

MABANK HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2009-2010

Dedicated To Excellence

MABANK HIGH SCHOOL  
18786 E. Hwy 175  
Mabank, Texas 75147  
903-880-1600

[www.mbankisd.net](http://www.mbankisd.net)

MABANK INDEPENDENT SCHOOL DISTRICT  
MISSION STATEMENT

The mission of Mabank Independent School District is to provide a comprehensive, innovative educational program preparing individuals to be successful, responsible citizens.

MABANK HIGH SCHOOL VISION

Through a strong partnership with the home, community, and school, we will provide an education that includes the needs of the whole student, understanding that all students can learn. Learning will be accomplished through promoting each student's self-esteem, mutual respect, cooperation, communication and providing activities to enhance the enjoyment for learning. The success of the school's vision can be measured by the practical application of the student's performance, pride and involvement in school, home and community.

STATEMENT OF NON-DISCRIMINATION

Mabank Independent School District does not discriminate on the basis of race, color, national origin, age, sex, or disability in its employment, practices, activities, and programs. Contact the Age Act Coordinator: Assistant Superintendent (903)880-1305, 310 E. Market Street, Mabank, TX 75147.

El distrito independiente de la escuela de Mabank no discrimina en base de la raza, del color, del origen nacional, de la edad, del sexo, o de la inhabilidad en su empleo practicas, actividades y programas.

August, 2009

Dear Students, Parents, and Community,

I would like to take this opportunity to welcome you to Mabank High School. This campus has been staffed with a caring, compassionate, and supportive faculty who are dedicated to your students and their successes. The goal of this campus and district is to facilitate student learning and to have students graduate to become resourceful and productive citizens of their community.

Mabank High School offers numerous clubs, organizations, and activities for students to become affiliated. Because a student's high school years should be filled with fond memories, it is our desire that they become involved and participate in co-curricular activities. However, in order for these co-curricular activities to be successful, we must have student participation and support from members of the community. I feel confident that working together, as a collective team, the students of Mabank High School will be successful at any endeavor they choose to pursue.

The information presented in this handbook will update students, parents, and community members of the policies and procedures of Mabank High School. Please take time to review this handbook so there will be a clear understanding of the expectations of the campus.

Each student is expected to attend school, work hard, and be courteous and respectful to all who they are associated with on campus. Students are responsible to know the contents of this handbook and if policies are violated, the faculty and staff will use this handbook as a guide to assess consequences if needed.

The staff at Mabank High School is here to assist you whenever possible, so please do not hesitate to call or come by. Excellence is what we strive for in our school and we look forward to continuing to represent this community proudly. I look forward to a rewarding school year where our students will be successful and accomplish great things.

Sincerely,

Mr. Brad Koskelin  
Mabank High School Principal

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August, 2009

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the MISD emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn your radio to WBAP 820 AM, KCKL 95.9 FM, K00I 106.5 FM, or KLTY 94.9 FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on Channel KXAS Channel 5, KLTV Channel 7, WFAA Channel 8, and KDFW Channel 4. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion located on campuses. In the event that MISD Superintendent issues a campus evacuation order, students will be transported by MISD school buses to a designated safe location. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance

through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,  
Russell D. Marshall, Ed.D.  
Superintendent Mabank ISD



August, 2009

Dear Parent/Guardian

Mabank High School students have the opportunity to participate in the District's Electronic Communications System and your child needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems and networks.

The Internet is a network of networks. Through the district's communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read then discuss the district policy, administrative regulations, and agreement form. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communications and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the district will take reasonable steps to preclude access to such materials and does not encourage such access, it is not possible for us to absolutely prevent such access.

Please return the agreement form located in the handbook indicating your permission for your child to participate in the District's Electronic Communications System.

Thank You,

Mr. Brad Koskelin  
Mabank High School Principal

## **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

### **Availability of Access**

Access to the District's Electronic Communications System is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. (See DH, FNC, FNCJ, FO, and the Student Code of Conduct) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

### **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.  
(See EFE)

### **Monitored Use**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

### **Disclaimer of Liability**

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes, or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

## **ADMINISTRATIVE REGULATIONS FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

### **System Access**

Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

### **Individual User Responsibilities**

The following standards will apply to all users of the District's electronic information/communications systems:

The individual in whose name a system accounts are issued will be responsible at all times for its proper use.

The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.

System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate. System users must purge electronic mail in accordance with established retention guidelines.

System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee on accordance with applicable copyright laws, District policy, and administration regulations.

System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy, and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution of costs associated with system restoration, hardware, or software costs.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Attempts may lead to possible disciplinary action.

### **Information Content/Third Party Supplied Information**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privilege on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **Network Etiquette**

System users are expected to observe the following network etiquette:

**Be polite.** Never send, or encourage others to send, abusive messages.

**Use appropriate language.** Remember that you are representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited. Any data, or communication placed on district equipment will become the property of Mabank ISD.

**Electronic Mail.** Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities. Pretending to be someone else when sending/receiving messages is considered inappropriate.

**Obscenity.** Transmitting obscene messages or pictures is prohibited.

**Privacy.** Revealing personal address or phone numbers of the user or others is prohibited.

**Disruptions.** Using the network in such a way that would disrupt the use of the network by other users is prohibited.

**Vandalism.** Any attempt to alter or destroy data of another user is prohibited.

Other Considerations:

- Be brief.
- Abbreviate when possible.
- Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- Post only to groups you know.
- Remember that all network users are human beings. Don't attack correspondents; persuade them with facts.

**Blogging** Any blog that creates a material and substantial disruption to the educational environment regardless of the origin of the blog is prohibited.

Situations that may amount to a material and substantial disruption include but are not limited to:

A published threat toward a student, teacher, administrator, or other school employee.

Blog postings that call for the violation of laws or school rules.

Students who post on their personal blogs during school time.

Students who use school resources to publish or view a blog that is not school sponsored.

Publishing false statements or rumors about others that can damage reputations and lead to defamation of character.

### **MISD Consequences**

Violation of the Rules of Acceptable Use may result in disciplinary action, possibly including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the building principal in consultation with the Technology Department.
- Detentions
- In School Suspension
- Suspension
- Placement at the DAEP
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Disclaimer**

The District's system is provided on "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions of services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Electronic Communication System.

Mabank Independent School District

STUDENT CONTRACT for PARTICIPATION in  
MISD'S ELECTRONIC COMMUNICATION SYSTEM

DIRECTIONS: After reading the MISD Network Acceptable Use Guidelines, please read and complete the appropriate portions of the following contract. The signature of a parent or guardian is required. Return the contract to your teacher.

1. STUDENT

Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I have read the District's Electronic Communications System Policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_

2. SPONSORING PARENT OR GUARDIAN

I have read the District's Electronic Communications System Policy and Administrative guidelines. In consideration for the privilege of using the District's Electronic Communications System, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

\_\_\_\_ I give permission for my child to participate in the District's Electronic Communications System and \_\_\_\_\_ certify that the information contained on this form is correct.

\_\_\_\_ I do not give permission for my child to participate in the District's Electronic Communications System.

Signature of Parent or  
Guardian \_\_\_\_\_

Home  
Address \_\_\_\_\_

Home Phone  
Number \_\_\_\_\_ Date \_\_\_\_\_

**2009-2010 Mabank High School  
Publications, Video, Internet Consent and Release Form**

Students who attend school in the Mabank ISD are occasionally asked to be apart of school and /or district publicity, publications and /or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you sign this form and return it to the school. One form must be filled out and returned to the school for each student living in your household.

The form reference below indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video and still) to appear in school publicity or District publications, videos or on the District's website. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The district may use the pictures and/or videos in subsequent years.

**AGREEMENT**

**Student and Parent/Guardian release to Mabank ISD the student's name, picture, art written work, voice, verbal statements, portraits (video or still) and consent to their use by MISD.**

Mabank ISD agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

\* No monetary consideration shall be paid. \* Consent and release have been given without coercion or duress. \* This agreement is binding upon heirs and/or future legal representatives. \* The photo, video or student statements may be used in subsequent years.

If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

Effective Date of Agreement: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Student's signature if at least 18 years old.)

Parent/Guardian: \_\_\_\_\_  
(Print name)

Parent/Guardian: \_\_\_\_\_  
(Signature)

Pursuant to Texas Education Code, Section 26.009(B)(2)

MISD has no control of media use of pictures and/or statements.

RETURN THIS FORM TO MABANK HIGH SCHOOL

I understand and consent to the responsibilities outlined in the Student/Parent Handbook. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student/Parent Handbook at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the code of conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

I understand that certain information about my child is considered directory information. Directory information includes: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child.

(Parent/Guardian)\_\_\_\_\_

(Please sign above and fill in the information below.)

Student's name:

Grade:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number:

Emergency Telephone Number:

Emergency Telephone Number:\_\_\_\_\_

## Administrative and Office Staff Members

\*PRINCIPAL, Mr. Brad Koskelin \* ASSISTANT PRINCIPAL (A-K) – Jes Satterwhite\* ASSISTANT PRINCIPAL (L-Z) – Brent Fisher \* Instructional Facilitator – Danielle Williams \* ATHLETIC DIRECTOR - Jimmy Cantrell \* CAREER and TECHNOLOGY DIRECTOR - Shela Koskelin \* SPECIAL SERVICES - Tina Tompkins \* A-K and CTE COUNSELOR - Gaye Stegman\* L-Z and CTE COUNSELOR - Kathy Norman \* SPECIAL PROGRAMS COUNSELOR -Patricia Riley \* ADMINISTRATIVE ASSISTANT to the PRINCIPAL - Debbie Morgan \* ADMINISTRATIVE ASSISTANT to the ASSISTANT PRINCIPALS - Elaine Davis \* OFFICE RECEPTIONIST – Lisa Rhodes \* ATTENDANCE - Sylvia Robertson \* REGISTRAR – Tiffany Forester \* DATA ENTRY - Meredith Williams \* SCHOOL NURSE – Monica Gaddis

The school's mailing address, e-mail address and telephone number are:

18786 E. Hwy 175  
Mabank, TX 75147  
1-903-880-1601  
www.mabankisd.net

There may be areas that we have not covered in this handbook that we may have to address at a later date. If you have any questions or concerns, please do not hesitate to contact the office.

