

To Students and Parents:

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

The Mabank ISD Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

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

Both students and parents should become familiar with the Mabank ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found in this handbook and posted on the Mabank ISD website.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

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

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

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at www.mabankisd.net.

Statement of Non-Discrimination

Mabank Independent School District does not discriminate on the basis of color, national origin, age, sex, or disability in its employment, practices, activities and programs.

Age Act Coordinator: Assistant Superintendent, 903-880-1305, 310 E. Market St, Mabank, TX.

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.

**Mabank Independent School District
Elementary Student Handbook 2011-2012**

Central Elementary School

**Grades PK-4
19119 E. US Hwy 175
Mabank, Texas 75147
Principal, Terri Watson
Assistant Principal, Chelsea Capehart
(903) 880-1380 FAX (903) 880-1383**

Lakeview Elementary School

**Grades K-4
306 Harbor Point Road
Gun Barrel City, Texas 75156
Principal, Kevyn Pate
Assistant Principal, Melanie McAllister
(903) 880-1360 FAX (903) 880-1363**

Southside Elementary School

**Grades K-4
109 Paschal Blvd.
Mabank, Texas 75147
Principal, Brandi Dyer
Assistant Principal, Amy Teague
(903) 880-1340 FAX (903) 880-1343**

**Dr. Russell D. Marshall
Linda K. McKee
Scott Adams
Dena Mojica
Tina Tompkins
Jimmy Cantrell
J.K. Hyde
Elizabeth Lovell
Terry Bates
Hunter Fisher**

**Superintendent
Assistant Superintendent
Assistant Superintendent
Curriculum Director
Special Programs Director
Athletics Director
PEIMS/Technology Director
Food Service Director
Transportation Director
Maintenance Director**

MABANK I.S.D. MISSION STATEMENT

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

Table of Contents

Academic Awards	5	Promotion and Retention	32
Admissions and Enrollment	5	Release of Students Before the End of the School Day	33
Assemblies	5	Reporting System (Family Access)	34
Attendance	6	Report Cards/Progress Reports	34
Attendance Area Assignment & Intradistrict Transfer	8	School Calendar	34
Audio Visual Devices	8	School Safety (<i>including Inclement Weather</i>)	34
Board of Trustees	9	Searches	35
Bullying	9	Special Programs	36
Bus Regulations	9	Student Records	37
Cafeteria/Meals	10	Surveys	39
Care of School Property	10	Standardized Tests	39
Cell Phones	10	Tardy Policy	40
Change of Address or Telephone Number	11	Telephone	40
Cheating	11	Telephone Directory	40
Child Sexual Abuse & Other Maltreatment of Children	11	Textbooks	41
Complaints – Student and Parent	12	Vandalism	41
Computer Resources	13	Visitors	41
Conduct Before/After School	13		
Conduct Expectations	14	School Safety Letter	42
Conferences with Teachers	16	Bus Rider’s Safety	44
Counseling	17	Parent Involvement Policy	48
Credit By Exam	17	Most Frequent Asked Questions	51
Daily Schedule	17	Glossary	53
Discrimination, Harassment & Retaliation	18		
Disruptions Of School Operations	19	Appendix A (Code of Conduct)	55
Dress Code	20	Appendix B (Technology Letter & Electronic Communication and Data Management Info.)	63
Drug Free Schools	21	Appendix C – Forms to be completed	69
Emergency Medical Treatment	21	Mabank ISD Directory	77
Emergency School Closing Information	22		
Fees, Materials and Supplies	22		
FERPA Notification of Rights	22		
Field Trips	22		
Gang-Free Zone	23		
Gifted and Talented	23		
Grading	23		
Health and Medical Related Matters (<i>Bacterial Meningitis, Food Allergies, Lice, Immunizations, etc</i>)	24		
Homework	28		
Honor Roll	28		
ISS Procedures	28		
Limited English Proficient Students	28		
Make-Up Work	29		
Medicine At School	29		
Nondiscrimination Statement	30		
Nonschool Materials	31		
Parent and Volunteer Participation	31		
Physical Restraint	31		
Pledge of Allegiance/Moment of Silence	32		
Posters	32		
Prayer	32		

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 student's 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 is 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 driver's 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 of enrollment.

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.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

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

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

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

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student’s parents, would be subject to penalties as a result of the student’s violation of state compulsory attendance law.

[See policy FEA(LEGAL).]

Attendance for Credit

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

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

Saturday school will be held at Southside Elementary at 109 Paschal Blvd from 8:00 a.m. to 12:00 p.m. ALL school policies will be followed during Saturday School. An attendance committee will review the attendance record and make final decision regarding the award or denial of credit.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 of days consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

School Sponsored Event

A student on a school sponsored extracurricular event will not be counted absent since these activities are classified as school sponsored and are part of the learning process.

ATTENDANCE AREA ASSIGNMENTS AND INTRADISTRICT TRANSFER

Students shall be assigned to the elementary school in the attendance area in which they reside. A parent or guardian may request an intradistrict transfer by acquiring, completing, and submitting an Intradistrict Transfer Request form to the principal of the school in whose attendance area the child resides. The designated four-member Intradistrict Transfer Committee (ITC) will consider the application and notify the requesting parent of the ITC's decision. All considerations will be in accordance with Mabank ISD policy FDB(LOCAL)

AUDIO/VISUAL DEVICES

Cell phones, iPods, 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.

BOARD OF TRUSTEES

The regularly scheduled meeting for the Board of Trustees is held on the fourth Monday of every month. A closed meeting begins at 6:30 p.m. and the open meeting at 7:30 p.m. in the Mabank Independent School District Boardroom at 310 E. Market Street.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- results in harm to the student or the student's property,
- places a student in fear of physical harm or of damage to the student's property, or
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

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.

CAFETERIA/LUNCH

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

Mabank ISD participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. To determine qualification for this program, the form should be completed, signed and returned to the principal. An application may be requested from the office at any time. A child who is new to the District will be required to pay for meals until approval of the application is completed. Information about a student's participation is confidential.

- 1.25 PK-12 Breakfast
- 2.00 PK-6 Lunch
- .40 Reduced Lunch
- .30 Reduced Breakfast

Each enrolled student will receive an application form to apply for free/reduced lunch.

Breakfast will be served each morning. **In order to eat breakfast, please be sure your child is at school in time to eat without missing part of the instructional day.**

Meals can be prepaid in the cafeteria on a weekly or monthly basis or on-line through the E-Pay at www.mabankisd.net. This can be very helpful in preventing the loss of lunch money. Each child is given a number to use in the cafeteria. Always write the child's name and number on checks you send to pay for lunch.

