension of a student’s bus riding privileges and/or disciplinary action at the school campus. The guidelines and hierarchy outlined in the Bus Rider’s

Handbook, the Student Code of Conduct, and this publication will be followed (If it is not allowed inside the campus, it is not allowed on the school bus).

Safety Infractions:

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

Student riders must act in a safe manner.

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

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

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

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

Student riders should not harm anyone.

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

Prohibited items include:

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

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

Contacts

Director of Transportation	Charles Stone	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

Field Trip Coordinator
Special Needs Program Manager
SPED Assistant

Rose Heredia
Shana Speller
Deborah Kline
Michelle Bratton

herero@mansfieldisd.org
spelsh@mansfieldisd.org
klinede@mansfieldisd.org
brattmi@mansfieldisd.org

Dear Parents / Guardians and Eligible Bus Riders:

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

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

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

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

Charles Stone,
Transportation Director

Mansfield Independent School District Student Code of Conduct

*The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Mansfield Independent School District. The behaviors are listed in Levels I, II, and III. When a student is found to have engaged in misconduct (**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).**

MISD Code of Conduct

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 OFFENSES (DAEP) LEVEL II

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

A student must be placed in a DAEP for any of the following offenses, if the student commits these offenses on school property or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property:

- Conduct that contains elements of assault or a terroristic threat

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

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

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

<p>EXPULSION OFFENSES (JJAEP) LEVEL III</p>
--

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.

MISD Exemption Policy

Mid-Term Exams

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

- Students must maintain an 80 average or above
- Students may not have **more than two excused absences in the class they wish to exempt.** (Note: One of the absences must be taken the day of the exam)
- Assignments to an alternative education program (BIC or JJAEP) or Alternative class (AC) for disciplinary reasons, or suspended will negate the request for exam exemptions.
- Students may not have absence failed any class for the semester.

Final Exams

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

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

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

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

- ✓ It is the student's responsibility to obtain exemption waiver contracts from his or her teacher(s).
- ✓ Upon acquiring exemption waiver contract(s), students must obtain required signatures and turn the completed form(s) in to the appropriate teacher(s) prior to stated deadlines.
- ✓ After turning in exemption waiver contracts, students who qualify for exemptions must maintain the necessary 80 or above semester grade average until final exam day. Failure to do so will result in a withdrawal of exemption privileges.
- ✓ After turning in exemption waiver contracts, students who qualify for exemptions must maintain no more than one absence per exempt class prior to exam day. Failure to do so will result in a withdrawal of exemption privileges.
- ✓ Teachers will maintain exemption waiver contracts on file for one semester following the exemption exam period.
- ✓ For students utilizing the exemption, the semester average will be recorded as the exam grade.
- ✓ Students qualifying for an exemption for 2nd Block on A or B day must report to class for attendance accounting purposes; after attendance has been taken, exempt students will be dismissed from class. Designated reporting areas for exempt students will be determined and publicized on each campus Web-site.

Mansfield ISD High School Attendance Notice to Parents

Date:	SAMPLE
-------	--------

To the Parent/Guardian of _____:

State law and Mansfield ISD Policy state that all children living in the State of Texas are required to attend school 90% of the days that school is in session to earn credit. Students must attend Attendance School or provide dated medical documentation for all absences over 4 during a semester for single-block courses and 8 for double-block courses.

Students who have 5 or more absences in a single-block course during a semester will be denied credit. Students who have 9 or more absences in a double-block course during a semester will be denied credit.

The following procedure is used when a student has missed more than four (4) days during a semester for single-block classes and nine (9) days during a semester for double-block classes. Students are required to attend Attendance School to make up excessive absences **whether those absences are excused or unexcused. One attendance school day covers one day of absence on either an A day or a B day.**

The following policy will be enforced each semester for each single block A/B scheduled class:

- 5th absence on an A day or B day = one Attendance School
- 6th absence on an A day or B day = second Attendance School
- 7th absence or more: It is the student's responsibility to contact the Assistant Principal for an attendance review.

The following policy will be enforced each semester for each double blocked A/B scheduled class. (Each period of a double-blocked class is assessed as a single attendance period. Absences of one period within the double-block framework = 1 absence. Absences of both periods within the double-block framework = two absences.)

- 9th absence = one Attendance School
- 10th absence = two Attendance Schools
- 11th absence or more: It is the student's responsibility to contact the Assistant Principal for an attendance review.