### ACADEMIC AWARDS

The Board of Trustees and employees of Mabank ISD encourage academic excellence for the student's in Mabank ISD and feel that outstanding scholars should be recognized and rewarded.

### ADMISSIONS AND ENROLLMENT

Before a student may be officially admitted to Mabank schools, appropriate registration forms shall be completed and signed by the student's parent, legal guardian, or other person having lawful control.

The parent/legal guardian shall furnish to the District all of the following:

1. A copy of the student's birth certificate or another document suitable as proof of the students identity; Social security card; Proof of residency in the form of a current utility bill (water or electric) or official rent/lease agreement. ***The student's legal last name must be used at all times.***
2. A copy of the student's records from the school the student most recently attended. Records required are a current report card or transcript and a withdrawal form.
3. A complete record proving that the student has all immunizations required by Education Code 38.001, proof that the student in not required to be immunized, or proof that the student is entitled to provisional admission. {See RFFAB[LEGAL]}
4. A copy of the parent's/guardian's drivers license or acceptable proof of identity.

#### Education Code 25.002

If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the District is located and request a determination of whether the child has been reported as missing.

Presenting a false document or false records for identification is a criminal offense under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other cost obtained by the District for the period during which the ineligible student is enrolled. ***The District may withdraw any student who ceases to be a resident or fails to provide complete immunization records or proof that immunizations have begun within 30 days or enrollment.***

## ADVISORY PROGRAM

Mabank High School personnel believe that each student should have a personal advocate to assist them during their high school years. Therefore, each student enrolled at MHS will be assigned a teacher (advisor) who will contact parents regularly regarding grades, attendance, behavior, or anything that needs to be communicated to parents/guardians. In addition, the advisor will assist the student with academic and social guidance when needed. If, as a parent/guardian, you are not contacted by your child's advisor, please contact the administration.

## ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan designed to be in compliance with state and federal regulations addressing asbestos, is available in the Maintenance Director's office. If you have any questions please contact 903- 880-1337.

## ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include, but not limited to, whistling, uncalled-for clapping, boisterousness, and talking during a program.

## ATTENDANCE -Please call 903-880-1600 to phone in a student's absence.

In order for a student to receive perfect attendance at the secondary level **they must not miss a class or be tardy.**

In Texas, children between the ages of 6 and 18, depending on when the child's birthday falls, are required to attend school unless otherwise exempt by law. School employees investigate and report violations of the state compulsory attendance law. Section 21.032 of the Texas Education Code states: "Unless specifically exempted by Section 21.033 of this code or under other laws, or unless a child is at least 18 years of age and has been issued a high school equivalency certificate, every child who is as much as six years of, or who is less than seven years of age and has previously been enrolled in first grade. Until a student's 18th birthday occurs, they shall be required to attend the public schools in the district of their residence or in some other district to which they may be transferred as provided or authorized by law a minimum of 90 percent of the available days of the regular school term of the district in which the child resides or to which they have been transferred."

Under the Family Code a child can miss no more than 10 days or parts of days, which total 10 full days, within a six-month period, or three or more days or parts of days within a four-week period from school without consent of the parents. As parents or guardians are held legally responsible for the attendance of their children in public school, they may be taken to court. In accordance with Senate Bill 7, the student and each parent may be fined up to \$500.00 per unexcused absence after warning by the school or court order to cease those unexcused absences.

Regular and prompt attendance is urged and is necessary for all students to do their best work. In this, the earnest cooperation of the parents is requested. When a student is absent, the student is to bring a signed excuse from parent/guardian. Absences will not be considered excused on the basis of a telephone call. After three (3) consecutive absences or eight (8) total absences, a doctor's note will be required. In order for an absence to be credited as a visit to a doctor, dentist, hospital, etc., an official note must be submitted to the attendance office. If your student is ill and unable to see a doctor, the school nurse is available. If the nurse sends them home for the day, they will receive an excused absence for that day. Otherwise, if a student fails to bring a note for absence, unexcused will appear on the admit slip. Anytime a student is found to be forging parent's/guardian's signature on "parental" notes, the excuse will be voided and disciplinary actions will be taken. Students altering or creating false doctor notes may be prosecuted by the local district attorney. Penalties can be up to \$10,000 and two years in jail for each offense. Students must bring a note the day after their absence to change an unexcused absence to excused before the end of the school day. All students must check in and out through the attendance office. Any student needing to leave campus due to illness or injury shall check out through the nurse's office, so that the nurse may contact the parents. Only parent/guardian/administrator approval will be allowed for leaving campus. Students will not be admitted to class after an absence without an admit slip signed by attendance office personnel or an administrator.

A student who is in attendance for less than 90% of the available days a semester will receive no credit according to Senate Bill 7 on student attendance. An official letter will be sent to parent/guardian after student's attendance appears to be dropping

below the 90% figure and/or unexcused absences exceed the state-established limits. In the event that the student's attendance drops below the 90% of the available days, the student should contact an Assistant Principal to arrange for Saturday School. Saturday school will be held in the high school cafeteria from 8:00 a.m. to 2:00 p.m. ALL school policies will be followed during Saturday School. An attendance committee composed of four (4) teachers, the nurse, a counselor, and attendance personnel will review the attendance record and make final decision regarding the award or denial of credit.

A student may petition the attendance committee in writing for award of credit if credit has been denied. If the student is allowed to serve make-up time to regain credit, make-up time will be served on Saturdays only. The cost will be two dollars per hour up to maximum of \$8.00 per six (6) hour day. In order to regain credit once the semester has ended, the appeal must be made in writing and received within seven (7) days of the postmark date on the letter notifying parent/guardian that student will be receiving "no credit". Seniors must serve all make-up time prior to the end of semester in order to receive their diplomas at graduation. The attendance committee as defined by school board policy will review all extenuating circumstances.

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

A student on a field trip, band, or athletic trip will not be counted absent since these activities are classified as school sponsored and are part of the learning process. Mabank ISD shall not schedule, nor permit students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than fifteen (15) times during the 180 day school year.

All UIL activities are sanctioned as school-related activities; and, therefore, come under the provisions of this policy. Other organizations may be recognized as sanctioned school activities, subject to all provisions of this policy, upon approval by the Commissioner of Education and the board. If approval is not granted, any absence incurred by a student in order to participate in that organization's activities shall not be excused.

The attendance office will attempt to keep up with a student's absences in these areas, but it will be the responsibility of the student to allot them to the various activities they wish to enter during the year. If a student goes over the fifteen day limit for school activities, the additional time will be unexcused.

Seniors will be allowed a day of college visitation per semester if arrangements have been made with the principal or assistant principal, in writing, according to excused absence policy. Student will be responsible for bringing a visitation certificate from the registrar of the visit. A student interested in attending a business or vocational school will be allowed to visit, but certification must be shown upon returning to school.

#### Absences for Extracurricular or Other Activities

A. School districts shall not schedule, or permit students to participate in, any school related activities, including field trips, on or off campus that would require, permit, or allow a student to be absent from class in any course more than fifteen (15) times during the 180-day school year (full-year course).

B. A student may participate in extracurricular or other activities on or off campus that require absence from one or more classes only if:

- That student maintains an average of 70 or above in all courses in which that student is enrolled for the prior and current semester.
- That student does not miss any class in which the student does not maintain a 70 average or better.
- Has passed all benchmark TAKS tests prior to school function.

C. A school district may apply to the commissioner of education for specific exceptions on individual students based on hardship or unforeseen circumstances. The commissioner may grant or deny the request at the commissioner's discretion, and the commissioner's decision shall be final.

## Unexcused Absences

### General Information

- If a student is absent, the student will not be allowed back into class unless an admit slip is obtained from the attendance office.
- A student must be in attendance 45 minutes to receive credit for class attendance that day.
- If a student forgets to obtain an admit slip, the student will be sent to the attendance office by the teacher for an admit. The student will also receive a tardy slip. All admit slips must be obtained before class.
- If a student fails to bring documentation the day after an absence, the absence will automatically remain an unexcused absence.

### AUDIO/VISUAL DEVICES

Disc players, tape players, cassette players, CD players, radios, laser lights or any other audio or visual device, will not be allowed on the school premises. If these items are brought on campus, they will be taken up and held in the office until parent/guardian picks it up. Repeated problems of this nature will result in full range of discipline procedures.

BELL SCHEDULE - - See page 48.

### BUS REGULATIONS

Students being transported in school-owned vehicles shall comply with the district's bus discipline procedures. Any student who fails to comply with these established rules of conduct while on school transportation shall be subject to disciplinary action and may be denied transportation services. Only regularly scheduled bus students are to ride the school buses. Only in the event of an emergency will students be allowed to transfer to another bus. Guest riders are not allowed. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

### CAFETERIA/LUNCH

The District participates in the National School Lunch Program and offers free and reduced-priced meals based on student's financial need. Information can be obtained from the cafeteria or the main office. Students are not allowed to leave campus during lunch without prior approval from the attendance office. Visitors are not allowed in the commons area unless the visitor is a member of the immediate family. An administrator will make final decision whether or not to allow admission to the cafeteria.

Student behavior in the cafeteria and commons area should be based on courtesy and cleanliness. This means leaving the commons area in good condition. Students will go through the cafeteria line and pay for their choice of food. No charges are allowed in the cafeteria for students or staff at Mabank High School.