If your child forgets or loses lunch money, they will not go hungry. The cafeteria will provide a peanut butter sandwich and milk at no charge. **Students will no longer be allowed to charge their meals. Parents will be responsible for paying any negative balance on their child's account.**

If you have any question, please contact MISD Child Nutrition at 903-880-1315.

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, 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.

A student is prohibited from using any paging device including cell phones during the instructional day. Usage is defined as receiving or transmitting messages or phone calls.

K-4: The principal or the principal's designee will:

- 1) Confiscate the cell phone/paging device
- 2) Administer a warning to a student. The device will be released to the parent.
- 3) If violated a second time or more, a \$15.00 fee will be assessed and device released to the parent.

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 parent to notify the school **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.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed through the District Improvement Plan online at the www.mabankisd.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

COMPLAINTS - STUDENT/PARENT

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. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at 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.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approve instructional purposes only. Students and parents are asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. See Appendix B for required agreements.

CONDUCT BEFORE/AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before or after-school activities on district premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with board policy.

One hour following a school day, extra-curricular event, or school function, the police department may be contacted if the student is still present.

CONDUCT EXPECTATIONS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The schools will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and district staff. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. (See Board Policy FO, FOA, FOD)

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. Students may lose the privilege of riding the bus if behavior is not appropriate. Please refer to the Mabank ISD Bus Rider Safety Handbook for specific guidelines and consequences. This jurisdiction also includes any activity during the school day on school grounds and attendance at any school-related activity, regardless of time or location. FNC(Local)

Students are responsible for conducting themselves properly. Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Showing courtesy and respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless these are waived.
7. Avoiding violations of the Code of Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with district staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another.
2. Throwing objects, outside supervised school activities, that may cause bodily injury or damage.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations.
6. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers, other school employees or visitors.
7. Possessing lighters or starting a fire or committing arson.
8. Stealing from students, staff or the school.
9. Damaging or vandalizing property owned by the district, other students or district employees.
10. Disobeying school rules regarding conduct on school buses.
11. Fighting, committing physical abuse or threatening physical abuse. Fighting (non-assault) - both parties will be assumed guilty unless there is strong evidence to show otherwise. A person is justified in using force against another when and to a degree he reasonably believes the force is immediately necessary to protect himself. (Self-defense-Texas Penal Code Section 9.31)
12. Committing extortion, coercion or blackmail; that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
13. Name calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical contact disruptive to other students or the school environment.
15. Assaulting, threatening, or causing offensive physical contact to a teacher, or other individual.
16. Selling, giving or delivering to another person, possessing, using or being under the influence of: marijuana or a controlled substance; a dangerous drug; abuseable glue, aerosol paint, or other volatile chemical; an alcoholic beverage.
17. Bringing a firearm to school.
18. Smoking or having tobacco products.
19. Hazing.
20. Possession of a paging device, cellular telephone, or laser pointers.
21. Behaving in any way that disrupts the school environment or educational process.
22. Engaging in any conduct constituting felony criminal mischief as defined by law.
23. Membership or participation in any secret society, fraternity, sorority or gang.

24. Engaging in unruly, disruptive or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn.
25. Bringing unneeded money, toys, pornography, pocket knives, valuable or dangerous items to school.

Discipline management techniques will be employed which are consistent with the District Code of Conduct. These consequences may include:

- | | |
|--|------------------------|
| Verbal correction | In-school suspension |
| Corporal Punishment | Suspension from school |
| Detention during school | After school detention |
| Restriction from school related activities | Expulsion |
| Other action as deemed appropriate | Saturday school |
| Payment for damages | |
| ZAP (Zeros Aren't Permitted) | |
| Discipline Alternative Educational Placement | |

Corporal punishment is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment may be administered only by the principal, or assistant principal.
3. The instrument used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other district professional employee.
5. The school will make efforts to contact the parent before using corporal punishment.
6. Corporal punishment shall take place in an appropriate place out of view of other students.

For more detailed information see the Student Code of Conduct provided in the Appendix to this handbook.

CONFERENCES WITH TEACHERS

Teachers shall have a conference scheduled with parents during the school year. Students and parents may also expect a teacher to request a conference if:

1. The student is not maintaining passing grades or achieving the expected level of performance
2. The student presents any other problem to the teacher
3. The teacher feels for any reason that a conference is necessary

Parents are encouraged to contact the teacher with questions or concerns regarding classroom performance. Appointments during the teacher's scheduled Conference Period can be made directly with the teacher or through the office. Every reasonable effort will be made to accommodate the parent's schedule.

COUNSELING

The school counselor provides help and support to students and parents through the following services: classroom guidance, small group and individual counseling, testing for the gifted/talented program, dyslexia screening, parenting support and referral information. If you would like additional information on these services, please contact your school counselor.

CREDIT BY EXAMINATION (Without prior instruction)

Contact your child's campus counselor for testing dates. Students must register prior to the scheduled testing date on which the student wishes to take the test. The rules mandate that a student score at least a 90 on such a test to be advanced a grade level in grades 1-5. Policy EEJB (Local)

- ❖ **Kindergarten Acceleration:** Procedures have been developed that would allow a student not six years old at the beginning of the school year to be placed initially in first grade. Parents are requested to contact the principal if they believe they have a child who has the essential knowledge and skills normally required in kindergarten. Students will be required to take appropriate readiness and/or achievement tests and score at 90% or higher to be accelerated to first grade. Parents must complete the application for Kindergarten Acceleration. Testing must be completed and scored before school starts in the fall of each year. Policy EEJB (Local)

CREDIT BY EXAM (With Prior Instruction)

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee.

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. To receive credit, students shall score a grade of 70 or above on the examination.

DAILY SCHEDULE

The instructional day for elementary school students begins at 8:00 a.m. and ends at 3:15 p.m. Teachers are not on duty to supervise students before 7:30 a.m. For safety concerns do not leave your child before this time.

K-4th: Tardy bell rings at 8:10 a.m.

Office hours are 7:45 a.m. – 4:00 p.m. Students must be picked up in a timely manner or officials may be called.

DISCRIMINATION, HARASSMENT AND RETALIATION

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on www.mabankisd.net.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

DISRUPTIONS OF SCHOOL OPERATIONS

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

DRESS CODE

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

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. (i.e. Mohawks, Fohawks)
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 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-like clothing 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, 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. No writing or drawing on skin will be allowed.
- 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.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**** 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, 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.

