

**Mabank Independent
School District
Elementary Student Handbook 2019 - 2020**

Central Elementary School

**Grades PK-4
19119 E. US Hwy 175
Mabank, Texas 75147
Principal, Chelsea Capehart
Associate Principal, Nancy Clark
Assistant Principal, Melissa Thompson
(903) 880-1380 FAX (903) 880-1383**

Lakeview Elementary School

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

Southside Elementary School

**Grades PK-4
109 Paschal Blvd.
Mabank, Texas 75147
Principal, Brandi Dyer
Assistant Principal, Chase Melton
(903) 880-1340 FAX (903) 880-1343**

**Lee Joffre
Brad Koskelin
Brenda Rodriguez
Rebecca Stephens
Timbra Yoakum
Zack Hudson
J.K. Hyde
James Pate
Kim LeGrand
Randy Welch
Steve Templin**

**Superintendent
Assistant Superintendent
Chief Financial Officer
Chief Academic Officer
Director of Special Programs
Athletic Director
Director of Technology
Director of Instructional Technology
Director of Child Nutrition
Director of Transportation
Director of Maintenance**

MABANK I.S.D. MISSION

Mabank ISD is a diverse family committed to creating a community that empowers individuals to thrive through mind, body, and character.

MABANK I.S.D. VISION

Mabank ISD will be recognized as an inclusive community of lifelong learners committed to excellence in academics, extracurricular activities, and character.

MABANK I.S.D. MOTTO

Inspiring hearts and minds, one learner at a time!

Mascot: Panther

Colors: Green and White

ALMA MATER

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

FIGHT SONG

O' when those dear old Panthers
Fall in line,
We're gonna win this game
Another time.
And for those dear ole boys
We love so well,
And for the football team
We'll yell and yell and yell
We're gonna fight, fight, fight
For every score.
We're gonna win this game
And win some more.
We're gonna stomp those
(Rival Mascot) in the sod,
in the sod,
RAH! RAH! RAH! YEAH!

Administration Office 880-1300
310 E. Market St. Fax: 880-1303
Lee Joffre, Superintendent
Brad Koskelin, Asst. Superintendent
Brenda Rodriguez, Chief Financial Officer
Rebecca Stephens, Chief Academic Officer
JK Hyde, Director of Technology
James Pate, Director of Instructional Technology

Special Programs 880-1331
Timbra Yoakum, Director

Athletics Department 880-1625
Zack Hudson, Athletic Director

Maintenance Department 880-1337
Steve Templin, Director

Transportation Department 880-1690
822 W. Mason Fax: 880-1691
Randy Welch, Director

Food Services 880-1315
Kim LeGrand, Director

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

Attendance 880-1600
Amy Hillhouse, Director Ext. 2025

Fine Arts 880-1620
Jeffery DuBose, Director

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

Alternative Campus (DAEP) 880-1320
309 E. Market Fax: 880-1323
Edna Duncan, Coordinator

Mabank High School 880-1600
18786 E. Highway 175 Fax: 880-1603
Brett Haugh, Principal
Charity Groom, Assistant Principal
Daniel Boatright, Assistant Principal
Brandi Sutton, Assistant Principal

Mabank Junior High School 880-1670
822 W. Mason Fax: 880-1673
Barbie Conrad, Principal
Cindy Satterwhite, Associate Principal
Michael Rowley, Assistant Principal

Mabank Intermediate School 880-1640
513 N. Third St. Fax: 880-1643
Danielle Williams, Principal
Jamie Tucker, Associate Principal
Brent Fisher, Assistant Principal

Central Elementary 880-1380
19119 US 175 Fax: 880-1383
Chelsea Capehart, Principal
Nancy Clark, Associate Principal
Melissa Thompson, Assistant Principal

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

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



MABANK INDEPENDENT SCHOOL DISTRICT

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PREFACE

To Students and Parents:

Welcome to the 2019 - 2020 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year.

The Mabank ISD Elementary Student Handbook is a general reference guide that is divided into two sections:

Section I: PARENTAL RIGHTS will help you respond to school-related issues regarding curriculum and the school environment.

Section II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

Note: Unless otherwise noted, the term “parent refers to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with board policy and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is **not** meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Mabank ISD Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.mabankisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at any campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

For questions about the material in this handbook, please contact campus or district administration.

Note: References to board policy codes are included for ease of reference. The hard copy of the districts official policy manual is available for review in the superintendent’s office, and an unofficial electronic copy is available at www.mabankisd.net.

Accessibility

If you have difficulty accessing this handbook because of disability, please contact the Director of Special Programs, tlyoakum@mabankisd.net, 903-880-1300.

SECTION I:

PARENTAL RIGHTS

This section describes certain parental rights as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency (TEA) for child abuse investigations and reports. [For more information, refer to policies EHBA(A)(LEGAL), FFE(LEGAL), and FFG(LEGAL).]

Consent to Display a Student's Original Works and Personal Information

Teachers may display a students' work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website) or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety;
- Relates to classroom instruction or a co-curricular or extracurricular activity;
- Relates to media coverage of the school; or
- Relates to the promotion of student safety as provided by law for a student receiving special

education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student’s photograph (for publication in the school yearbook);
- A student’s name and grade level (for communicating class and teacher assignments);
- A list of student birthdays (for generating schoolwide or classroom recognition);
- A student’s name and photograph (posted on a district-approved and –managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. Any objection must be made in writing to the principal within ten days of the student’s first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. If a parent objects to the release of the student’s information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes,

such as:

- **Honor roll;**
- **School newspaper;**
- **Yearbook;**
- **Recognition activities;**
- **News releases, and**
- **Athletic programs.**

Note: Review **Authorized Inspection and Use of Student Records** on page 18.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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

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

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [For more information, see policy EF(LEGAL).]