1. No food, candy, drinks, etc., will be allowed out of the commons area.
2. Students not following rules of the cafeteria/commons area will be disciplined by an administrator and continued disruption could result in taking this privilege away.
3. Students must not leave the cafeteria/commons area.

### CARE OF SCHOOL PROPERTY

No food or soft drink will be allowed in the halls or classroom. Everyone can aid in maintaining the campus and buildings by proper disposal of trash. Be especially thoughtful not to write or otherwise deface the chairs, desks, walls, lockers, etc. Should a student deface any school property, the student will pay accordingly for the damage.

## **CELL PHONES**

The Board of Trustees of a school district may adopt a policy prohibiting a student from possessing a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property. The policy may establish disciplinary measures to be imposed for violation of the prohibition and may provide for confiscation of the paging service.

The policy may provide for the district to: dispose of a confiscated paging device in any reasonable manner after having provided the student's parent and the company whose name and address or telephone number appear on the device 30 days' prior notice of its intent to dispose of that device. The notice shall include the serial number of the device and may be made by telephone, telegraph, or in writing; and charge the owner of the device or the student's parent an administrative fee not to exceed \$15.00 before it releases the device the next school day. After second confiscation, the \$15.00 fee will be charged and the device will be held until the end of the semester.

In this section, "paging service" means a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

When the address or telephone number of a student has been changed, it is the responsibility of the student to notify the school administration immediately.

## **CHEATING - PLAGIARISM - ACADEMIC DISHONESTY**

Copying another person's work, such as homework, class work, or a test is a form of cheating. Plagiarism, which is the use of another person's original ideas or writing without giving credit to the true author, will also be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Discipline Policies and Procedures Plan.

## **CLUBS AND ORGANIZATIONS**

There is a wide variety of clubs and organizations available for students at Mabank High School. Participation in these extracurricular activities provides student growth and a better understanding of our community and society. Clubs/Organizations available for student participation: Art, Athletics, Band, BETA, Cheerleading, Choir, DECA, Drama, Drill Team, BPA, FFA, FCCLA, Foreign Language, Interact, Key, Leo, National Honor Society, Newspaper, Student Council, Speech and Debate, TAFE, UIL, and Yearbook. Students can go to the sponsors for answers to specific questions and to get the guidelines for participation.

## **COLLEGE COURSES FOR CONCURRENT ENROLLMENT**

Students in 11<sup>th</sup> and 12<sup>th</sup> grades may take college courses for dual credit. The course must at least cover all of the TEKS established by TEA to receive credit for the state approved high school course (see course guide addendum for approved courses and additional information). Meet with your counselor prior to registering for any college courses.

## **COMMUNICABLE DISEASES**

Parents of students with communicable or contagious disease are asked to telephone the school nurse (880-1607) so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to attend school while disease is contagious. A physician's return to school note with the diagnosis and plan of care is required for entry into the classroom and for the absence to be excused. This note must be taken to the nurse before the student will be allowed in the classroom.

\* **BACTERIAL MENINGITIS** - State law requires the District to provide the following information

## WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. 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 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 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 of disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## COMPLAINTS - STUDENT/PARENT

### Student and Parent Complaints

If a student or parent has a complaint, he/she should first visit with the teacher to solve the problem. If the problem is not solved satisfactorily, then the student or parent may continue to Level 1 of Mabank ISD's complaint procedures. Please refer to *FNG Local Policy On-line* for the legal explanation of these procedures. The district's website is [www.mabankisd.net](http://www.mabankisd.net).

#### LEVEL 1

- A student/parent must request a conference with the principal within 15 days of the time that he/she knew of the complaint.
- The principal will conference with the student/parent within 7 days of the request.
- The principal will audiotape the Level 1 complaint.
- The principal has 7 days after the conference to respond.

*If the problem is not solved satisfactorily after these steps have been completed, the student/parent can proceed to Level 2.*

#### LEVEL 2

- The student/parent may request a conference with the superintendent/designee within 7 days after the conference, or within 7 days of response deadline.
- This request must be filed within 7 days of the response deadline, or if no response was received, within 7 days of the response deadline.
- The superintendent/designee will conference within 7 days after receiving the request.
- The superintendent/designee will audiotape the Level 2 complaint.
- Prior to the conference, the student/parent must submit a written complaint that includes 1) the student's/parent's signed statement of complaint, 2) evidence supporting the complaint, 3) the requested solution, and 4) the conference date with the principal.
- The superintendent/designee will respond within 7 days after the conference.

*If the problem is not solved satisfactorily after these steps have been completed, the student/parent can proceed to Level 3. A complaint packet can be obtained at the MISD Administrative Offices.*

#### LEVEL 3

- If the conference is not satisfactory (or if the response time has expired), he/she may request in writing that the complaint be placed on the agenda of a future school board meeting.
- This request must be filed within 7 days of the response, or if no response was received, within 7 days of the response deadline.
- The superintendent will inform the student/parent of the date, time, and place of the meeting. The school board will establish a reasonable time limit for complaints. The school board will audiotape the Level 3 complaint.
- The school board will hear the complaint and then give an oral or written decision by the end of the next regularly scheduled school board meeting.

*If the complaint involves concerns regarding an employee, the school board shall hear the complaint in a closed meeting unless the employee requests a public hearing.*

## CONFERENCES WITH TEACHERS

When parents feel it advisable to contact teachers personally, they are encouraged to leave their telephone numbers in the school office in order that the teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. Parents/guardians are requested to contact the school when failing grades appear on the student's report card. The school office phone number is 880-1601.

## COUNSELING

### **Counseling Staff:**

**A-K:** Gaye Stegman; **L-Z:** Kathy Norman; **SPECIAL PROGRAMS:** Patricia Riley; **REGISTRAR (Enrolling, Transcripts, and Class Rank):** Tiffany Forester; **DATA ENTRY:** Meredith Williams

Students are encouraged to talk to their school counselor to learn about the curriculum, course offerings, graduation requirements, etc. Students interested in attending a college, university, training school or pursuing advanced education should work closely with their counselor so that specific high school courses required for admission by individual colleges can be taken.

An interest and skill survey is given to eighth graders each year. The counselors help the students use the results to identify personal career pathways and to choose high school courses to prepare them for their careers. The counselors also provide information about schools that prepare students for their chosen career.

The counselors also provide information to juniors and seniors about entrance examinations required by colleges and universities. Housing, scholarship and financial aide information is available in the counseling center.

The school counselor may be able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance.

Counselors from Henderson County Help Center are at the high school two days a week to work with students.

### **CREDIT BY EXAM - For acceleration with no prior instruction.**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an exam is 90.

The District will not honor a request by a parent to administer a test purchased by the parent from a State Board - approved university on a date other than the published dates.

The Credit by Exam Test and Registration dates will be published in the local newspapers or you may phone the Counseling Center at 903-880-1612.

### **CREDIT BY EXAM - With prior instruction.**

To be eligible to earn credit by examinations, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination.

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination.

Credit by examination shall not be used to gain eligibility for participation in extra-curricular activities. To receive credit, students shall score a grade of 70 or above on the examination.

Tests are ordered from Texas Tech or the University of Texas. The cost of the test is the student's responsibility.

The District will not honor a request by a parent to administer a test purchased by the parent from a State Board - approved university on a date other than the published dates.

The Credit by Exam Test and Registration dates will be published in the local newspapers or you may phone the Counseling Center.

## DIRECTORY LISTING

### **Family Educational Rights and Privacy Act of 1974**

At various times in the school year it may become necessary to release a Student Directory Listing to colleges, military personnel, Studio 35, and other possible requests. If you would prefer that your child's name be omitted from this list, this objection must be made in writing to the high school registrar, within ten school days after the issuance of this handbook.

## DRESS CODE FOR STUDENTS

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. Students who violate the dress code will be sent to the Principal or designee for disciplinary action.

### I. General Guidelines

- A. All students are to practice personal hygiene.
- B. Uniforms of an organization other than school-sponsored organizations must meet the dress code.
- C. Clothing, accessories, or styles that solicit racial discord (i.e., Confederate flags) or promote gang-related activity are not permitted.
- D. Clothing with slogans, suggestive or controversial designs, accessories, or styles that might create a distraction from the learning process are not permitted.
- E. Boys' shirts must have sleeves (no tank tops).
- F. Students are not allowed to cover up eyebrow rings, nose rings, or any other body piercing.

### II. Hair

- A. Students are expected to keep their hair neat, well groomed, and out of their faces.
- B. Hair may not be "spiked", have designs shaved next to the scalp; or be dyed or bleached a color that is unnatural to hair colors.  
Boys' hair length is not to extend below the base of the neck nor below the middle of the ear. Bangs may not extend into the eyebrows. Boys may not wear ponytails, rat-tails.
- C. Sideburns must be neatly trimmed and will not extend below the bottom of the ear.
- D. No mustaches or beards are permitted. Faces must be clean shaven.

### III. Clothing

- A. All clothing must be clean and free from holes or tears. All repair work should be neatly patched.
- B. All shirts must be buttoned four inches from the collar unless an appropriate shirt is worn underneath.
- C. All Shirts must be a reasonable length to be determined by the campus administration or must be tucked into the waistband.
- D. Undershirts are not acceptable as outerwear. Tank tops or spaghetti strap shirts are acceptable when worn with a sleeved shirt over it, or under it (layered).
- E. Students must wear undergarments. Undergarments are not to be exposed.
- F. Girls may not wear see-through blouses unless worn with a camisole. Boys may not wear see-through shirts unless worn with an undershirt.
- G. No halters, tube tops, crop tops, backless, low-cut or shimmy shirts are permitted. No flesh may show when both hands are raised.
- H. No mini skirts are allowed.
- I. Students may wear shorts/skirts hemmed to a length that is in good taste as defined by campus administration. Acceptable length of shorts/skirts for high school and middle school is defined as reaching mid-thigh between the top of the thigh and the top of the knee. No short shorts are permitted.
- J. The waistband of pants and shorts must be worn at the waist. The hem of the pants may not touch the floor.
- K. No skin-tight clothing such as dance wear, leotards, or biker shorts is permitted unless worn as a layer under other acceptable clothing. Stylish jogging suits, including gray, are acceptable (no P.E. clothing or athletic-issued sweat suits except as approved by campus administration).