EMERGENCY MEDICAL TREATMENT

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

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.

FEES, MATERIALS AND SUPPLIES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and those which could apply to elementary school students include:

1. Materials for a class project that the student will keep.
2. Membership dues in clubs or student organizations and admission fees to extracurricular activities or field trips.
3. Voluntary purchases of pictures, publications, yearbooks, etc.
4. Voluntary purchase of student accident insurance.
5. Personal apparel used in extracurricular activities that becomes the property of the student.
6. Fees for damaged library books and school owned equipment.

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

FERPA NOTICIATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. A copy of these rights may be obtained from the campus counselor or the office of Special Programs at 880-1390 or at the Mabank ISD website at www.mabankisd.net.

FIELD TRIPS

You will be advised whenever a field trip is planned. You will need to sign the release of liability form and return it to your child's teacher before your child can participate. A phone number where you can be reached must be on the form. No child will be allowed to go on a field trip without written permission from a parent. Parents attending field trips are not allowed to bring other children.

Adults attending field trips must submit a criminal history form each year at least TWO weeks prior to the date of the trip. If a form has not been submitted in time for the field trip or if the adult(s) is not approved, the adult will be unable to attend the field trip. Please understand that even if an adult has paid to go on a field trip, a criminal history background check must be approved in order to attend the field trip.

Students who participate in school sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. Policy FMG (Local)

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GIFTED AND TALENTED

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents or other interested persons. Letters will be sent to parents to determine if the nominated students are interested in the program. Identification criteria is established by the Board. A selection committee is established at each campus. If a transfer student has been identified as gifted by a previous district, the school committee shall make its determination within 30 school days if placement in Mabank's gifted and talented program is appropriate. Appeals for placement will be reviewed by the MISD Review Committee. Policy EHBB and FNG (Local)

You may contact your school counselor for further information about the gifted and talented program. Please refer to the back cover for telephone numbers.

GRADING

Nine weeks grades will be reported as follows:

Pre-Kindergarten
M – Mastery
NM – Nonmastery

Kindergarten
4 – Mastery
3 - Proficient
2 – Minimal Proficiency
1 – Non-Proficiency

First – Fourth Grade

All academic subjects will be reported with numerical grades on computer generated report cards. Students are required to return the **signed** report card **envelope** each nine weeks. Parents can log on to www.mabankisd.net. Click on Family Access to view students' grades throughout each nine week period. For login and password to Family Access, contact your campus PEIMS clerk.

First – Fourth Grade

90 - 100 = A Excellent progress

80 - 89 = B Good progress

70 - 79 = C Satisfactory progress

Below 70 Unsatisfactory progress

INC Incomplete (This will be used if the teacher feels that a grade cannot be given at the end of a six week period. A grade will be given when work is complete).

Special Areas

P.E., Art, and Music will be reported with letter grades:

E – Excellent Progress

S – Satisfactory Progress

N – Need Improvement

U – Unsatisfactory Progress

Grade Modifications:

Students with special needs or disabilities may receive grades on their report cards reflective of modifications determined in an Admission, Review, Dismissal (A.R.D.) committee or Sec. 504 meeting. In specific cases a student's report card may indicate a subject grade and a separate conduct grade in order to reflect a student's individual education needs.

HEALTH & MEDICAL RELATED MATTERS

Bacterial Meningitis

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

- *What is meningitis?*
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- *What are the symptoms?*
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- *How serious is bacterial meningitis?*
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- *How is bacterial meningitis spread?*

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

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

- *How can bacterial meningitis be prevented?*

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

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

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

You should seek prompt medical attention.

- *Where can you get more information?*

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

Contagious Diseases / Conditions

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

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

Food Allergies

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

Head Lice

If head lice or nits (eggs) are found in a child's hair, the parent will be notified to pick up the child. The student must receive one medicated shampoo and treatment, which includes physically removing the nits from the hair shaft. **Upon returning to school, accompanied by the parent, the child must be checked by the school nurse before returning to class or riding the bus.** It is strongly recommended that a second shampoo and treatment be completed within 7 to 10 days of the original treatment. The second treatment is critical in preventing return of the condition. It is the responsibility of the parent to provide the correct treatment, and to insure that the student returns to school as soon as possible.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Insurance

The District is not responsible for medical expenses associated with a student's injury. A low cost accident insurance is still made available to parents who wish to purchase it. Contact the school office for information.

Physical Activity for Students in Elementary

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

School Health Advisory Council (SHAC)

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

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

Tobacco Prohibited

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

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Director of Maintenance, the district's designated asbestos coordinator at 903-880-1337.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Director of Maintenance, the district's IPM coordinator, at 903-880-1337.

HOMEWORK

Homework is a part of the instructional process that begins in the classroom, extends into the home and provides a way for parents to become aware of the instructional program and their child's educational progress.

The amount of homework assigned depends upon the age and abilities of the students. Students may be asked to practice skills, which need further development, learn spelling words or collect materials for a special project.

Usually, it is best to wait until a student returns to school to get work missed during an illness.

HONOR ROLL

A Honor Roll = 90 and above in all subject areas.

A/B Honor Roll = 80 and above in all subject areas.

ISS PROCEDURES

Students are expected to follow all ISS rules while in ISS. If the student receives four infractions in one day, an extra day of ISS will be administered. If the student is absent on the assigned ISS day, the student must make the ISS day(s) up upon returning to school.

The student's work will be sent to the ISS room by the teacher. Students are responsible for turning in completed ISS work to the ISS teacher.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKE-UP WORK

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering The Essential Knowledge and Skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. 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. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students. In cases of extended illness, teachers will assist with planning and assigning work, which will ensure continued progress for the child. For more detailed information, refer to the section on absences.

MEDICINE AT SCHOOL

All medicine must be stored and administered in the nurse's office. District employees will not give a student prescription medication or nonprescription medication, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the **original, properly labeled container**, provided by the parent, along with a written request. The container should be properly labeled with the following information:
 - Student's Name
 - Name of medication
 - Directions for dispensing
 - Dose or amount to be given
 - Time(s) to be taken
 - Route to be given (by mouth, in ears, in eyes, etc.)
 - Current date
 - Name of prescribing physician
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request and a doctor's order.

- Topical medication such as antibiotic ointment, Benadryl cream, Caladryl, etc. may be administered at the nurse's discretion.
- All physician sample medications must be accompanied by written authorization from the physician.
- A written request from the parent and the doctor to administer any medication long term, (for more than 7 days). A form may be obtained in the nurse's office.