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified with a survey is not funded by the U.S. Department of Education.

A parent has the right to deny permission for his or her child’s participation in:

- Any survey concerning private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect a survey created by a third party before the survey is administered or distributed to his or her child.

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for student in grades 3 – 12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child may be excused,
- The district determines that the student has a conscientious objections to the recitation, or
- A parent is a representative of a foreign government to who the U.S. government extended diplomatic immunity.

[See policy EHBK(LEGAL).]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however; requires that all students participate in one minute of silence following recitation of the pledges. [See **Pledges of Allegiance and a Minute of Silence** on page 66and policy EC(LEGAL).]

Religious or Moral Beliefs

A parent may remove your child temporarily from the classroom if a scheduled instructional activity conflicts with the parent’s religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial

services – if the district offers these services.

[For questions about school-provided tutoring programs, see policies EC and EHBC, and contact the student’s teacher.]

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow your child to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child’s participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child’s 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 school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child’s classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is one who is 18 or older or attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 14, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing 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.

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

Inspection and release of student records is restricted to an eligible student or a student’s parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or

- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records 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.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student:

- When district officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff);
 - A person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A person appointed to serve on a school committee to support the district's safe and supportive school program;
 - 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 to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or; in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information – designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information** on page 14.]

Release of personally identifiable information 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.

A parent or eligible student who wants to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wants to inspect..

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

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 or amendment 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 appropriate records custodian. 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to exercise the right to place a statement in the student’s record.

Although improperly recorded grades may be challenged, contesting a student’s grade in a course or on an examination 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 guidelines. [See Finality of Grades at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 67 and **Complaints and Concerns** on page 38.]

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

Note: 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 shared only with a substitute teacher—do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether a teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived,
- Is currently teaching in the field of discipline of his or her certifications.

The parent also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

State law permits a parent of multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus to request in writing that the children be placed either in the same classroom or separate classrooms.

Written requests must be submitted no later than the 14th day after the students' enrollment. [See policy FDB(LEGAL).]

Safety Transfers/Assignments

A parent may:

- Request the transfer of your child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.
- Consult with district administrators if the district has determined that his or her child has engaged in bullying and the board has decided to transfer the child to another classroom or campus. Transportation is not provided for a transfer to another campus. See the superintendent for more information.

[See **Bullying** on page 33 policy FDB, and policy FFI.]

- Request the transfer of his or her child to a safe public school in the district if the child attends a school identified by Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE.]

- Request the transfer of his or her child to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. In accordance with policy FDE, if the victim does not wish to transfer, the district will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

Students in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year:

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course.

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries – or who is initially placed in the conservatorship of the state and moved outside the district or school's boundaries – is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at the particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if the student meets the its graduation criteria.

[See **Credit by Examination For Advancement/Acceleration** on page 41 and **Students in Foster Care** on page 72 for more information.]

A Student Who Is Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another school district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration** on page 41 and **Students who are Homeless** on page 73 for more information.]

A Student Who Has Learning Difficulties or Who Needs Special Education Services or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the school must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent

the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

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

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Timbra Yoakum at 903-880-1331.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 25.]

Visit these websites for information regarding students with disabilities and the family:

- Legal Framework for the Child-Centered Special Education Process
- Texas Project First
- Partners Resource Network
- Special Education Information Center

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receive Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus – if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

A Student Who Speaks 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.

A Student With Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law – and who does not otherwise qualify for special education services – may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

[See policy FB.]

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 23 for more information.]

SECTION II:

OTHER IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact the campus principal.

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 or enrollment.

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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents. They are discussed below.

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 18th birthday shall attend school for the entire period the program is offered.

The entire period means coming to school on time, being present in every class period, and remaining in class until the school day is officially over. There is not a 10:00 attendance rule anymore. Your student is expected to be in school and participating 90% of the year.

Parents must call the school attendance office or email through Family Access/ Attendance Request if his/her student is not going to be in school.

Medical and dentist/orthodontist appointments should be made, if at all possible, after the school day has ended. If this is not possible, the student and/or parent must bring a doctor’s note the next day verifying the appointment.

****Early checkouts before the school day has ended are strongly discouraged and may affect attendance or testing incentive trips. Students who are late to school arriving after 8:30 will be considered absent for 1st period. After 3 unexcused absences, the parents will be required to attend a Truancy Prevention Meeting and charges may be filed after 10 unexcused absences resulting from tardies, unexcused absences, or early check-outs. Tardy absences and Early Check-out absences are considered missing “parts of days,” and are applicable to current truancy laws.**

Compulsory Attendance

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student 19 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.]

Between Ages 6 and 19

State law requires that a student between the ages of six and 19 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.

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 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/or applicable subject area.

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Exemptions to Compulsory Attendance

All Grade Levels

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;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. [See page 21 for that section.]

Failure to Comply with Compulsory Attendance

All Grade Levels

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.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or

out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Amy Hillhouse. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against both the student's 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12-18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL).]

What is Truancy?

Absences from school not authorized by the parents of the student will be considered TRUANCY and are subject to disciplinary consequences, including judicial consequences. If a student is absent from school without an excuse for 3 or more days or parts of days within a four-week period, the parents will be asked to attend Truancy Prevention Meetings and once a student is absent from school without excuse for 10 or more days, or parts of days, within a six-month period in the same school year, the parents are subject to prosecution.