- L. Shoes must be worn at all times. No steel or rubber cleats may be worn inside the building. Extremely baggy clothing will not be allowed. Pants, shorts, etc. are not to be worn below the waistline.
- M. No pajama bottoms or house shoes may be worn.

IV. Accessories

- A. No head coverings of any kind, including but not limited to hats, caps, or bandanas. No sunglasses may be worn inside the school building.
- B. Jewelry and clothing, which display vulgar, suggestive words or pictures, are not permitted nor are logos that advertise drugs, violence, alcohol or tobacco.
- C. No body piercing is allowed. Pierced earrings may only be worn by girls.
- D. Tongue rings, eyebrow rings, nose rings, spacers, or any other visible body piercing, other than earrings on girls are not allowed.
- E. Skin decorations including permanent or temporary body tattoos, spacers, symbols, words, etc. may not be exposed. They must be covered at all times including physical education classes and athletics.
- F. No accessories may be worn that could be used as a weapon including but not limited to wallet chains and or choke chains are allowed.
- G. Boys may not wear finger or toe nail polish.

**\*\* ALL STAFF MEMBERS ARE RESPONSIBLE FOR ENFORCING THE DRESS CODE \*\***

The Student Dress Code is approved by the Mabank ISD Board of Trustees and is based on the recommendations from a committee of parents, teachers and students.

Ball Caps and sunglasses (worn in the bldg. or classroom), earrings, iPods, radios, playing cards/dice will automatically be taken up and held in administrator's office for parent/guardian to pick up.

**DRUG-FREE SCHOOLS**

Mabank ISD believes that student use of alcohol and illicit drugs is both wrong and harmful. Students found to be in violation of district policy shall be disciplined accordingly. (See Disciplinary Policies and Procedures Plan for details)

When students commit drug and/or alcohol-related offenses, they may be referred to legal authority for criminal prosecution, in addition to school imposed discipline; and, may also be required to complete appropriate rehabilitation program.

Mabank ISD Board of Trustees has approved a drug testing program that utilizes both hair and urine tests for students in the following extra-curricular activities: athletics, band, drill team, and cheerleading. For more information regarding the MISD Drug Testing Policy contact policy coordinator.

**\*Steroids** – Under state law, bodybuilding, 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. (Education Code 38.008)

**EARLY RELEASE**

Students with early release privileges should be off campus at the end of their school day. Students with early release that continually loiter or are on campus without permission may be placed in an alternate class and or face disciplinary action. Students placed in PAS will not be allowed early release on the days in which they are in PAS.

**EMERGENCY SCHOOL CLOSING INFORMATION**

In the event of an emergency situation, such as weather or disaster that would cause the school to be closed for the day WBAP, KCKL, and KXAS Channel 5 television will have information regarding closure.

## **EXTRACURRICULAR ACTIVITIES**

A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). Ineligible students no longer regain eligibility immediately. They must wait seven calendar days after a three week evaluation period and a six weeks grading period. Students may regain eligibility an unlimited number of times throughout the school year. Students who are eligible shall not lose eligibility until seven calendar days after the end of the grading period.

Example: Grading period ends on Friday at 3:20 p.m. Students shall not regain or lose their eligibility until the following Friday at 3:20 p.m. Three school week evaluation period ends on Friday. Students shall not regain eligibility until the following Friday at 3:20 p.m.

## **FEES AND DUES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supply of pencils, paper, erasers, notebooks, and may be required to pay certain fees or deposits, including:

1. Club dues and security deposits.
2. Materials for a class project the student will keep.
3. Personal physical education and athletic equipment and apparel.
4. Voluntary purchases of pictures, publications, class rings, etc.
5. Student accident insurance and insurance on school-owned instruments.
6. Instrument rental and uniform maintenance.
7. Parking fees and student identification cards.
8. Fees for damaged or lost library books, textbooks and school-owned equipment.

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

## **FIELD TRIPS**

Field trips are an important and integral part of any instructional program. However, field trips are considered a privilege and not to be abused. Students, who are not passing at the time a field trip is planned, will not be eligible to attend. All Mabank ISD handbook rules apply to students attending field trips.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year.

1. Evacuation - multiple tones - All persons exit the building safely, without running or crowding, to designated areas.
2. Return to building/classrooms - Short burst tones
3. Halt - tones stop - Wait quietly for further instructions.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups will occasionally be permitted to conduct fund-raising activities. An application for permission must be made to the principal before the end of September for the current school year. Only fund-raising that has been approved by the principal is permitted on school property. Students participating in fund-raising are responsible for all money and fund-raising materials.

## GRADE CLASSIFICATION

After the 9th grade, based on state requirements, students are classified according to the number of units earned toward graduation.

- For students entering ninth grade prior to the 2007 fall semester.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
5	10 (sophomore)
10	11 (junior)
15	12 (senior)

- For students entering ninth grade the 2007 fall semester and thereafter.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

## GRADING PRACTICES

### A. Grading System

In determining units, teachers will average the two semester grades of students and if the average of the two semester grades is 70, or above, the student will receive one full unit for the course. When the two semester grades are averaged and the average is below 70, the student will receive one half (1/2) unit for the semester grade that is 70 or above. If neither semester grade is 70, or above, no units will be received.

### B. Grade Weighting

Tests: 60% Daily work/homework 40%

Teachers must give a minimum of two (2) tests and 10 daily grades per six-week period. More tests may be given if deemed necessary.

### C. Semester Grades

Student's semester averages are determined by adding the three six week grades twice and the semester test grade once to achieve a semester grade total.

### D. Weighted Grades

See MISD web-site for EIC (Local) policy regarding weighted grades. For a hard copy of this policy see the counseling center.

For eligibility purposes, students must maintain a 70 average in Pre AP classes to participate in extra curricular activities.

### E. Homework Policy

Students with excused absence would have the same number of days absent to make-up work unless it is a special project that was assigned prior to absence. After the allotted time, zero will be given. \* Extenuating circumstances will be reviewed on a case-by-case basis with the teacher and administration.

#### F. Clearing Incomplete Grades

In the event a student has an "incomplete" for a six-weeks grade, the student must complete assignments, tests, etc., that would clear this "incomplete" by the end of the first week of the next six-weeks period.

*Example:* If a student has excused absences during the third six-weeks period; and there is **not** time for assignments, tests, etc., to be made up by the end of that third six-weeks period, they will receive an "incomplete" grade on their report card. The student must clear the "incomplete" by the end of the first week of the fourth six-week period.

If the work has not been made up and the student has had the opportunity to do so, a grade will be assigned at the teacher's discretion with administrative approval.

#### G. Unexcused Absences

If an absence is unexcused, the highest grade a student may receive is a 70.

#### H. Exemption from Semester Exams

The following guidelines must be followed in order for seniors to be exempt from semester/final exams:

1. State Mandated Testing  
All sections of the TAKS or TAKS A, M test must be passed.
2. Attendance  
Student must not have more than two (2) absences in each class for the semester being considered.
3. Grades  
Students must have maintained a grade average of at least 85 for the semester.
4. Tardies  
Student must not have more than three tardies for the semester in the classroom /subject being considered.
5. Textbooks  
Student must show teacher either the textbook or a receipt where one has been paid for.
6. PAS and Suspension  
Students placed in PAS or who are suspended for any disciplinary reason, including tardies, or suspension, will not be eligible for exemptions during the semester in which the placement occurs.
7. Fines  
All school related fines (textbook, library, clubs, organizations, etc.) must be paid in order for a student to be exempt.

**Juniors** may be exempt from second semester exams or finals in TAKS tested subjects if the grade level TAKS test for that subject is passed. Juniors may be exempt from exams in elective classes both semesters if the above criteria (2-7) are met, but must attend all classes.

**Sophomores, and Freshmen** may be exempt from second semester exams or final exams in TAKS tested subjects if the grade level TAKS test for that subject is passed, but sophomores and freshmen must take exams in all courses that are not TAKS tested. All fines must be paid for a student to be exempt.

**Juniors, Sophomores, and Freshmen** who are exempt from exam(s) must attend class. Exempt students will be allowed to go to the gym to participate in alternative activities, but they will not be allowed to go home. Students not in attendance will be required to take exam the following week.

I. Conversion to and from Letter Grades

Students who enroll at Mabank High School from out-of-state transfer credits with letter grades. The NCAA Clearinghouse requires GPA's on a 4.0 system as do several colleges and scholarships. Since Mabank High School determines GPA on a numerical scale, the following scale will be used to change grades from one system to another:

Numerical	Letter Grade	Grade Points
90-100	A	4
80-89	B	3
71-79	C	2
70	D	1
0-69	F	0

**GRADUATION REQUIREMENTS**

In order to graduate from high school in Mabank ISD, students must successfully complete a certain number of units and pass an examination of academic skills. The State of Texas requires all students to complete certain courses to satisfy graduation requirements. In addition to passing the required courses for graduation, students must pass all sections of the Exit Level TAKS test.

The Recommended Plan is the default graduation plan. Students may only graduate on the Minimum Plan if a special education's ARD committee makes that determination or if a parent of the student and a high school official agree that graduation on the Minimum Plan is in the student's best interest.