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

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Mabank ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Linda McKee, Assistant Superintendant, 310 E. Market St. Mabank, Tx. 75147 903-880-1305
- MADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Tina Tompkins, Special Programs Director, 310 E. Market St. Mabank, Tx. 75147 903-880-1331
- All other concerns regarding discrimination: See the superintendent, Dr. Russell Marshall, 310 E. Market St. Mabank, Tx. 75147 903-880-1302

[See policies FB(LOCAL) and FFH(LOCAL).]

NONSCHOOL MATERIALS

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus.

PARENT AND VOLUNTEER PARTICIPATION

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, contact campus principal.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact campus principal.
- Attending board meetings to learn more about district operations.
- The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dena Mojica and may be contacted at the MISD Administration office.

The District shall obtain the criminal history record of prospective school volunteers. The District shall inform volunteers when their services are to begin.

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.

PLEDGE OF ALLEGIANCE- MOMENT OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

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 –

Celebrate Freedom Week is scheduled by law for the week in which November 11th falls. 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

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student’s current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student’s score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

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

RELEASE OF STUDENTS BEFORE THE END OF THE SCHOOL DAY

School hours are 8:00 a.m. to 3:15 p.m. Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Every effort must be taken to make sure a student attends the entire school day. A student will not be released from school at times other than regular dismissal hours until the parent or an individual who is listed on the student’s enrollment card has checked out that student through the office. The student to be dismissed will be called to the office by office staff. A photo ID may be requested to protect the safety of your child.

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

REPORTING SYSTEM

Family Access is an on-line monitoring system designed to keep parents informed of various aspects of their child's education such as current grades, missing assignments, cafeteria balance, attendance, health records, etc. To set up a Family Access account, please contact your child's campus secretary. Log on to Family Access at www.mabankisd.net.

REPORT CARDS / PROGRESS REPORTS

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent are encouraged to schedule a conference with the teacher of that class or subject.

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, principals, and/or counselor.

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.

Parents are encouraged to contact their child's teacher(s) if a grade(s) is below 75.

SCHOOL CALENDAR

A copy can also be found on the main page of the district's website at www.mabankisd.net

SCHOOL SAFETY

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

MISD has established a Crisis Response Team that works in conjunction with local emergency personnel to promote and ensure the safety of students and district employees.

** See attached safety letter from the Superintendent of Schools', Dr. Russell Marshall.*

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Crisis Codes –

Periodically, students will respond to various codes in drill situations to prepare them in case of an emergency.

Drills - Students will participate in fire and disaster drills during the school day at various times throughout the year.

Inclement Weather

In case of emergency or inclement weather, the following radio/TV stations will carry information about closings or late openings for Mabank ISD:

WBAP – AM 820
KCKL – FM 95.9
KXAS – Channel 5

KLTV- Tyler
WFAA – Channel 8

SEARCHES

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

Students' Desks

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

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

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

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

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Tina Tompkins at 903-880-1331.

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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 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 of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First at <http://texasprojectfirst.org/>
- Partners Resource Network at <http://partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Tina Tompkins at 903-880-1331.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

The designated person to contact is Beverly Brown (ESL Coordinator) or Dena Mojica (Director of Curriculum and Instruction) at 903-880-1301.

STUDENT RECORDS

Accessing Student Records

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

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

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

The address of the superintendent’s office is 310 E. Market Street Mabank, TX 75147.

The address(es) of the principals’ offices are:

- *Central Elementary 19119 E. US Hwy 175 Mabank, TX. 75147
- * Lakeview Elementary 306 Harbor Point Rd. Gun Barrel City, TX 75156
- * Southside Elementary 109 Paschal Blvd. Mabank, TX 75147

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the campus principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request

to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL),

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

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

Please note:

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

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

SURVEYS

From time to time, students are asked to participate in surveys. If you do not want your child to participate, please notify the school in writing.

STANDARDIZED TESTS

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

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

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

See **Promotion and Retention** for additional information.

In the interest of your child's testing success, it is requested that all appointments (such as doctors, dentists, etc) be scheduled on non-testing days. (i.e., STAAR, benchmark, checkpoints).

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.) *Excessive tardies can be treated as absences of days or parts of days.*

Tardies will not be excused or unexcused. Mabank elementary schools allow students 3 tardies due to emergencies (flat tire, getting up late, missing bus, etc.) without any form of disciplinary action by administration.

Tardy Disciplinary Action:

1 - 3 tardies – No disciplinary action.

4th – lunch detention

5th – after school detention

6th – 2 days of after school detention

7th – Saturday School (*Served at Southside Elementary*)

8th and above – Administrative Discretion

TELEPHONE

Students will not use the office telephone for personal calls except in emergency situations and with staff permission.

TELEPHONE DIRECTORY

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

TEXTBOOKS, ELECTRONIC TEXTBOOKS AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

VANDALISM

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

VISITORS

Parents and others are welcome to visit Mabank ISD schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. **Visitors to classrooms are not allowed to bring other children.**

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Please refer to the section on parent and volunteer participation to learn how you can be an asset to the educational process in Mabank ISD. Education succeeds best when there is a strong partnership between the school, home and community. Thanks for being a valuable part of this process.

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.

Mabank Independent School District
310 East Market St.
Mabank, Texas 75147
903/880-1300

August 2011

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 KXAS Channel 5, KLTV Channel 7, WFAA Channel 8, 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

Bus Rider's Safety

General Safety Rules

1. Obey the instructions of the bus driver/monitor. At no time will a student act, or address comments to a bus driver/monitor in a disrespectful manner, or refuse to cooperate with the driver/monitor.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. It is the responsibility of the parent to provide transportation to school if a child misses the bus. We recommend that you have an alternative plan with your child if this occurs.

Procedure for waiting for the Bus

1. Be at your bus stop five minutes before scheduled pick- up time. Driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, immediately go to your alternative plan.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Students will abide by the individual school's rules and regulations concerning bus students, including conduct and dress code.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. Sit down as soon as possible.

Getting off the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus, pushing and crowding will only slow exiting, and may cause an accident.
4. Stay clear of the bus when the engine is started, do not chase or hang on to the bus at any time.
5. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. **Caution!** Be alert for the vehicles that do not stop when the bus is loading or unloading.

Conduct on the Bus

Riding a school bus is a privilege provided by the school district and should be treated as such.