You will find a list of attendance school dates and registration procedures on the appropriate campus web-sites which may be accessed at www.mansfieldisd.org. **Students must be on time, have a current, valid student ID, be in compliance with the District Dress Code Policy, and have something academic to work on or read.**

If a student does not provide dated medical documentation he/she will be required to attend Attendance School to make up excessive absences whether those absences are excused or unexcused. All medical documentation must be turned in to the Attendance Office within two days of the students return to school. If there are any questions concerning Attendance Schools or medical documentation, please contact the appropriate Assistant Principal.

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

You may petition the Campus Attendance Committee and request that the class credit be restored to a student if the absences were due to extenuating circumstances. Petitions for credit may be filed at any time the student receives notice, but in any event, no later than 30 days after the last day of classes for each semester. If you have any questions, please contact the appropriate Assistant Principal.

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

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

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

Student Name _____ **Student ID number** _____

Parent signature _____ **Date** _____

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

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

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

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

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

Student Technology Use Guidelines

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

Yes _____

No _____

Video

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

Yes _____

No _____

Handbook/Code of Conduct

I have received the Mansfield ISD High School Student Handbook and *Student Code of Conduct* for the 2008-2009 school year. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subjected to the disciplinary consequences outlined in the *Student Code of Conduct*. (Initial the appropriate response.)

Yes _____

No _____

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Student Name: _____
Please print

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

Student Signature: _____

Parent/Guardian Name: _____
Please print

Parent/Guardian Signature: _____

**Student Login
Guidelines for Student Novell Accounts**

Account name for each student = **student campus + student ID**

Mansfield High School = MHS
Summit High School = SHS

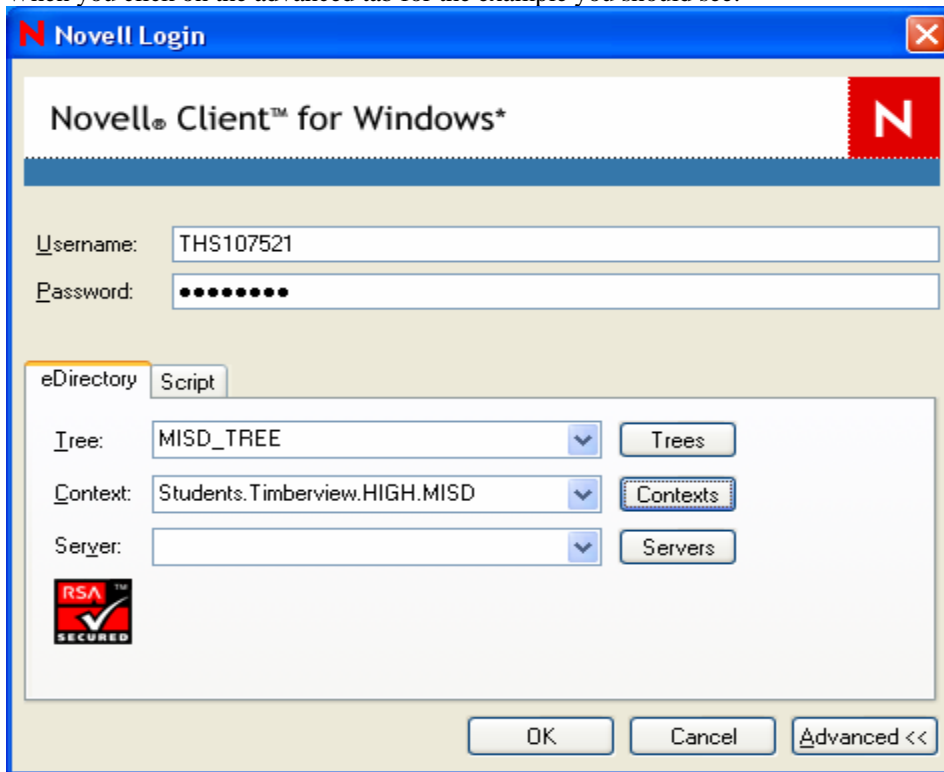
Timberview High School = THS
Legacy High School = LHS

Example:

Student name is Joseph Hall
Student ID is 107521
Campus is THS
Student login name: THS107521

Password for first time student login = **Student ID + first letter of last name + first letter of first name**
Password for Joseph Hall: 107521HJ

When you click on the advanced tab for the example you should see:



Novell will prompt user to set a new password. The password must be a **minimum of 5 characters**. Passwords will expire in 90 days and user will be prompted to reset.

If you forget your user name or password you will need to contact one of the following: Lab Teacher, Librarian, Campus Technologist.

District Student Technology Use Guidelines apply to the Student Login Policy.

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

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary

school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

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

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

Parent signature _____ Date _____