Students in the **Minimum High School Program** are required to successfully complete the following courses:

English	4 units
*Algebra I/Geometry + 1 math course	3 units
Biology/Integrated Physics and Chemistry + 1 science course	3 units
World Geography/World History/U. S. History	3 unit
Government	1/2 unit
Economics	1/2 unit
Physical Education	1-1/2 unit
Health	1/2 unit
Technology Applications	1 unit
Fine Arts	1/2 unit
Communication Applications	1/2 unit
Electives	<u>6 units</u>
 Total	 24 units

Students in the **Recommended High School Program** are required to successfully complete the following courses.

English	4 units
*Algebra I/Geometry/Algebra II	3 units
Biology/Integrated Physics and Chemistry/ Chemistry or Physics	
or	
**Biology/Chemistry/Physics	3 units
World Geography/World History/U. S. History	3 units
Government	1/2 unit
Economics	1/2 unit
Health	1/2 unit

Physical Education	1-1/2 unit
Language other than English	2 units
Fine Arts	1 unit
Technology Applications	1 unit
Communication Applications	1/2 unit
**Electives	<u>5-1/2 units</u>
Total	26 Units

Students in the **Distinguished Achievement Program** are required to successfully complete the following courses and earn four Advanced measures (see the course guide for a description of Advanced Measure options):

English	4 units
*Algebra I/Geometry/Algebra II	3 units
Biology/Integrated Physics and Chemistry/ Chemistry or Physics	
or	
**Biology/Chemistry/Physics	3 units
World Geography/World History/U. S. History	3 units
Government	1/2 unit
Economics	1/2 unit
Health	1/2 unit
Physical Education	1-1/2 unit
Language other than English	3 units
Fine Arts	1 unit
Technology Applications	1 unit
Communication Applications	1/2 unit
**Electives	<u>4-1/2 units</u>
Total	26 Units

- \* Students entering Grade 9 in the fall 2006 will be required to earn 4 math credits for graduation.
- \* Students entering Grade 9 in the fall of 2007 will be required to earn 4 math and 4 science credits for graduation and all electives must be state approved.

### GRADUATING SENIORS

Seniors are expected to be the leaders of our schools, as seniors, they should present themselves in an appropriate/acceptable manner at all times, at any and all events. Seniors set the example for lower class members to follow. In addition to disciplinary actions, seniors who fail to follow the Student Code of Conduct may not be allowed to participate in senior activities (senior assembly, baccalaureate, commencement exercises, etc.)

Any student who will complete his/her senior year in DAEP will not be allowed to participate in senior activities (senior assembly, baccalaureate, commencement exercises, etc.)

A student graduating on the **Recommended High School Plan** or **Distinguished Achievement Plan** whose GPA is at least a 90 at the end of the fifth sixth weeks of their senior year will be recognized as an honor graduate.

*FINES: All fines (textbook, fundraising, etc.) must be paid in full for a senior to participate in any graduation activity including the graduation commencement exercises. All graduating seniors must participate in a senior check out clearing all fines prior to receiving their diploma.*

**DRESS CODE FOR COMMENCEMENT EXERCISES:** Graduation is a dignified ceremony and student's dress should reflect the occasion. Boys will wear dress slacks, dress shirts, and dress shoes. Girls will wear dresses and dress shoes.

## HALLS

Students should assemble in the commons area before school. Students are not permitted in the halls before school unless they have a written pass. Students in the halls during class time must have written passes. Students are asked to be courteous at all times and to keep to their right when moving in the halls. Running and shouting in the halls is never permitted. No food or soft drink is allowed in halls.

## HAZING

Hazing is a criminal offense involving any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in an organization.

A person commits an offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the appropriate official of the institution.

## IMMUNIZATIONS

Texas State Law requires that each student be current with immunizations to be allowed to attend school. School records have to be current and are open to inspection by the Texas Department of Human Resources, Texas Department of Public Health and local health departments. This is State Law and must be strictly followed.

## INCENTIVE PROGRAMS

### *Gold Card*

To qualify for this program, a student must earn all "A's" or maintain perfect attendance for two consecutive six-week periods and not be assigned to PAS or suspension during the period being considered. There are two exceptions to this rule. 1. If a student is enrolled in Advanced Placement classes and they score a grade point average of 80-90 they may qualify for the Gold Card Program if all other classes are "A's". 2. A student with a grade point average of 84-90 in no more than one Pre-Advance Placement Class may also qualify if all other classes are "A's".

The student must have their identification card with picture to use the Gold Card. As a Gold Card holder, the student is eligible for a number of benefits. Each card will have an expiration date.

### *MHS Ring of Honor (Sponsored by Balfour)*

One senior each year is elected to this honor based on achievements during their senior year. The recipient of this award received a scholarship from the sponsor. Further information may be picked up in the high school main office.

### *McDonald's Student of the Month Program*

Each month Mabank High School staff members have the opportunity to nominate students for recognition the Student of the Month Program sponsored by McDonald's. Nomination based upon that person's experience with the student. These nominations are submitted to the campus administration and final selection is made from student(s) receiving the greatest number of nominations as well as the reason for the nomination.

### *TAKS Recognition*

Recognition is made for mastery of three areas of TAKS testing.

## INJURY/EMERGENCY

To insure the safety and welfare of each student while attending school and school related activities, the Student Health Record Form must be completed and returned to the school nurse with current address, home and work telephone numbers, and additional persons for emergency contact with telephone numbers. This form must be signed and dated by the parent/guardian.

This form should be completed with medical history and allergies to medications, drugs, and foods, and the appropriate statement for treatment signed and dated. This is the information that will be given to emergency personnel should it be necessary to contact them.

Please notify the Nurse and the office as soon as possible of any address and telephone number changes.

## INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost accident insurance program. Premiums will be paid through the business office, but the district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participation in a school-sponsored trip off campus or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, or (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer and waiving any claim against the district for any injury which may occur.

## LEAVING SCHOOL OR CAMPUS

Mabank High School will operate on the closed campus concept. Specifically, this means that once the student arrives at school, he/she remains on campus until his/her regular dismissal time. All business and/or professional appointments should be taken care of after the dismissal of school. However, if a student becomes ill and wishes to go home, a report of his condition should be made to the nurse and/or attendance office and a student must have parent/guardian permission to leave school.

If parent/guardian sends a note for a student to leave school, the note should contain the time the student is to leave, a phone number for the parent/guardian to be contacted, and an explanation of the necessity for the absence. If contact can not be made for verification, the student will not be allowed to leave. Before a student leaves the school property they must sign out in the attendance office and get a pass to leave the parking lot from an administrator. All disciplinary procedures will be taken for those students who choose to leave campus without permission.

## LIBRARY

The school library is open every day from 7:45 a.m. until 4:00 p.m. Students are required to have a pass from their teacher in order to use the library. They are expected to work quietly in the library and stay on task. Books are checked out for a period of two weeks and may be rechecked for an additional two weeks. Overdue charges are made at the rate of \$.10 per day per book. Students who lose or damage books are expected to pay replacement costs. It is extremely important that students maintain a clear record in the school library by taking care of financial obligations as soon as possible. Taking a book out of the library without checking it out is considered stealing.

## MAKE-UP WORK

A student cannot expect to be absent and obtain as much benefit from school through make-up assignments as would have been received had the student been present. A student is allowed the number of days (excused absences) missed to make up work. *Example:* three days excused absence would allow three days for make-up. At the end of the make-up time period, any work not completed will be given a grade "zero". If an absence is unexcused, the maximum grade to be assigned will be 70.

## MEDICATION AT SCHOOL

Only those medications that are necessary for a student's medical care will be administered at school. Most medicines that are needed even as often as three times a day can be given at home and should not be sent to school. All medications - prescription or non-prescriptions (over the counter) - will need to be in the original container with instructions as to dosage, time, etc., and

accompanied by the medicine consent form signed by the physician. The school does not keep any medicine for general dispensing such as Tylenol, aspirin, ibuprofen, cough drops or throat lozenges.

**\*Diabetes** – 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.

## PARENTAL INVOLVEMENT AND RESPONSIBILITIES AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Attend Board meetings to learn more about district operations, including the procedure for addressing the Board when appropriate.
3. Review the information in the student Handbook (including the Student Code of Conduct) with your child; and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact an assistant principal.
4. Become familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Review your child's student records when needed. You may review: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments administered to your child.
7. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. 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 TEA.
8. Become a school volunteer. For further information, contact the high school principal.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to the district and campus planning committees formulating district and campus plans to improve educational opportunities for all students. For further information, contact the high school principal.

## PARKING LOT

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, weapons, etc., that are found in the vehicle they have parked in parking lot and will be subject to disciplinary action by the district as well as possible referral for criminal prosecution. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

Students must purchase a parking tag to park on the student parking lot. Student drivers will be required to follow the guidelines listed below to park on the high school campus. It is a privilege extended to all certified student drivers to drive and park their vehicles on campus. All school and district policies relating to disciplinary actions will be followed as well as added consequences listed. Students must possess current liability insurance in order to drive on any part of the campus.

1. No sitting in/on/around vehicles after arrival on campus.
2. No loud music, spinning of tires, or other loud disturbance that may cause a distraction from the learning environment.
3. Five M.P.H. speed limit. Students must drive in a safe and cautious manner (no speeding or reckless driving).
4. May not return to their car or anyone else's car without written permission from an administrator.
5. Parking tag must be displayed from the rearview mirror at all times (**number turned to front of vehicle**).
6. No leaving campus after arriving on campus without written permission from an administrator.
7. No drugs, alcohol, firearms, tobacco products, weapons, or any items deemed inappropriate allowed in vehicles on campus.
8. Inappropriate, obscene, or suggestive writing on vehicles is prohibited.

9. Decals/stickers/writing that solicit racial discord (i.e., Confederate flags) or suggest sexually oriented content is prohibited.
10. Driving on grass is prohibited.
11. Additional school discipline may be assigned for loitering.
12. If a parking tag is lost or stolen, another tag must be purchased.
13. A student's vehicle may only occupy one parking spot.