1. The driver/monitor has the same authority, responsibility, and concern over each child who rides the bus as a teacher has in the classroom. Students must obey the driver/monitor promptly.
2. Each student will have an assigned section on the bus. The driver or monitor will make this assignment. For disciplinary reasons, the driver/monitor has the authority to assign a specific seat on the bus.
3. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus comes to a complete stop.
4. Students will not be allowed to eat on the buses.
5. Throwing trash or other debris on the floor is prohibited.
6. Students shall not extend any part of the body, clothing, or other articles out of the window of the bus.
7. No articles of any kind shall be thrown, pitched or shot within the bus or out of the window.
8. Students shall not carry or consume intoxicating beverages or drugs of any kind on the bus.
9. Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures are forbidden.
10. At no time will a student act or address comments to a driver/monitor in a disrespectful manner, or in any manner harass or distract the driver.
11. Students shall not write upon, disfigure, or destroy any part of the school bus. Any damage to the bus should be reported at once to the driver. Any damage to a bus is chargeable to the parents of the student responsible for the damage.
12. Students shall not carry weapons, knives, fireworks, or any other article not allowed on school property.
13. Animals shall not be carried on the school bus.
14. Students shall not yell, scream, or whistle while on the bus. Outside of ordinary conversation, classroom conduct is to be observed.
15. Students should always be at their designated stop when the bus arrives. The driver will not wait on students who are habitually late.
16. After boarding a bus either morning or afternoon, a student will not be allowed to leave the bus until their designated stop.
17. When entering or leaving the bus, students shall follow the instructions of the driver/monitor who care for the safety of the students.
18. The emergency door will not be used except for emergencies.
19. A student creating problems for the bus, while loading or unloading, will be reported to an administrator who will administer discipline.
20. Parents of student should share with the school officials the responsibility for student conduct at bus stops until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.
21. Students who damage property or misbehave in such a manner that the safety and welfare of others is jeopardized may be subject to being suspended from school.

Prohibited items:

1. Tobacco
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals
6. Any object too large to be carried by the student. All other items must be kept on the student's lap at all times.
7. Matches or cigarette lighters.
8. Food or drinks (no eating or drinking on the bus is permitted)

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open.
 - b. Leave the bus in a single file as quickly and quietly as possible. Leave all personal items on the bus. (books bags, handbags, Etc)
 - c. Evacuation will start with the seat closest to the door.
 - d. Once outside the bus, follow the driver's instructions completely.

Extra Curricular Trips

1. Bus rider rules apply to all school- sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must be clean when returning from the trip.

Discipline

The school bus is an extension of the classroom. The transportation department will administer discipline. If necessary the transportation director will seek assistance of principals and/or resource officer. All misconduct will be documented and shared with parents and/or guardian prior to removal from the bus. **All school board policies** that apply to student conduct and other student related activities **apply to the school bus.**

NOTE: WHEN A STUDENT IS SUSPENDED FROM ONE BUS, HE/SHE IS SUSPENDED FROM ALL BUSES.

A parent conference may be called at any time with the transportation director and/or bus driver, should serious misconduct occur.

PARENTS:

IMPORTANT SCHOOL BUS SAFETY ALERT

HELP US PROTECT YOUR CHILDREN AS THEY TRAVEL TO AND FROM SCHOOL

In recent years, a number of children across the U.S. have had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them.

Certain types of children's clothing can create a hazard for your child getting off the school bus. Especially dangerous are:

- ❖ Long, dangling jacket or sweatshirt drawstrings
- ❖ Long backpack straps
- ❖ Long scarves or other loose clothing

Please take time to check your children's clothing to make sure it's safe.

- Stay away from the **DANGER ZONES** around the bus.
- Don't try to pick up something dropped near the bus. The driver might not see you.
- Remember other motorists don't always stop for a stopped school bus.
- **USE EXTREME CAUTION** when getting on or off the bus.

SCHOOL BUS SAFETY IS A TEAM EFFORT!

NOTHING IS MORE IMPORTANT THAN A CHILD'S LIFE!

Mabank ISD Parent Involvement Policy

Parent Involvement Policy Development

The Mabank ISD SBDM Committee is comprised of parents, members of the community, teachers, a campus level administrator, and the district superintendent or designee. This committee will discuss the design and implementation of the Mabank ISD Parent Involvement Policy.

The SBDM Committee will actively recruit volunteers for the advisory committee through various avenues of publicity. Committee selections will produce a diverse parent population that will include all student groups serviced by the district. Meetings will be planned at convenient times and locations for all members of the committee.

Annual Meeting for Title I Parents/Caregivers

Mabank ISD uses Title I funds to provide school-wide services for all students. Mabank ISD will hold at least one meeting annually to review Title I guidelines and services offered through the district. Copies of the district's current Parent Involvement Policy and the Mabank ISD Parent-Student Compact (distributed through student handbooks) will be reviewed at the meeting. Parents will be encouraged to become involved in the revising and updating of the policies necessary and parent volunteers will be recruited for the various district committee appointments.

The meeting will be held at a convenient time and location; notice of the meeting will be provided through written invitations to parent/caregivers (campus newsletter and/or take home notes) and through public notices.

Parent-Student Compacts

In accordance with Title I regulations, each Mabank school will be required to develop and annually update a parent-student compact. This compact will provide an outline to enable the school and parents/caregivers to share responsibility for student performance and success. This compact explains how students, parents/caregivers, and staff will share responsibility for promoting student achievement.

The compacts are designed so that both the student and his/her parents can sign the compact. Students and parents are encouraged to discuss the contents of the compact; they are also encouraged to sign that they are in agreement with the compact and return them to the school. NOTE: Parents and/or students are not required to return the compacts to the school.

Parental Involvement Opportunities

Mabank ISD will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students:

- Spanish translators will be provided for parents when needed.
- Information will be provided in Spanish when needed.
- Parents may contribute through volunteer programs.
- Parents may contribute by creating a supportive home environment.
- Parents are invited to participate in parent-teacher conferences.
- Parents are invited to help plan and conduct parties and field trips.
- Parents may participate by attending school meetings (PTO, Title I, planning sessions, and student programs).
- Parents are invited to serve on committees.
- Parents are surveyed to get their input about school.
- Parents are invited to participate in planning meetings.
- Parents are invited to eat meals with their children.

Staff and Parent Communication

Parents/caregivers will be informed of school activities through various avenues of communication throughout the school year; they will be consulted in the design, development and implementation of the Title I program. Parents will be invited to participate in workshops and staff development programs will be tailored to meet the unique student and parental needs of the Mabank ISD community.

Newsletters, teacher notes, the school marquee, conferences, personal contacts, phone calls, written notices and the Mabank ISD Website at www.mabankisd.net will be used to establish and maintain open lines of communication with parents/caregivers.