Truancy is:

Not showing up to school
Excessive or Unexcused Tardy during 1st period
Skipping school
Cutting class
Missing classes without a valid excuse
Excessive or Unexcused Early Check Outs

Warning Notices

If a student is absent from school without an excuse for three days or parts of days within a four-week period, the District must notify the parents in writing. This notice must include a statement reminding the parent that it is the parent's duty to monitor the student's school attendance and require the student to go to school, and that the parent is subject to prosecution if the student continues to be truant from school.

Exceptions:

Board approved Extracurricular activities
Mentorship approved by district personnel
CPS visitations
Early and Periodic Screening Diagnosis, and Treatment Program (up to 1 day)
Holy days
Documented appointment with a healthcare professional during regular school hours

College Days (Juniors/Seniors only-1 day per semester)

Court Appearances

Student is playing TAPS for a military funeral

Student is an Election Clerk (16 years and older)

Students will receive an excused absence for the following extenuating circumstances:

- Temporary absence resulting from any cause acceptable to the principal, or Superintendent (including being sent home by the school nurse)
- Juvenile court proceeding documented by a probation officer or absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention. Note absences authorized by the parent and acceptable to the principal will be considered an excused absence.

If a student age 12 through age 18 violates the compulsory attendance law, both the parent and student could be charged with an offense. See Exhibit C in Appendix

[See policy FEA(LEGAL).]

Attendance for Credit or Final Grade (Kindergarten-Grade 12)

To receive credit or a final grade in a class, a student in kindergarten–grade 12 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 or a final grade 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 or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the 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 or a final grade lost because of absences. [See policy 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.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- 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 review absences incurred based on the student’s participating in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- 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 or a final grade.

The student or parent may appeal the committee’s decision to the board by following policy FNG(LOCAL).

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

Official Attendance-Taking Time (Elementary Campuses)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day 9:45 am, which is during the second instructional hour as required by state rule.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return 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 or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note. **Notes must be received within 3 days of the student’s return to school.** *Notes will not be accepted after this time and the absence will remain as unexcused.* Any child may be excused from school for absences resulting from personal sickness, death in the family, quarantine, and weather or road conditions.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district

is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 3 days of returning to school, a student absent for more than 3 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. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Once a student has reached 8 absences, all absences after shall be accompanied by a doctor's note explaining the absence. Parent notes will not be accepted after the 8th absence.

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 in order to determine whether the absence or absences will be excused or unexcused.

When a student has a documented appointment with a healthcare professional during regular school hours, and returns with a note from the healthcare provider within the same school day, the absence does not count against the student for the purposes of calculating the average daily attendance in the district.

[See policy FEC(LOCAL).]

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

Mabank ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- Information compiled by TEA for the submission of a federal report card that is required by the federal law.

Information about all of these can be found on the district's website at www.mabankisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA Homepage.

ASSEMBLIES

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

ATTENDANCE 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).

BULLYING (All Grade Levels)

Bullying is defined in state law as a single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used to transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

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, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may

anonymously report an alleged incident of bullying by utilizing the “reporting box” located outside the counseling office door. Students are able to fill out an anonymous reporting sheet and leave it in the “reporting box.”

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 21.]

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district’s website.

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

[See **Safety Transfers/Assignments** on page 21, **Discrimination, Harassment, and Retaliation** on page 42, **Hazing** on page 54, policy FFI, the district’s Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

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 SERVICES

The district 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. Information about a student’s participation is confidential. Contact MISD Child Nutrition at (903) 880-1315 to apply.

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

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.

- \$1.45 PK - 12 Breakfast
- \$2.30 PK – 6 Lunch
- \$1.60 Ala-Carte Entree
- \$.75 additional serving of vegetable/fruit
- \$.50 Milk
- \$.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 "Courtesy Meal" 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 questions, 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.

CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies** on page 56.]

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, SEX TRAFFICKING, AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)

Warning Signs of Sexual Abuse (All Grade Levels)

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 commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking;
- Pain in the genital areas;
- Claims of stomachaches and headaches;

- Verbal references or pretend games of sexual activity between adults and children;
- Fear of being alone with adults of a particular gender;
- Sexually suggestive behavior;
- Withdrawal;
- Depression;
- Sleeping and eating disorders;
- Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. (See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)** on page 42.)

Warning Signs of Sex Trafficking (All Grade Levels)

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child’s community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)

Anyone who suspects that a child has been or may be abused, sex trafficked, 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).

A child who has experienced sexual abuse, trafficking, 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 and sex trafficking 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.

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school 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 (DFPS) also manages early intervention counseling programs. (To find out what services may be available in your county, see

Texas Department of Family and Protective Services, Programs Available in Your County.)

Reports of abuse, trafficking, or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

Further Resources of Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)

The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children:

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parent, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Office of the Texas Governor’s Child Sex Trafficking Team
- Human Trafficking of School-ages Children

COMMUNICATIONS—AUTOMATED

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

[See **Safety** on page 64 for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child’s school will request that you provide contact information, such as your phone number and email address, in order for the school to communicate items specific to your child, your child’s school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school’s mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child’s principal. [See **Safety** on page 64 for information regarding contact with parents during an emergency situation.]