Consequences for parking lot violations (except those violations governed by state law), may range from a written warning to denial of parking privileges for the duration of the school year.

### **PAS PROCEDURES**

Lunch may be purchased from the cafeteria. Anyone not on free or reduced may buy a class A lunch. Any lunches brought from outside may only consist of a sandwich, small bag of chips, fruit, juice or water (a milk may be purchased). No soft drinks, or snacks, other than fruit, are allowed. Take all books and supplies to the PAS room each day you are assigned. Your work will be sent to the PAS room by the teacher.

Students are responsible for turning in completed PAS work to the appropriate teachers.

Students are expected to follow all PAS rules while in PAS. If the student receives four infractions in one day, an extra day of PAS will be administered. If seven infractions are received in a day, the student will be suspended for three days and upon the return to school, the student must finish assigned PAS time. If the student is absent on the assigned PAS day, the student must make the PAS day(s) up upon returning to school. Upon accumulation of 15 days in PAS, students may be reviewed for placement in DAEP.

Each day after school, the student is responsible for removing all trash, books, etc. from your area. All of your materials are to be removed from the PAS room and taken home.

### **PEST CONTROL**

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's school assignment area may contact the Director of Maintenance at 903-880-1337.

### **PHYSICAL RESTRAINT**

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain an irrational student.

### **PLAGIARISM**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student shall be subject to disciplinary action that may include loss of credit for the work in question.

### **PLEDGE OF ALLEGIANCE- MOMENT OF SILENCE**

The 78th Legislature mandated that each school district shall require students during each school day at each school in the district to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas state flag. In addition, each school is required to provide for the observance of one minute of silence following the recitation of the pledges of

allegiance. During the one-minute period, each student, may, as the student chooses, meditate or engage in any other silent activity that will not **interfere** with or distract another student. All Mabank ISD schools will observe this mandate. All Students are required to be respectful during the pledges and moment of silence.

**\*Celebrate Freedom Week** – State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence unless you provide a written statement requesting that your child be excused. (Policy EHBK)

### POSTERS

Signs and posters must first be approved by the principal or assistant principal before it may be displayed and put in designated area(s). Posters displayed without authorization will be removed. Any student who posts printed material without prior approval from administration shall be subject to disciplinary action.

### PRAYER - RELIGION

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in a manner that does not disrupt the learning environment of the school. The school does not require, encourage, or coerce students to engage in or to refrain from prayer or meditation during any school activity.

### PREGNANCY RELATED SERVICES

The district provides pregnancy related services to students who qualify. Students or parents with questions about this program should contact the school nurse or Health Services Director (880-1688). The coordinator can answer questions about eligibility requirements, programs, and services offered in the district or by other health care organizations.

Should a student become pregnant, please notify the school nurse immediately so that the student can be enrolled in the Pregnancy Related Services (PRS) program.

### PROGRESS REPORTS

All students will receive a progress report during the fourth week of each grading period. The progress report will show the student's average in each class being studied.

Students who receive a grade below 70 in regular courses at the end of the six-weeks grading period will be suspended from extracurricular activities for at least the following three-week period.

### REPORTING SYSTEM - See Advisory Program

Communications between the home and the school is a necessity. The grade reporting system is established in order that the parents may be informed of the progress of their children. Since grade reporting does not detail all the facts concerning student progress, parents are encouraged to visit the schools to discuss their child's performance with teachers, advisors, principals, and/or counselors.

Report cards will be sent to parents for their acknowledgment at the end of each six-week period. A progress report will be issued at the end of the third week of each six-weeks grading period to all students.

All parent/guardians should be contacted by their student's advisor at least once every six weeks to update student's progress. If, as a parent/guardian, you are not contacted by your child's advisor, please contact the administration.

### RESOURCE OFFICER

In order to assist the district in providing a safe and secure learning environment, as well as offer additional instructional and counseling support, a uniformed police officer will be assigned the high school campus. This assignment is the result of a cooperative agreement between the city and the school district.

## SCHEDULE CHANGES

Schedule change requests for the fall semester must be submitted by May 1<sup>st</sup> to the counseling center. All requests will be taken under advisement. However, if a student requested a course, the student will be expected to remain in that course unless there are extenuating circumstances.

Students may change an AP, Pre AP or Renaissance class in the same subject for the second semester by submitting a request by December 10<sup>th</sup>.

## SCHOLARSHIPS

Basic scholarship sources are state, national, college or university, and local community scholarships. Students are encouraged to use FREE Internet search engines to find additional scholarships fitting their individual profiles. The counseling center can provide more information about how to register for an on-line scholarship search. When applying for college admission students should immediately apply for scholarships to the college. It is important to plan ahead; many colleges have scholarship deadlines for December 1. College admission and scholarship deadlines are available on college-web-sites. Local community scholarship applications are available at [www.mabankisd.net](http://www.mabankisd.net) using the counseling center link and are updated regularly.

All seniors are encouraged to complete the Free Application for Federal Student Aide (FAFSA) after January 1. A paper form is available in the counseling center, or the student and parent may go on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the form. Students who complete the Recommended High School Program or the Distinguished Achievement Program and who have financial need as determined by the FAFSA report may be eligible for tuition and fee assistance to Texas public institutions through the Texas Grant program. Students and parents should contact the counselor for further information about how to apply for funds through this program.

SCHOOL CALENDAR - A copy of the school calendar appears on the last page of this handbook.

## SCHOOL RECORDS

The Mabank School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are working with the student; considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; compiling statistical data; or investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent permission. Records also are released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District shall make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared

only with a substitute teacher and records on former students after they are no longer a student in the district, do not have to be made available to the parents or students.

Students over 18 and parents of minor students may review and inspect the students may review and inspect the student records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the request or has the right to request a hearing. If the records are not amended as a result of the hearing, the request or 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, parents and students are not allowed to contest a student's grade in a course through this process. (See FNG (LEGAL) and (LOCAL) for the applicable complaint procedure). Parents or 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 the law regarding student records.

Copies of student records are available with advanced notice. Parents may be denied copies of a student's records after the student reaches age 18 and is no longer a dependent for tax purposes; when the student is attending an institution of post-secondary education; if the parent fails to follow proper procedures; or when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the high school registrar within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District's complete policy regarding student records is available from the principals or superintendent's office.

\* A fee of \$5.00 will be charged for the first copy of any school record (transcript, copy of SS card, etc.); a fee for \$1.00 will be charged for each record copy thereafter.

### **SCHOOL SEARCHES**

When school officials have reasonable cause to believe that a student has in his/her possession any object or thing in violation of campus rules and that the possession thereof constitutes an immediate threat to the welfare and safety of the other students or to the order and discipline of the school, that official, along with the school resource officer, shall have the right to make a reasonable search of the student or the student's property.

In the interest of security and student safety, trained dogs periodically sweep the premises.

### **SECURITY CAMERAS**

Students and parents should be aware that cameras have been installed throughout the building for additional security purposes. Administration may review recordings and document student misconduct if necessary. Discipline will be in accordance with the Student Code of Conduct.

### **SEXUAL HARASSMENT**

The district believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture or any other intimidating sexual conduct, including requests for sexual favors, that the other student

regards as offensive or provocative. Student and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or assistant principal.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or assistant principal. The first conference with the student ordinarily will be held by a person who is the same gender of the student. The conference will be scheduled and held as soon as possible within 5 days of the request. The principal or assistant principal will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the superintendent or designee by following the procedure set out in board policy FNCJ(LOCAL). If the resolution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the board as provided by policy.

### **SOCIAL ACTIVITIES**

The rules of good conduct and grooming shall be observed for school events. Guests will be expected to observe the same rules as students. The person inviting the guest will share responsibility for the conduct of the guest.

### **SPECIAL EDUCATION**

#### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**

If a child is experiencing learning difficulties, the parent may contact the Special Education Director 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 local education agencies 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents 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 Special Education Director at 903-880-1331 regarding options for a child experiencing learning difficulties or a referral for evaluation for special education.

### **SPECIAL PROGRAMS**

The district provides special programs for handicapped, gifted/talented, at-risk, bilingual, and dyslexia students. Students or parents with questions about these programs should contact the school office. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the district or by other organizations.

## TAKS - TEXAS ASSESSMENT OF KNOWLEDGE OF SKILLS

The Texas Education Agency requires the TAKS test be administered to all eligible students in grades 9 through 11. The test is designed to assess mastery of the state curriculum, Texas Essential Knowledge and Skills. Senate Bill 1 passed by the 74th Texas Legislature requires satisfactory performance on the state exit-level assessment (TAKS) for students to receive a high school diploma.

- Ninth-grade students are tested in reading and math.
- Tenth-grade students are tested in English language arts, math, science, and social studies.
- Eleventh-grade students take exit-level tests in English language arts, math, science, and social studies.

Students who do not perform satisfactorily on all sections of the exit-level test will not be eligible to participate in graduation ceremonies. Students who have been denied diplomas may continue to take the exit-level TAKS at designated testing times although they may no longer be in school. Those who then demonstrate satisfactory performance on all sections of the test will be issued a high school diploma at that time.

### TAKS REMEDIATION

Students, who do not pass all sections of the state assessments, may be required to participate in remediation. Remediation will take place before/after school. In some cases a student may be enrolled in remediation classes instead of an elective course.

Students who fail benchmark assessments are subject to being removed from elective courses and placed in remediation courses.

Seniors who receive "passing" on the Exit state assessments taken in October of the current year will be released from remediation class at the end of the semester.

### TARDY POLICY

Tardies are cumulative for one semester (If a student has five tardies at the end of the first semester, on the first day of the second semester, they will begin with zero tardies.)

Every 3 tardies in a class will constitute an entire day's absence in that class. Tardies will not be excused or unexcused. Mabank high School allows students 5 tardies due to emergencies (flat tire, getting up late, missing bus, etc.) without any form of disciplinary action by administration.