Mabank ISD staff members will be trained in positive communication activities as well as effective ways to work with parents, students, and members of the community. Teachers and administrators will maintain a record of parent contacts throughout the school year.

At the beginning of each year, each teacher will communicate the learning goals and objectives to parents of each of their students. All students will be expected to work toward mastering these goals and objectives. Mabank ISD recognizes the fact that some students will need modifications, accommodations, and/or extra assistance to achieve their full potential; these will be provided to students through the Title I Program and/or other educational services offered throughout the district or through district contacts.

In addition per NCLB Compliance:

- Parent's have the right to request information regarding the professional qualifications of his/her child's classroom teachers.
- Parents will be provided information on the level of achievement of the parent's child in each of the required state academic assessments.
- Parents will be notified in a timely manner if their child is taught for four or more consecutive weeks by a teacher who is not highly qualified.

Evaluation

The SBDM Committee will review and evaluate all aspects of the parent involvement program. Parent surveys including questions about the effectiveness of the program will be distributed and the results tabulated. Teacher surveys and teacher contact records will be used to determine the number and kind of interaction between schools and parents. The SBDM Committee will revise the district Parent Involvement Policy based on the results of the annual review.

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 consequence.

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 consequence for a student's 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 depend 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. 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.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment. **ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

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

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

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

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and required for graduation for students at these grade levels.

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

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

Appendix A

STUDENT CODE OF CONDUCT

Students in Mabank Independent School District are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Showing respect toward school property and others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the Student Code of Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

Mabank Independent School District has authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The district's code of Student Code of Conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violation of law.

GENERAL MISCONDUCT VIOLATIONS

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another.
2. Throwing objects that can cause bodily injury or damage to property.
3. Leaving school grounds or events without permission from school personnel in charge.
4. Directing profanity, vulgar language, obscene gestures, or swearing toward other students, teachers, other school employees, or visitors.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Playing with matches or fire.
7. Stealing from students, staff, or the school.
8. Damaging or vandalizing property owned by other students, district employees, or the district.
9. Disobeying school policies and regulations about conduct on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion or coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the show of force or threat of force.
12. Verbal abuse, that is: name-calling, making ethnic or racial slurs or derogatory statements addressed publicly to others that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
14. Possessing, smoking, or using of tobacco products.
15. Behaving in any way that disrupts the school environment or educational process.
16. Possessing a paging device, including cellular telephones.
17. Bullying, harassment, and making hit lists.

Students who violate the Student Code of Conduct are subject to disciplinary action.

- ❖ General misconduct listed above in items 1-16 may result in behavior management techniques appropriate to grade level and age of student including in-school suspension, loss of privileges, detention, time-out, conferences, sending student to office, corporal punishment, suspension from school, formal removal of student from classroom, or Disciplinary Alternative Education Placement (D.A.E.P.)
- ❖ State law requires that the Student Code of Conduct violation be reported to principal or assistant principal, who must send notification to the parent or guardian within 24 hours of receiving the teacher's report.

REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (D.A.E.P)

A student shall be removed from class and placed in an alternative education program if the student engages in conduct punishable as a felony or commits the following on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct that contains the elements of the offense of assault under section 22.01 (A)(1)(2)(3) of the Penal Code.
2. Engages in conduct that contains the elements of the offense of terroristic threat under section 22.07, Penal Code.
3. Sells, gives, or delivers to another person or possesses or uses or is under the influence of:
 - ❖ Marijuana or a controlled substance, as defined by Chapter 481. Health and Safety Code, or by 21 U.S.C. Section 801 ET Seq., or
 - ❖ A dangerous drug, as defined by Chapter 483, Health and Safety Code.
4. Possesses, uses, is under the influence of, sells, gives, or delivers an alcoholic beverage; commits a serious act or offense while under the influence of alcohol, if such conduct is not punishable as a felony offense. (School related felony alcohol offenses are addressed in the expulsion section of this Student Code of Conduct.)
5. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Sections 486.031 through 485.035, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.
6. Engages in conduct that contains the elements of the offense of Public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08 Penal Code.
7. Engages in conduct that contains the elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee TEC 37.006.
8. Is a member of, pledges to become a member of, joins, or solicits another person or pledge to become a member of an unauthorized public school fraternity, sorority, secret society, or gang.
9. Students must be placed in a DAEP if, based on conduct defined as a felony offense under Title 5 of the Penal Code, they receive deferred prosecution, are found by a court or jury to have engaged in delinquent conduct, or the superintendent or designee reasonably believes the student has engaged in conduct defined as a felony under Title 5. (Title 5 pertains to Offenses Against Persons and includes offenses of criminal homicide, kidnapping and false imprisonment, sexual offenses, and assaultive offenses.)
10. Mabank ISD has permission to remove a student to a **DAEP** for off-campus conduct when the superintendent has a reasonable belief that the student has engaged in felonious conduct, other than a Title 5 offense, and the superintendent believes the student's continued presence in the regular setting threatens the safety of other students or teachers and will be detrimental to the educational process.

Other forms of misconduct may be considered for removal to the Disciplinary Alternative Education Program (D.A.E.P).

In an emergency the principal or designee may order the immediate placement of a student in a Disciplinary Alternative Education Program (D.A.E.P) when the student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the class, with learning, or the operation of the school.

The duration of a student's placement in a Disciplinary Alternative Education Program (D.A.E.P) will be determined by the superintendent, or administrative designee.

The terms of a placement in a Disciplinary Alternative Education Program under this section must prohibit the student from attending or participating in a school-sponsored or school-related activity.

PLACEMENT OF STUDENTS WITH DISABILITIES

The placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee for Disciplinary Alternative Education Programs (D.A.E.P.). A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement in Section 37.006(s) at 37.007(a). Tex. Ed. Code Sec. 37.004

SUSPENSION

- ❖ The principal or other appropriate administrator may suspend a student who engages in conduct for which the student may be placed in a Disciplinary Alternative Education Program (D.A.E.P.)
- ❖ A suspension may not exceed three school days. (Texas Education Code 37.005)
- ❖ Suspensions will prohibit the student from attending or participating in a school-sponsored or school-related activity during the period of suspension.

CONDUCT RELATED TO EXPULSION

At the discretion of Mabank I.S.D. a student **MAY** be expelled for:

1. Criminal mischief, if punishable as a felony whether committed on or off school property. (Penal Code 28.3)
2. Serious or persistent misbehavior of the student, while in a Disciplinary Alternative Education Program (D.A.E.P.) continues to violate the Student Code of Conduct.
3. Drug and alcohol offenses that are not punishable as a felony.