COMPLAINTS AND CONCERNS (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district’s policy manual available on the district’s website. A copy of the complaint forms may be obtained in the principal’s or superintendent’s office or on the district’s website at www.mabankisd.net.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district

complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

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 (All Grade Levels)

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.mabankisd.net and is listed below:

- Central Elementary School – Melissa Thompson/Nancy Clark
- Lakeview Elementary School – Christopher Massey
- Southside Elementary School – Chase Melton
- Mabank Intermediate School – Brent Fisher
- Mabank Junior High School – Michael Rowley
- Mabank High School – Daniel Boatright/Brandi Sutton

Deliveries

Except in emergencies, delivery of messages or packages to student will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by state 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.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

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

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should notify a staff member or the counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Substance Abuse Prevention and Intervention** on page 73 and **Suicide Awareness** on page 73, and **Child Sexual Abuse, Sex Trafficking and Other Maltreatments of Children and Dative Violence** on page 36.]

CREDIT BY EXAMINATION—If a Student Has Taken the Course/Subject (Grade 6-12)

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

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

[For further information, see the school counselor and policy EHDB(LOCAL).]

CREDIT BY EXAMINATION FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district's board of trustees. The dates on which exams are scheduled during the 2019 - 20school year will be published in appropriate district publications

and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student who is homeless or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

Students in Grades 1–5

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

DAILY SCHEDULE

Please see individual elementary campus schedules for beginning and ending times of the instructional day. Tardy bell times are campus specific.

Staff is not on duty to supervise students before 7:20 a.m. For safety concerns, please do not leave your child before this time.

Office hours are 7:20 a.m. – 4:00 p.m.

Students must be picked up in a timely manner or officials may be called.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)

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. A copy of the district's policy is available in the principal's office and in the superintendent's office. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational

program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

Discrimination

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

Harassment

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

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

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of 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.

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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating

conduct; or other kinds of aggressive conduct such as theft or damage to property.

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.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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 FFH.

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.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and

limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

DISCRIMINATION

[See **Dating Violence, Discrimination, harassment, and Retaliation** on page 42.]

DISTANCE LEARNING (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)

School Materials

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

The school newsletter and the yearbook are available to students.

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

Non-school Materials

From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 10 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated a location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory

materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent for prior review. The Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

The principal has designated a location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

DRESS AND GROOMING (Elementary and Intermediate Campuses)

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. Organizational uniforms must meet dress code.
 - c. Clothing, accessories, or styles that express vulgarity, promote drugs, alcohol or tobacco, promote violence, 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.
- 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 unnatural to hair colors. Designs cut into eyebrows are also prohibited.
 - c. Boy's hair must not extend below the base of the neck, the middle of the ear, or below their eyebrows.
 - d. Boys may not have ponytails, rat-tails, Mohawks, or faux-hawks.
 - e. Mustaches and beards are not permitted. Faces must be clean shaven and sideburns must be neatly trimmed not extending below the ear.

III. Clothing

- a. All clothing must be free from holes or tears. Any repair work should be neatly patched from the inside.
- 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 as determined by campus administration or must be tucked into waistband.
- d. Undershirts are not acceptable as outerwear. Spaghetti strap shirts are acceptable when worn with a sleeved shirt over it or under it (layered).
- e. Tank tops are acceptable as outerwear only if straps are the width of three fingers of the child wearing the tank top.
- f. Students must wear undergarments which are not to be exposed.
- g. Girls may not wear see-through blouses unless worn with a camisole. Boys may not wear see-through shirts without an appropriate undershirt.
- h. Boys must wear sleeved shirts.
- i. Halter tops, tube tops, crop tops, backless, low-cut shirts are not permitted. Flesh may not show when both hands are raised.
- j. Miniskirts and short shorts are not allowed.
- k. Students may wear shorts/skirts hemmed to an appropriate length as defined by campus administration. Acceptable length can be defined as reaching mid-thigh or between the top of the thigh and the top of the knee.
- l. The waistband of pants and shorts must be worn at the waist and the hem should not touch the floor. Extremely baggy clothing will not be allowed.
- m. Skin-tight clothing such as dance wear, leotards, or biker shorts are only permitted as layers under appropriate clothing. Stylish jogging suits are acceptable (P.E. clothing or athletic-issued sweat-suits are not permitted unless approved by administration).
- n. Pajamas and house shoes are not permitted.
- o. Shoes must be worn at all times. Steel cleats, rubber cleats, or "Heeley" type shoes may not be worn. Students are expected to wear gym-appropriate shoes during PE or athletic periods.

IV. Accessories

- a. No head coverings of any kind, including but not limited to hats, caps, or bandanas may be worn in the building. Sunglasses are not to be worn inside the building.
- b. Earrings may be worn by girls only.
- c. Body piercings are not allowed. Tongue rings, eyebrow rings, nose rings, spacers, or any other visible piercing other than earrings on girls are not permitted. Covering an unauthorized piercing will not suffice, it must be removed.
- d. Skin decorations including permanent or temporary tattoos, symbols, words etc. must be concealed/covered at all times including athletic classes.
- e. Accessories that could be used as or considered weapon including but not limited to wallet chains and/or choke chains are not allowed.
- f. Boys may not wear finger or toenail 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 may 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.

ELECTRONIC COMMUNICATIONS SYSTEM GUIDELINES

Mabank Independent School District provides a variety of electronic communications systems for educational purposes. **The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available.** This also includes any access to the Mabank ISD electronics system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information electronic communications systems. Web 2.0 applications offer a variety of 21st Century communications, collaboration, and educational creativity opportunities. In a 21st Century school system, technologies, the Internet, and Web 2.0 tools are essential.