#### Tardy Disciplinary Action:

1 - 5 tardies - No disciplinary action.	11th - Three days of PAS
6th and 7th - Saturday School	12th - Three days of PAS and One Saturday School
8th - One day in PAS	13th - Four days of PAS
9th - One Saturday School and One day of PAS	14th - Four days of PAS and One Saturday School
10th - Saturday School and Two days of PAS	15th or more - Five Days of PAS (Each occurrence)

Upon accumulation of 15 tardies, students may be reviewed for DAEP placement for continual disruption of class.

\* Students that are habitually tardy to 1<sup>st</sup> period may be subject to disciplinary action.

If any assigned Saturday School is missed with or without an excuse and prior arrangements, the student will receive 2 days in PAS and will have to make up that Saturday School at the next available time.

## TELEPHONES

Students will not use the office telephone for personal calls except in emergency situations and with staff permission. (As in any situation, when a student is in the office, they must have a pass signed by staff member.)

TELEPHONE DIRECTORY - A copy of the school directory appears on the back of the front page of this handbook.

## TESTING

The PSAT and PLAN test are given in October of each year. Registration is completed through the counseling center. The PSAT is the National merit Scholarship Qualifying Test for juniors. Sophomores are encouraged to take the PLAN test. The PLAN test is a pre-ACT test.

ACT and/or SAT tests are required for admission to four year universities and colleges. Although most schools accept scores from either test, the student should check the college catalog of the school under consideration to determine if the school will accept scores from either test. The college or university must receive the scores by their application deadline. In most cases, the college or university will only accept the scores from the testing agency. Students can indicate institutions to receive their scores when they register. Registration can be completed on-line at the SAT and ACT web-sites. Test dates and additional information are available at [www.mabankisd.net](http://www.mabankisd.net) using the counseling center link. See your counselor for questions.

Before registering for a college class at a public college or university in Texas, the student must have taken the Texas Higher Education Assessment (THEA). There are ways to be exempt from this test. Exemption guidelines are available in the counseling center as well as registration forms. On-line registration is available.

## TEXTBOOKS

All basic texts are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure student's name and grade is written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Any student receiving a textbook that is damaged should complete the "Textbook Damage Report" to avoid being liable for the replacement cost of the damaged text. Textbooks must be covered. Students must have textbook or receipt for payment prior to taking semester exams or qualifying for exemption.

## TOP 10% ADMISSION

Public universities and colleges in Texas are required to admit students who are in the top 10% of their class at the time of application if the following criteria is met:

1. Your GPA places you in the top 10% of the class.
2. You begin college within twenty-four months after graduating.
3. You submit a completed application (application, test scores, transcript and admission fee) before the college's application deadline.

Top 10% admission does not guarantee admission to a particular school or major within the college or university.

## TRANSPORTATION TO SCHOOL SPONSORED EVENTS

When the school provides transportation to a school-sponsored event, no students are allowed to drive personal vehicles.

## TRUANCY

Truancy is defined as not being in the assigned location at the assigned time. Truancy will be considered a serious offense and could result in an alternative educational placement and/or possible legal action.

### TUTORIAL PROGRAM

In accordance with the Texas Education Code, a tutorial program is offered at MHS. -The tutorial program is designed to assist those students who have achieved a grade of below 74 for a six weeks grading period, or for students who are achieving below expectations. Tutorials are scheduled every Monday, Tuesday and Thursday, both before and after school. We ask the cooperation of parents in picking students up immediately after tutorials. We strongly recommend that parents encourage their children to participate in the tutorial program.

### VERIFICATION OF ENROLLMENT AND ATTENDANCE (VOE) FORM FOR DRIVER LICENSE PURPOSES

To obtain a driver 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 percent attendance requirements for the semester preceding the date of application. The student can obtain this form in the Assistant Principals' office.

### VISITORS

Parents and visitors are encouraged to visit district schools. All visitors are asked first to report to the main office to be issued a visitor's pass. A visitor's pass will only be issued once a driver's license or a photo ID has been submitted. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

### WITHDRAWING FROM SCHOOL

Students must withdraw from Mabank High School through the registrar in the counseling center. A parent signature is required for students under the age of eighteen. Students may withdraw to attend another public, private, or home school. School records will not be released unless all school property has been returned and all monies owed have been paid.

## Disciplinary Policies and Procedures

## CLASSES OF MISCONDUCT

The Mabank Independent School District Discipline Management Program classifies student misconduct into six classes. Appropriate types of disciplinary techniques are listed for each class. Appeal procedures are also given.

### CLASS I

Examples (not inclusive list):

1. Inappropriate behavior (not abusive, threatening, violent)
2. Tardiness
3. Violation of the dress code
4. Being in an unauthorized area
5. Leaving campus
6. Skip detention
7. Truancy
8. Public display of affection

#### Appropriate Disciplinary Actions

1. Counseling
2. Loss of privileges
3. Detentions (before school, after school, lunch)
4. In-school suspension (one to five days)
5. Saturday school
6. Corporal punishment
7. Peer mediation

#### Conference/Appeal Procedure:

The appeal of Class I decisions is exhausted at the campus principal level. In cases where the student is reassigned to in-school suspension, the parent will be notified as soon as is reasonably possible.

### CLASS II

Examples (not inclusive list):

1. Persistent Class I offenses
2. Disrespect of school personnel and persons in authority
3. Hazing or harassment of students, Education Code 25.034 (a)
4. Possession or use of tobacco (possible citation from law enforcement)
5. Possession of matches, lighters, etc.
6. Use of profanity (possible citation from law enforcement)
7. Gang activity
8. Refusal to follow directive of school personnel (insubordination)
9. Threats - verbal or written

#### Appropriate Disciplinary Actions

1. Class I disciplinary techniques
2. In-school suspension (six to ten days)
3. Home suspension (one to three days)

#### Conference/Appeal Procedure:

In cases where the student is reassigned to a DAEP, in-school suspension or suspended, the parent will be notified as soon as is reasonably possible. Appeals of Class II Violations resulting in reassignment will be made within three days to the high school principal. No appeal will be heard by the Central Administration until the parent/guardian has appealed the decision to the building principal.

### CLASS III

Examples (not inclusive list):

1. Persistent Class II offenses
2. Verbal abuse
3. Willful destruction of school or personal property and/or vandalism
4. Interference with school discipline or activities
5. Hazing - physical abuse (possible citation from law enforcement)
6. Sexual harassment (verbal and /or physical)
7. Racially, ethnically or culturally motivated inappropriate behavior
8. Theft (possible citation from law enforcement)
9. Possessing, distributing, or accessing pornographic materials in any media format
10. Possession of drug paraphernalia (possible citation from law enforcement)
11. Fighting/mutual combat ( possible citation from law enforcement)
12. Assault - contact against someone other than a school District employee or volunteer. (Possible citation from law enforcement)
13. Fireworks

### Appropriate Disciplinary Actions

1. In-school suspension (ten days or more)
2. Home suspension (one to three days)
3. Placement in DAEP

### CLASS IV

Examples (not inclusive list):

1. Persistent Class III offenses
2. Weapon - not expellable
3. Threat against a school employee
4. Burglary of a motor vehicle on campus
5. Gives, delivers, possesses, uses or is under the influence of a simulated controlled substance
6. Gives or abuses over-the-counter or prescription medications, nutritional supplements, dietary supplements, etc. (may be considered a Class III offense at the discretion of the principal)
7. Deliberate destruction of or tampering with computer data or networks of the MISD
8. Death threat - verbal or written
9. Disruptive activity
10. Inappropriate sexual conduct
11. Gives, delivers, sells, possesses, uses or is under the influence of an alcoholic beverage
12. Abuse of volatile chemical
13. Public lewdness or indecent exposure
14. Retaliation against a school employee
15. Assault - bodily injury against someone other than a school district employee or volunteer
16. School related gang violence

### Appropriate Disciplinary Actions

1. Mandatory DAEP

### CLASS V - (MANDATORY DAEP DISCRETIONARY EXPULSION)

Examples (not inclusive list):

1. Serious or persistent misconduct violating the student code of conduct while assigned to an alternative education program.
2. Bomb threat
3. Criminal mischief against student (expulsion is for felony offenses only)
4. Criminal mischief against staff (expulsion is for felony offenses only)
5. Terroristic threat against student
6. Terroristic threat against staff
7. Assault of a school district employee or volunteer
8. False alarm/false report
9. Selling or distributing marijuana, inhalants or dangerous drugs
10. Engages in deadly conduct (expulsion)

**NOTE:** DAEP placements and discretionary DAEP expulsions are for up to one semester. A placement in the DAEP during the final grading period of a semester will result in the placement extending into the next semester for middle school and high school students. A senior placed in the DAEP program during the sixth grading period will not be eligible to participate in the graduation ceremony.

**CLASS VI - (MANDATORY EXPULSION)**

Examples (not inclusive list):

1. Felony retaliation against a school employee
2. Used, exhibited or possessed a firearm (expulsion is for one calendar year)
3. Used, exhibited or possessed an illegal knife
4. Used, exhibited or possessed an illegal club
5. Used, exhibited or possessed a prohibited weapon
6. Arson
7. Murder, capital murder, criminal attempt to commit murder or capital murder
8. Indecency with a child
9. Aggravated kidnapping
10. Aggravated assault against someone other than a school employee or volunteer
11. Aggravated assault against a school employee or volunteer
12. Sexual assault or aggravated sexual assault against someone other than a school employee or volunteer
13. Sexual assault or aggravated sexual assault against a school employee or a volunteer
14. Felony controlled substance violation
15. Felony alcohol violations
16. Aggravated robbery
17. Manslaughter
18. Criminally negligent homicide

**Appropriate Disciplinary Actions**

1. Expulsion

**Hearing/Appeal Procedure:**

If a student is being considered for expulsion, a hearing will be conducted by the principal. Parents will be notified and given the opportunity to participate in this hearing. Any appeals following the hearing will be made within three school days to the Superintendent or his/her designee. No appeal will be heard by the superintendent/ designee until the parent/guardian has appealed the decision to the high school principal. Decisions regarding expulsion may be appealed to the Board of Trustees.