A student **MUST** be expelled from school if the student, on school property or while attending a school-sponsored or a school-related activity on or off of school property:

1. Uses, exhibits, or possesses:
 - ❖ A firearm as defined by Section 46.01 (3), Penal Code,
 - ❖ An illegal knife as defined by Section 46.01 (6), Penal Code,
 - ❖ A club as defined by Section 46.01 (1), Penal Code and
 - ❖ A weapon listed as a prohibited weapon under Section 46.05, Penal Code
2. Engages in:
 - ❖ Aggravated assault as defined by Section 22.02, Penal Code,
 - ❖ Sexual assault as defined by Section 22.011, Penal Code,
 - ❖ Aggravated sexual assault as defined by Section 22.021, Penal Code,
 - ❖ Arson as defined by Section 28.01, Penal Code
 - ❖ Murder as defined by Section 19.02, Penal Code,
 - ❖ Capital murder as defined by Section 19.03, Penal Code
 - ❖ Criminal attempt to commit murder or capital murder as defined by Section 15.01, Penal code,
 - ❖ Indecency with a child as defined by Section 21.11, Penal Code, and
 - ❖ Aggravated kidnapping as defined by Section 20.04, Penal Code.
3. Engages in behavior related to an alcohol or drug offense that could be punishable as a felony.
4. Engages in conduct that contains the elements of any offense listed in 1 through 3, against any employee in retaliation for or as a result of the employee's employment with a school district.

State and federal law require the student to be expelled from a student's regular campus for a period of at least one calendar year for bringing a firearm to school.

If a student younger than 10 years old is expelled for a firearm offense, in accordance with federal law, the district must provide services in a DAEP.

Expelled students are prohibited from being at school-related activities during the period of expulsion.

No Mabank I.S.D. academic credit will be earned for work missed during the period of expulsion.

In the event a student is expelled, the teacher/staff member involved in the offense will be present at the expulsion meeting.

REMOVAL OF STUDENT FROM CLASSROOM BY TEACHER

A teacher **MAY** remove from class a student:

1. If documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

A teacher **SHALL** remove from class and send to the principal a student who engages in conduct identified for placement in a Disciplinary Alternative Education Program (D.A.E.P.) or expulsion.

Following a teacher removal the principal may place the student:

1. In another appropriate classroom,
2. Into in-school suspension, or
3. Into a Disciplinary Alternative Education Program (D.A.E.P.)

The student may be returned to the original class only:

1. By teacher consent, or
2. By the Placement Review Committee (P.R.C.)

The terms of the removal shall prohibit the student from attending or participating in school-sponsored or school-related activities during the removal period.

EMERGENCY PLACEMENT OR EXPULSION

1. Immediate placement of a student in the Disciplinary Alternative Education Program (D.A.E.P.) is permitted if the principal or the principal's designee responsibly believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.
2. Immediate expulsion of a student is permitted if the principal or the principal's designee reasonable believes that action is necessary to protect persons or property from imminent harm.

At the time of an emergency placement or expulsion:

1. The student shall be given oral notice of the reason for the action.
2. Within a reasonable time after the emergency placement or expulsion, the student shall be accorded the appropriate due process as required under Section 37.009.
3. If the student subject to the emergency placement or expulsion is a student with disabilities who receives special education services, the term of the student's emergency placement or expulsion is subject to the requirements of 20 U.S.C. Section 1415 (E)(3) and 34 C.F.R. 300.513

Appendix B

Mabank Independent School District

310 East Market St.
Mabank, Texas 75147
903/880-1300

August 2011

Dear Parents:

Your child has an opportunity to be given access to the District's electronic communications system and 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/networks.

The Internet is a network of networks. Through the District's electronic 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 the enclosed District policy, administrative regulation, and agreement form and discuss these requirements together. 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 communication 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 attached agreement form, located at the back of this handbook, indicating your permission or denial of permission for your child to participate in the District's electronic communication system.

Sincerely,

J.K. Hyde
Technology Director

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

**CQ
(LOCAL)**

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 RESPONSIBILITY

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 a 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 are prohibited. Any data, or communication placed on district equipment will become the property of Mabank I.S.D.
- ❖ **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:**
 - Do be brief.
 - Do abbreviate when possible.
 - Do include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.

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.

Appendix C

NOTICE TO PARENTS

Please read carefully.

Parents/guardians must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate Mabank I.S.D. disciplinary policy. Parents/guardians should also notify the school within 10 days of receipt of the handbook if they object to the release of directory information on their children.

Please read, sign and return this form to your child's teacher:

"I understand and consent to the responsibilities outlined in the District's Student Code of Conduct. I also understand and agree that my child,

_____, will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school sponsored and school related activities. These include school sponsored travel and activities regardless of time or location. I understand that any student who violates the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: student 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 on my child will 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 10 school days of the time this Handbook was issued to my child. I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Signed _____

Date _____

2011 - 2012

**Mabank Independent School District
General Use Publication Release 2011-2012**

I give Mabank Independent School District the right to reproduce in electronic or print publication form any images (photographic film or digital/electronically- i.e. internet website) taken during participation in activities that fall under the jurisdiction of Mabank Independent School District.

___ I give permission for my child to be identified by name/campus/district in any of the forms of images listed above. This includes athletic or extracurricular activity programs or coverage.

Please initial **ALL** of the following giving your consent of release to a certain type of image:

- | | |
|---|--------------------------------|
| ___ area newspaper | ___ photos with name on campus |
| ___ campus/district website | ___ yearbook |
| ___ campus production (DVD, Power Points, newsletters, etc) – <i>DVD from musicals or slide shows might be sold as fundraiser to parents, guardians and/or family members</i> | |

___ I do not want photos or reproduced images of my child to be used **under any circumstances**.

Name of Student: _____

Current grade level: _____

Current teacher: _____

Parent/Guardian Signature: _____ **Date:** _____

**MABANK INDEPENDENT SCHOOL DISTRICT
Directory Listing**

Family Educational Rights and Privacy Act of 1974

At various times during the school year outside sources may request directory information about your child(ren). Please check one of the following blanks below.

___ Yes, I give permission for my child's information to be released.

___ No, I do not give permission for my child's information to be released.

Parent/Guardian Signature: _____ **Date:** _____

2011 – 2012 School-Parent Compact

The Mabank Independent School District assures that each elementary campus served under Federal Funds Title I, Part A, shall develop with parents, a school-parent compact that outlines at a minimum how parents, the entire campus staff and students shall share responsibility for improved student achievement, and the means by which the school and parents shall develop a partnership to help children achieve our state's high standards.