In accordance with the Children's Internet Protection Act (CIPA), Mabank ISD educates staff and students regarding appropriate online behavior to ensure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. **It is each student's responsibility to follow the guidelines for appropriate and acceptable use.**

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

*If a student (K-4) uses a telecommunications device without authorization during the school day, the device will be confiscated. On the first offense, the parent may pick up the confiscated telecommunications device from the principal's office. If violated a second or more times, a \$15.00 fee will be assessed before the device is released to the parent.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 71 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 71 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (Separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary actions.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

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.

ENGLISH LANGUAGE LEARNERS (All Grade Levels)

A student who is an English learner 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 an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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 that 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 Spanish, as mentioned in **Standardized Testing**, on page 72 may be administered to an English learner, for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 74.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at UIL Parent Information Manual; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.state.tx.us.

[See UIL Texas for additional information on all UIL-governed activities.]

Generally a student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

In addition, the following provisions apply to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 15 school related absences per year. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

FEES (All Grade Levels)

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
 - A reasonable fee for providing transportation to a student who lives within two miles of the school [See **Buses and Other School Vehicles** on page 74.]
 - A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not be awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to campus administration. [For further information, see policies FJ and GE.]

FERPA NOTIFICATION 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 school 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.

FUNDRAISING (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

GANG-FREE ZONES (All Grade Levels)

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.

GENDER-BASED HARASSMENT

[See **Discrimination, Harassment, and Retaliation** on page 42.]

GRADING GUIDELINES (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

[See **Report Cards/Progress Reports and Conferences** on page 67 for additional information on grading guidelines.]

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

HAZING (All Grade Levels)

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the acts meets the elements in Education COde 37.151, including:

- Any time of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances.
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 33 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis (All Grade Levels)

State law requires the district to provide information about bacterial meningitis:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They 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 websites for the Centers for Disease Control and Prevention, Centers for Disease Control and Prevention, and the Department of State Health Services, Department of State Health Services.

Note: DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunizations** on page 59 for more information.]

Food Allergies (All Grade Levels)

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.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies

At-Risk for Anaphylaxis.” The district’s management plan addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district’s food allergy management plan can be accessed at www.mabankisd.net.

The complete text of the “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis” can be found on the DSHS website at www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/

[See policy FFAF and **Celebrations** on page 35.]

Head Lice (All Grade Levels)

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student’s parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom.

More information on head lice can be obtained from the DSHS website at [Managing Head Lice](#).

Physical Activity Requirements

Elementary School

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.

For additional information on the district’s requirements and programs regarding elementary school student physical activity requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

School Health Advisory Council (SHAC) (All Grade Levels)

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

The duties of the SHAC include:

- Making recommendations regarding physical and mental health curriculum.
- Developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness.
- Making recommendations for increasing parents' awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services.

[See policies at BDF and EHAA.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year or upon enrollment of the student, or as soon as practicable following a diagnosis of a seizure disorder for the student. For more information, contact the school nurse.

For more information, see “**A Student with Physical or Mental Impairments Protected under Section 504**” on page 25.)

Student Wellness Policy/Wellness Plan (All Grade Levels)

Mabank ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact our administration office with questions about the content or implementation of the district's wellness policy and plan.

Other Health-Related Matters (All Grade Levels)

Physical Fitness Assessment (Grades 3–12)

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 the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines (All Grade Levels)

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

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and all 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 (All Grade Levels)

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 (All Grade Levels)

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, periodic indoor and outdoor 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 of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance, the district's IPM coordinator, at 903-880-1337.

HOMEWORK (All Grade Levels)

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.

ILLNESS

[See **Student Illness** under **Health-Related Matters** on page 55.]

IMMUNIZATION (All Grade Levels)

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 TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at Affidavit Request for Exemption from Immunization. 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, tetanus, and pertussis; rubeola (measles), mumps, and rubella; 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 TDSHS. 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. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or 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.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the DSHS website: Texas School & Child Care Facility Immunization Requirements.]

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.

LAW ENFORCEMENT AGENCIES (All Grade Levels)

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policy FL(LEGAL).]

LEAVING CAMPUS (All Grade Levels)

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school

day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

LOST AND FOUND (All Grade Levels)

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of Absence (All Grade Levels)

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 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 is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 29.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Completion of Course Work

While a student is in ISS or OS, the district will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.

Completion of Courses

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL (All Grade Levels)

Medication that must be administered to a student during school hours must be provided by the student’s parent. All medication, whether prescription or nonprescription, must be kept in the nurse’s office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse

or another qualified district employee from the original, properly labeled container.

- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

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

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

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Mabank ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. 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 sex, including sexual harassment or gender-based harassment: Brad Koskelin, Assistant Superintendent, 310 E. Market Street, Mabank, TX 75147, 903-880-1305.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Timbra Yoakum, Special Programs Director, 310 E. Market St. Mabank, TX 75147 (903) 880-1331.
- All other concerns regarding discrimination: See the superintendent, Lee Joffre, 310 E. Market St Mabank, TX 75147 (903) 880-1302.

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

PARENT AND FAMILY ENGAGEMENT (All Grade Levels)

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement 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 school 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, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 67.]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page 77.]
- Participating in campus parent organizations. All parents are invited to join their child's campus PTO. Please see the campus secretary for additional information or check the district website, www.mabankisd.net.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the campus principal.]

- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA and information in this handbook at **School Health Advisory Council (SHAC)** on page 57.]
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early state, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)

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. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 16.]

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

PRAYER (All Grade Levels)

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.

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.