**NOTES:**

## QUESTIONS MOST FREQUENTLY ASKED BY STUDENTS AND PARENTS

### **1. What is the Disciplinary Policies and Procedures Plan? Why do we have this discipline system?**

The Disciplinary Policies and Procedures Plan is designed to ensure that every student can receive a quality education in an orderly, safe, and well-managed classroom setting. It is the primary job of the school district to teach students in an atmosphere which is free from disruptions or inappropriate behaviors. In this atmosphere, the best learning will take place.

The Disciplinary Policies and Procedures Plan provide a uniform set of behavior guidelines and consequences for all students in all grades of the high school. The Texas Legislature passed a law known as Senate Bill 1 in 1995 which require every school district in Texas to develop a discipline management system which consists of rules and consequences.

### **2. Why can two students receive different consequences for the same act of misbehavior?**

It is correct that 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 be a repeat-offender, requiring more progressive disciplinary consequences.

Under the progressive discipline plan at a lower level may automatically progress to a consequence from a higher level.

Every student's behavior record and behavior progress is unique and individual. Therefore, two students who may have actually committed the same offense together may receive a very different disciplinary consequences.

### **3. Who has the authority to decide which consequence is given to the student after an act of misbehavior?**

The classroom teacher, assistant principal, and the school principal have the legal authority and responsibility to assign an appropriate consequences for a student misbehavior. School officials may confer with a parent before assigning a consequence, depending upon the severity of the behavior and consequence. The staff of the school, the assistant principals, and the principal will follow the guidelines set forth in the Student Code of Conduct and the Behavior Management Plan to ensure that an orderly educational atmosphere exists for all students.

### **4. What are the responsibilities of the students, the parents, and the school staff?**

Students, parents, and the staff of each school share the responsibility to work together in cooperation to ensure that appropriate student behavior occurs.

The school staff has a legal and moral obligation to all students to provide an educational atmosphere where every student can learn, unhindered by inappropriate behaviors that infringe upon his/her right to learn. Moreover, the school staff has the responsibility to treat all students fairly and equitably and to select appropriate disciplinary consequences for each individual student when an infraction occurs.

### **5. What is the discipline that was given to another student? Why can't I know?**

Often, parents become frustrated because they want to know what disciplinary action was given to a student other than their own child. School authorities, however, are not allowed, under law, to reveal any type of personal and confidential information in either academic or disciplinary areas to anyone other than the student's parent or legal guardian. While it may be frustrating for a school official to not be able to offer specific information on how another student was disciplined, parents can be assured that the other student's parents will be informed of the misbehavior, and that appropriate action will be taken.

The confidentiality provisions of the law are in place to protect the rights of every child as an individual.

## **6. Explain the confidentiality of students discipline records.**

Student records are governed by federal statute, the Family Educational Rights and Privacy act (FERPA, also known as the Buckley Amendment.) FERPA limits access to a student's records by anyone other than the student himself, his parents, and anyone else who may have a "legitimate educational interest, including teacher and administrators. Parents and students have the right to request that their records not be released to anyone without permission. These rights can be knowingly and voluntarily waived, i.e. for recommendations to colleges, employment, etc. The U. S. Secretary of Education and the Texas Education Agency are granted an exception to review students records while conducting investigations of the school district. Only a valid court order, such as a divorce decree or an order terminating parental rights, on file with the District will prohibit an authorized person from obtaining access to a student's records

## **7. What are my student's rights in the discipline process?**

The student's rights in disciplinary matters depends on the severity of the punishment. For example, a student receiving discipline (i.e. detention hall or in-school suspension of three days or less) that allows the student to receive educational services on the school campus has no right to have the principal's discipline management technique reviewed prior to its implementation. However, certain disciplinary actions can result in the invoking of a student's due process of law rights.

## **8. What is the "due process" standard for a student recommended for expulsion?**

A student being expelled from educational services is entitled to:

- a. Prior notice of charges and the proposed sanctions as to afford a reasonable opportunity for preparation.
- b. Right to a full and fair hearing before the board or its designees.
- c. Right to an adult representative or legal counsel.
- d. Opportunity to testify and to present evidence and witnesses in own or their defense.

## **9. Is there a separate set of rules for students who ride a school bus?**

Yes, there is also a set of behavior rules for all students who ride a MISD bus. The school bus is a unique setting, where misbehavior can lead to safety problems for the driver and other students. The rules/regulations for bus riders specify areas not necessary for the classroom/campus setting; however, the Student Code of Conduct is not replaced by it. Because the Disciplinary Policies and Procedures Plan applies to students at any and all school related activities, both apply to the bus riders.

### ALMA MATER

Oh give three cheers for Mabank High,  
The fairest in the land.  
The girls and boys in loyalty cry,  
"Forever by thee stand."  
And if on some unfortunate day,  
Our land is in distress,  
The green cross,  
White cross colors will say,  
"Depend on M.H.S."

Mascot: Panther

Colors: Green and White

### FIGHT SONG

O' when those dear old Panthers  
Fall in line,  
We're gonna win this game  
Another time.

And for those dear ole boys  
We love so well,  
And for the football team  
We'll yell and yell and yell

We're gonna fight, fight, fight  
For every score.  
We're gonna win this game  
And win some more.

We're gonna stomp those  
(Rival Mascot) in the sod,  
in the sod,  
RAH! RAH! RAH! YEAH!

## **Mabank High School Phone Directory**

Agriculture Department	880-1600	Counseling Center	880-1610
Assistant Principals	880-1615	Nurse	880-1607
Athletic Office	880-1625	Principal	880-1605
Attendance	880-1601	Receptionist	880-1601
Attendance Officer	880-1600	Registrar	880-1610
Band Office	880-1620	School Resource Officer	880-1600
Cafeteria	880-1635	Special Programs	880-1600
Career and Technology	880-1623		

## **MISD Phone Directory**

Central Elementary	880-1380
DAEP	880-1320
High School	880-1600
Intermediate	880-1640
Jr. High	880-1670
Lakeview Elementary	880-1360
MISD Administration	880-1300
Southside Elementary	880-1340
Special Programs - MISD	880-1331
Transportation	880-1690

## Mabank Independent School District Check Acceptance Policy

Dear Parent,

The check acceptance policy for our school district is **“If a check that you have written to our school district is returned for any reason, the face amount of the check will be resubmitted electronically along with the state allowed fee.”**

Your authorization is provided by signing below or by submitting an electronic authorization at the following link:

[www.electronic-cap.com/authorization.htm](http://www.electronic-cap.com/authorization.htm)

FOR YOUR CHECK TO BE AN ACCEPTED FORM OF PAYMENT, YOU MUST:

1. Provide your FULL NAME, CURRENT ADDRESS, CURRENT PHONE NUMBER and CURRENT DRIVERS LICENSE NUMBER on every check.
2. Acknowledge our check acceptance policy by one of the following:
  - a. Provide authorization ONLINE or
  - b. Complete below and return this signed form to your school. The form will be maintained by our recovery company.

Campus Name: \_\_\_\_\_ District: Mabank Independent School District

Child Name: \_\_\_\_\_ Parent Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date: \_\_\_\_\_

I agree and understand the check acceptance policy of this organization.

Parent Signature: \_\_\_\_\_

If you have any questions about our check recovery service, you may call our check recovery company, Electronic Check Alliance Processing or e-CAP, at 877-898-8987 ext. 222. You may also revoke authorization by calling 877-898-8987 ext. 222. Thank you for your cooperation. Please return this document to your school district.

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## Mabank la Política Independiente de la Aceptación de Cheque de Distrito de Escuela

Estimado Padre,

La política de la aceptación del cheque para nuestro distrito de la escuela es **“Si un cheque que usted ha escrito a nuestro distrito de la escuela se vuelve para cualquier razón, el valor nominal del cheque se resubmitted electrónicamente junto con el estado honorario.”**

Su autorización es proporcionada firmando debajo de o sometiendo una autorización electronica en la conexión siguiente

[www.electronic-cap.com/authorization.htm](http://www.electronic-cap.com/authorization.htm)

PARA SU CHEQUE para SER UNA FORMA ACEPTADA DE el PAGO, USTED DEBE—

1. Proporcione su NOMBRE REPLETO, la DIRECCION ACTUAL, el NUMERO DE TELEFONO ACTUAL y CONDUCTORES ACTUALES ICENCIAN el NUMERO en cada cheque.
2. Reconozca nuestra política de la aceptación de cheque por uno del siguiente-
  - a. Proporcione la autorización EN LINEA o
  - b. Completo debajo de y vuelve esta forma firmada a su escuela. La forma será mantenida por nuestra compañía de la recuperación.

Nombre del campus: \_\_\_\_\_ Distrito: Mabank Independent School District

Nombre (nombres) del niño: \_\_\_\_\_ Nombre (nombres) Padre: \_\_\_\_\_

Numero de teléfono: \_\_\_\_\_ Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Cremallera: \_\_\_\_\_ Fecha: \_\_\_\_\_

Concuero y entiendo la política de la aceptación de cheque de esta organizacion.

Firma del padre: \_\_\_\_\_

Si usted tiene cualquiera pregunta acerca de nuestro servicio de la recuperación de cheque, usted puede llamar nuestra compañía de la recuperación de cheque, Procesamiento Electrónico de Alianza de Cheque o E-tapa, en ext de 877-898-8987 . 222. Usted puede revocar también la autorización llamando 877-898-8987 ext 222. Gracias para su cooperación,. Vuelva por favor este documento a su distrito de la escuela.