School Responsibility

Mabank Schools are committed to provide high-quality curriculum and instruction in a supportive and effective learning environment. The schools address the importance of communication between parents on an on-going basis through, at a minimum-

- ❖ Parent-teacher conferences, at least annually, during which the children's individual achievement is discussed;
- ❖ Frequent reports to parents on their child's progress;
- ❖ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Parent Responsibility

Parents are their child's first and lifelong teacher. The impact that you, as a parent, make is everlasting. Parents appear in many different faces-grandparents, aunts, uncles, step-parents, even older brothers and sisters. Ways in which parents will be responsible for supporting their child's learning, at a minimum are-

- ❖ Assure and monitor your child's attendance;
- ❖ Assure homework completion
- ❖ Monitor television watching
- ❖ Volunteer in your child's classroom;
- ❖ Participate, as appropriate, in decisions relating to the education of your child and positive use of extracurricular time.

Student Responsibility

While the effort of the school and parents are necessary, it is the child that must realize the importance and become the center of the partnership. Your child's commitment is the key to the entire process. The commitment from your child may be assured, at a minimum through-

- ❖ Attendance
- ❖ Listen and question
- ❖ Complete school assignments
- ❖ Respect all adults as well as fellow students

I assure my commitment with my signature.

Teacher

Parent

Student (when appropriate)

2011 - 2012

Trato de Escuela-Padre

El Distrito de la escuela de independete de Mabank asegura que cada escuela elemental sirvió bajo Fondos Federales Titula I, Parte A, desarrollara con padres, un padre de escuela comprime que resume en un mínimo como actúa como padre, el personal entero de la escuela y estudiantes compartirán responsabilidad para el logro mejorado de estudiante, y para los medios por de parte del escuela y los padres desarrollaran una asociación para ayudar a niños logran nuestros estándares altos del estado.

Responsabilidad de la Escuela

Las Escuelas de Mabank se cometen para proporcionar el plan de estudios y instrucción de alta calidad en un ambiente sostenedor y efectivo que aprende. La escuela dirige la importancia de comunicación entre los maestros y padres en que va por, en un mínimo-

- Las conferencias de padres y maestros, por lo menos anualmente, durante que el logro individual de niños se discuten
- Frecuenta los informes a padres en su progreso de niño
- El acceso racional para proveer, las oportunidades de ofrecerse y tomar parte en su clase de niño, y la observación de actividades de aula

Responsabilidad de Padre

Los padres son su primer maestro de toda la vida de su niño. El impacto que usted de padre le marca a su niño es eterno. Los padres aparecen en muchos diferentes de caras-abuelos, tías, tíos, padres de paso, o hermanos y hermanas mayores. Las maneras en que aprende en un mínimo son-

- Asegura y controla su asistencia de niño
- Asegura la terminación de la tarea de su niño
- Controla cuanto televisión mira su niño
- Servir como voluntario en la clase de su niño
- Participa, cuando apropia, en la relación de decisiones a la educación de su niño y el uso positivo de tiempo fuera del programa de estudios.

Responsabilidad de Estudiante

Mientras el esfuerzo de la escuela y padres es necesario, es el niño que debe darse cuenta la importancia y llegar a ser el centro de la asociación. Su compromiso del niño es la llave al proceso entero. El compromiso de su niño se puede asegurar, en un mínimo por-

- Asistencia
- Escucha y pregunta
- Completa las tareas de escuela
- Respeta todos adultos así como los estudiantes.

Aseguro mi compromiso con mi firma.

Maestro

Padre

Estudiante (cuando apropia)

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.

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 violating the 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, 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** _____

2011 - 2012

SCHOOL BUS RIDER FORM
2011 - 2012

_____ Student's Name (Please Print)	_____ Parent's Signature
_____ Address (Please Print)	_____ Home Telephone
	_____ Work Telephone

Information in the case that we are not able to contact parent or guardian

<i>NAME</i>	<i>PHONE #</i>

School _____ Grade _____ School Bus# _____

MABANK I.S.D. USES VIDEO CAMERAS TO OBSERVE CONDUCT ON THEIR SCHOOL BUSES.

MABANK INDEPENDENT SCHOOL DISTRICT DIRECTORY

Administration Office 880-1300
 310 E. Market St. Fax: 880-1303
 Dr. Russell Marshall, Superintendent
 Linda McKee, Asst. Superintendent
 Scott Adams, Asst. Superintendent
 Dena Mojica, Curriculum Director
 JK Hyde, Technology Coordinator

Special Programs 880-1331
 Tina Tompkins, Director

Athletics Department 880-1625
 James Cantrell, Athletic Director

Maintenance Department 880-1337
 Hunter Fisher, Director

Transportation Department 880-1690
 822 W. Mason Fax: 880-1691
 Terry Bates, Director

Food Services 880-1315
 Elizabeth Lovell, Director

Custodial Services 880-1300
 John Freedom, Director Ext. 9600

Attendance 880-1600
 Gary Goodell, Director Ext. 2025

Fine Arts 880-1620
 Jeffery DuBose, Director

Academy (AEP) 880-1600
 18786 E. Highway 175 Fax: 880-1603
 Debbie DeRosa, Coordinator

Alternative Campus 880-1320
 309 E. Market Fax: 880-1323

Mabank High School 880-1600
 18786 E. Highway 175 Fax: 880-1603
 Brad Koskelin, Principal
 Jay Thompson, Assistant Principal
 Henry Tracy, Assistant Principal

Mabank Junior High School 880-1670
 822 W. Mason Fax: 880-1673
 Darin Jolly, Principal
 Barbie Bolin, Assistant Principal

Mabank Intermediate School 880-1640
 513 N. Third St. Fax: 880-1643
 James Pate, Principal
 Brent Fisher, Assistant Principal

Central Elementary 880-1380
 19119 US 175 Fax: 880-1383
 Terri Watson, Principal
 Chelsea Capehart, Assistant Principal
 Early Childhood Program
 Melissa Sullivan, Coordinator Ext. 3125

Southside Elementary 880-1340
 109 Paschal Blvd. Fax: 880-1343
 Brandi Dyer, Principal
 Amy Teague, Assistant Principal

Lakeview Elementary 880-1360
 306 Harbor Point Rd. Fax: 880-1363
 Kevyn Pate, Principal
 Melanie McAllister, Assistant Principal