Elementary and Middle/Junior High Grade Levels

If a student in grades 3–8 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 be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing** on page 72.]

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

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated 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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus** on page 61.]

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES (All Grade Levels)

Report cards with each student’s grades or performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the fourth week of a nine-week grading period, parents will be able to access their child’s progress report at www.mabankisd.net at Family Access. You are able to opt for a paper copy if you so choose at the time of registration. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student’s relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 54.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with

FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than a 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgement instead.

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.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

SAFETY (All Grade Levels)

Student safety on campus, at school-related events, and on district vehicles 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 is expected to:

- 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. A student may make anonymous reports about safety concerns by contacting MISD administration.
- 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', Lee Joffre.*

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Occasionally, students, teachers, and other district employees will participate in preparedness drills of

emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Students in grades 7 - 12 will annually be offered instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed and Stop the Bleed Texas.

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

WBAP – AM 820

KCKL – FM 95.9

KXAS – Channel 5

KLTV- Tyler

WFAA – Channel 8

[See **Communications-Automated, Emergency** on page 38 for more information.]

SCHOOL FACILITIES

Use by Students Before and After School (All Grade Levels)

School is open to students beginning at 7:20 a.m.

Certain areas of the school will be available to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School (All Grade Levels)

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 rehearsals, club

meetings, athletic practices, 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 standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways during Class Time

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

Cafeteria Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The district may share information such as ; a student's name and eligibility status, to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See your campus office to apply for free or reduced price meal services.

See CO for more information.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Library (All Grade Levels)

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

SCHOOL-SPONSORED FIELD TRIPS (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as

transportation, admission, and meals; however, a student will not be denied participation because of financial need.

SEARCHES

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have to expectation of privacy in district property.

Students are responsible for any item – found in district property provided to the student – that is prohibited by law, district policy, or the Student Code of Conduct.

Searches in General (All Grade Levels)

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.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to the district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student’s person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

Trained Dogs (All Grade Levels)

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Telecommunications and Other Electronic Devices (All Grade Levels)

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 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 and **Electronic Devices and Technology Resources** on page 49 for more information.)

SEXUAL HARASSMENT

[See **Discrimination, Harassment, and Retaliation** on page 40.]

SPECIAL PROGRAMS (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, 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 Timbra Toakum at 903-880-1331.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission's Talking Book Program, which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.

STANDARDIZED TESTING

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 are required to take the state assessment, called 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 for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP). [See **Promotion and Retention** on page 66 for additional information.]

STAAR Alternate 2, is available for eligible students receiving special education services who meet certain state-established criteria, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

STUDENTS IN FOSTER CARE (All Grade Levels)

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services

throughout the student's enrollment in the district.

Please contact Rebecca Stephens, who has been designated as the district's foster care liaison, at 903-880-1300 with any questions.

[See **Students in the Conservatorship of the State** on page 22 for more information.]

STUDENTS WHO ARE HOMELESS (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison, Timbra Yoakum, at 903-880-1300.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The DSHS maintains information regarding children's mental health and substance abuse intervention services on its website: Mental Health and Substance Abuse.

SUICIDE AWARENESS (All Grade Levels)

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access Texas Suicide Prevention or contact the school counselor for more information related to suicide prevention services available in your area.

You may contact the National Suicide Prevention Lifeline at 1-800-273-8255.

TARDIES (All Grade Levels)

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.) Repeated instances of tardiness will result in more severe disciplinary action.

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 – 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, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any 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.

if the district does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

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 the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments**, on page 21, **Bullying**, on page 33 and **Students Who Have Learning Difficulties or Who Need Special Education Services**, on page 23, for other transfer options.]

TRANSPORTATION (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. [See **School-Sponsored Field Trips** on page 70 for more information.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at

authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact MISD Director of Transportation, 903-880-1690.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

VANDALISM (All Grade Levels)

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.

VIDEO CAMERAS (All Grade Levels)

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

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

In accordance with state law, a parent of a student who receives special education services, a staff member

(as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, please speak with the principal who the district has designated to coordinate the implementation of an compliance with this law.

[See **EHBAF(LOCAL)**.]

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

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. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

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.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource office (SRO), or district police office has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with **FNG(LOCAL)** or **FG(LOCAL)**.

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

VOLUNTEERS (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

WITHDRAWING FROM SCHOOL (All Grade Levels)

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

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

**There may be areas not covered in this handbook that are addressed at a later date.*

*Please do not hesitate to contact the campus office with any questions.**

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.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

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 responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

CPS stands for Child Protective Services.

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

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (End-of-Course) assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

ESSA is the Every Student Succeeds Act passed by the federal government in December 2015.

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.

PGP stands for Personal Graduation Plan, which is required for high school students and for any student in middle school 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.

PSAT is the preparatory and readiness assessment for the SAT.

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, along with providing assistance with other student and employee wellness issues.

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.

STAAR Alternate 2 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 Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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 STAAR EOC assessments 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 a classroom, campus, or district vehicle. 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.

TAC stands for the Texas Administrative Code.

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.

TSI stands for the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TxVSN stands for 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.

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

August 2019

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, Lockout 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,

Lee Joffre
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 pickup 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.

SCHOOL BUS RIDER FORM

2019 - 2020

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

NAME	PHONE #

School _____ Grade _____ School Bus# _____

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

Appendix I

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 II

Mabank Independent School District

310 East Market St.

Mabank, Texas 75147

903/880-1300

August 2019

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



Mabank ISD

Acceptable Use Policy

Purpose

The Mabank Independent School District furnishes an array of technology resources in order to advance its vision for 21st century learners. The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. Resources include, but are not limited to, the Internet, system network, personal computers, mobile devices, telecommunication tools, and educational software. All users – students and staff – are expected to exercise sound judgment and personal responsibility in the use of district resources. The District’s policies, guidelines, support, and training are intended to promote an effective, safe, productive, and instructionally sound educational environment.

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 TASB Policy DH, FNC, FNCJ, FO, and the Student Code of Conduct](#)). **Any 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.** Violations of law may result in criminal prosecution as well as disciplinary action by the District.

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 without permission from the holder of the copyright. Only the owner(s), or individuals specifically authorized by the owner, may upload copyrighted material to the system.

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.

Monitored Use

Use of all district resources and electronic mail transmissions by students and employees should not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Individual User Responsibilities (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 TASB Policy FNCE](#)) The MISD reserves the right to inspect and/or remove data, email, or files without prior consent of system users.

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

- The individual in whose name system accounts are issued shall be responsible at all times for its proper use.
- Users may not access or employ another person's system account without written permission from the campus administrator or district coordinator, as appropriate.
- Users may not engage in searching, viewing, or uploading any content that is offensive, pornographic, or connected to illegal activity. Unintended connection to prohibited content should be reported to the appropriate teacher or supervisor immediately.
- System users are expected to abide by all copyright laws and regulations. Users may not possess, share, or redistribute unauthorized, copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the terms of use or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations. System users are responsible for determining whether a program is in the public domain.
- System users are expected to refrain from plagiarism and shall properly cite sources.
- Users are allowed limited personal use of technology resources as long as it does not interfere with or burden the district's educational mission.
- The MISD is not responsible for loss of data or files. It is the responsibility of individual users to backup files to an external hard drive or server.

- Users are not permitted to utilize the district's system for gaming, instant-messaging, social networking, or to download or stream personal music or videos.
- Where music or videos are necessary to support educational goals, users should take measures to avoid live streaming, which places a burden on the system.
- Any downloads should be pre-approved and should support the district's educational mission.
- District resources may not be used for private or monetary gain.
- Users should not use the district's system to forward personal, political, religious, or objectionable content.
- Users should never attempt to circumvent the district's filtering software to access objectionable material or to encrypt communication to avoid review.

Use of Personal Devices

MISD promotes the responsible use of *Bring Your Own Device* Technology in grades 5-12 to enhance learning opportunities. Student use of personal technology must comply with district operating procedures and acceptable use guidelines. Approved devices include: Tablets, Lap Top computers, Smart Phones, e-Readers, iPod and MP3 players. Personal devices should be equipped with virus protection.

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 on 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:

- Use of the District's network or systems is intended for educational purposes only.
- The District's network is a non-private entity. Users should remain mindful that all activity can be viewed globally and will leave a digital footprint.
- All users are expected to maintain appropriate network decorum.
 - Never send, or encourage others to send abusive messages. Inappropriate language -- profanity, vulgarity, use of ethnic or racial slurs, and any other inflammatory language -- is prohibited.
 - Transmitting obscene messages or pictures is prohibited.
- At no time should use of the network create a disruption to the District's educational mission.
- Respect privacy. Revealing others' personal addresses, phone numbers, user IDs, passwords, or files is prohibited.
- Any data or communication placed on district equipment will become the property of Mabank ISD.

Electronic Mail Guidelines

The software and hardware that provides district email capabilities has been publicly funded and should not be considered a vehicle for private, personal communication. **The content of all district email communication is governed by the *Open Records Act*. The Mabank ISD will cooperate with and abide by any legal request for access to email contents by the proper authorities.**

Email access is provided as a normal operating tool for any employee to perform their job. Individual staff email addresses will be shared with interested parents and community members who request to communicate with staff for educational purposes. Email addresses are made public through the campus web page.

System users must purge electronic mail in accordance with established retention guidelines.

Employees are expected to return email communications to parents or other public members who have a legitimate business requests within 24 hours whenever possible. Requests for information from outside agencies should be handled in a manner consistent with previous experience in working with similar requests.

Requests for staff or students' personal information should not be honored via email.

- It is critical for a personal contact to be made with any individual requesting personal information.

This relates particularly to any requests for student grades, discipline, attendance, enrollment status, dates of birth, photos or other likenesses, or related information. In addition, security information such as username or password should not be sent via email for any reason.

- Employee management of student information must comply with the *Family Educational Rights and Privacy Act (FERPA)*.

Principal approval is required before sending messages to an entire campus.

Superintendent approval is required before sending messages to the entire district.

Do not forward messages that have no educational or professional value.

Never open attachments from unknown sources.

- Attachments to email messages should include only data files. At no time should program files (typically labeled “.exe”) be attached.
- Program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are executed. Delete such email message immediately without saving or looking at the attachment.

Email format should include a signature footer including name, position, affiliation, and internet address (if applicable).

Messages relating to or in support of illegal activities must be reported to the authorities. Impersonating others is considered inappropriate.

Blogging

Any blog that creates a material or 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.
- Staff or 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

Student violation of Acceptable Use policy may result in disciplinary action, including but not limited to the following:

- Loss of computer or network privileges. Duration shall be set by the building Principal in collaboration with the Director of Technology.
- Detentions

- In-School Suspension
- Suspension
- DAEP Placement
- 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

Termination/Revocation of System User Account

The District may suspend or revoke any 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.

Electronic Communication and Data Management

Employee Agreement for an Electronic Communications System Account

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions in both spirit and letter. In consideration for the privilege of using the District's electronic communication 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 use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Printed Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Signature: _____

Date: _____

Appendix III

NOTICE TO PARENTS

2019 - 2020

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 _____

Mabank Independent School District
General Use Publication Release 2019 - 2020

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) – *DVD from musicals or slide shows might be sold as fundraiser to parents, guardians and/or family members*

___ student's name and/or photograph posted on a district-approved and –managed social media platform

___ 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:** _____

2019 - 2020

SCHOOL-PARENT COMPACT

Central Elementary, Lakeview Elementary, Southside elementary and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2019 - 2020.

School Responsibilities

Mabank Elementary 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 ongoing basis through:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences, at least annually, during which the individual child's achievement is discussed;
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Student Responsibilities

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 by specifically:

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

Parent Responsibilities

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 will in these ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.

<http://www.mabankisd.net/users/0001/files/TitleI-PartA.pdf>

School

Parent(s)

Student

2019 - 2020

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 apropiada, 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 apropiada)

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.

Signature of parent or guardian _____

Home Address _____

Home phone number _____ Date _____

Appendix IV

Mabank Independent School District

Freedom from Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [insert a link to policy code FFI]. Below is the text of Mabank ISD's policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy.

DEFINITION

Bullying occurs when a student or group of students who are on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District engages in written or oral expression, expression through electronic means, or physical conduct that:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student's education or substantially disrupts the operation of a school; and
2. Such conduct:
 - a. Has the effect or reasonably will have the effect of physically harming a student, damaging a student's property, or placing a person in reasonable fear of harm to the student's person or of damage to the student's property; or
 - b. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or otherwise participates in an investigation under this policy.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.

TIMELY REPORTING

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

REPORTING PROCEDURES

Student Report

To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

Report Format

A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

INVESTIGATION OF REPORT

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

DISTRICT ACTION

In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Students with Disabilities

Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

Counseling

If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

Transfers

If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

Improper Conduct

If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.

CONFIDENTIALITY

To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District’s Web site; a copy may also be obtained at each campus and the District’s administrative offices.

Appendix V

EXHIBIT C

ACCEPTABLE DOCUMENTATION FOR CERTAIN EXCUSED ABSENCES

In accordance with the TEA *Student Attendance Accounting Handbook*, a student who is not on campus at the time attendance is taken may be considered in attendance under certain circumstances, with appropriate documentation, as provided below:

Please note: Documentation related to a student's absence must be kept on file for auditing purposes.

1. A student who is enrolled in and attending an off-campus dual credit program and is not scheduled to be on campus during any part of the day.

Required documentation: The completed and signed Request to Enroll in Dual Credit Courses form.
[See EHDD(EXHIBIT)]

2. A student who is enrolled full time in courses through the Texas Virtual School Network (TxVSN).

Required documentation: All completed enrollment and approval forms from the TxVSN site coordinator. [See EHDE(EXHIBIT)]

3. A student who is participating in an activity that is approved by the Board and under the direction of a professional or paraprofessional District staff member or an adjunct staff member.

Required documentation: Any appropriate approval forms or permission slips, completed and signed, to participate in the activity.

4. A student who is participating in a mentorship approved by the District to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

Required documentation: A form or note signed by the mentorship sponsor stating that the student is permitted to participate.

5. A student who misses school for the purpose of observing a religious holy day, including traveling for that purpose.

Required documentation: A signed note from the student's parent, stating the holiday the student will be observing, as well as the specific travel days required.

6. A student in grades 6–12 who misses school in order to sound "Taps" at a military honors funeral held in Texas for a deceased veteran.

Required documentation: A signed note from the student's parent or a copy of an obituary or funeral program.

7. A student who misses school to attend a required court appearance, including traveling for that purpose.

Required documentation: A copy of a subpoena (if applicable) or other court documents stating that the student's appearance was required.

8. A student who misses school to serve as an election clerk, including traveling for that purpose, or to serve as an early voting clerk.

Required documentation: A signed note from the head election clerk at the polling location at which the student is working. [See FEA(EXHIBIT)]

9. A student who misses school to appear at a government office in order to complete paperwork required for the student's application for U.S. citizenship, including traveling for that purpose.

Required documentation: A signed letter from the student's legal representative or other documentation from the U.S. Citizenship and Immigration Service, affirming that the student's absence was associated with the application for citizenship.

10. A student who misses school to take part in the student's own U.S. naturalization oath ceremony, including traveling for that purpose.

Required documentation: A copy of the letter detailing when the student's ceremony will take place, as well as a signed letter from the student's parent specifying the travel dates.

11. A student who is temporarily absent because of a documented appointment for the student or the student's child with a health-care professional licensed to practice in the United States.

Required documentation: A signed note from the doctor's office.

12. A student in the conservatorship of the Department of Family and Protective Services (DFPS) who is absent to attend a court-ordered mental health appointment, therapy appointment, family visitation, or any other activity ordered by a court.

Required documentation: A statement signed by the student's caseworker or other education decision-maker or a copy of relevant sections of the court order.

13. A student who is absent to visit his or her parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months, and who meets the requirements in FEA(LEGAL).

Required documentation: A copy of the deployment orders or other corroborating information.

14. A student who is a junior or senior visiting an institution of higher education.

Required documentation: The completed and signed Verification of Higher Education Visit. [See FEA(EXHIBIT)]

15. A student who is 17 years of age or older who is pursuing enlisting in the military.

Required documentation: Paperwork signed by the relevant military branch showing that the student's absence was related to enlistment.