

Melissa Ridge Intermediate

“Building Tomorrow’s Leaders Today”



**Student Handbook
2009-2010**

Acknowledgement Form

2009-2010

The Melissa ISD Student Code of Conduct and Student Handbook, along with Melissa ISD’s position and process for parent’s access to FERPA withholding, corporal punishment permission, and the student Acceptable Use Policy, are posted on the Melissa Ridge Intermediate website at www.melissaisd.org. Parents and students should review these documents thoroughly and acknowledge by signing this form of your access to the documents on-line. Parents who need a paper copy may contact the school office. If you have any questions about the district’s rules and regulations, please contact a campus administrator. The on-line documents will remain posted throughout the school year for easy access and reference.

1. **Student Code of Conduct:** The Student Code of Conduct is the district’s response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline.
2. **Corporal Punishment:** Melissa ISD School Board Policy allows for the use of corporal punishment. Specifically, corporal punishment shall be limited to spanking or paddling the student and shall be administered using the district guidelines. Parents may request that corporal punishment be administered to the child.
3. **Student Handbook:** The Student Handbook is an important resource for students and parents. The Student Handbook resides in harmony with the Student Code of Conduct and School Board Policy.
4. **FERPA:** The Federal Family Educational Rights and Privacy Act (FERPA) requires that school districts release directory-type information about students when this information is requested by outside entities unless parents expressly direct the district to withhold this information.
5. **Technology Acceptable Use Policy:** The Technology Acceptable Use Policy is included in the Student Handbook. Melissa ISD believes that the access to information resources and opportunities for collaboration, when used in a responsible manner, will provide educational benefit for students and staff.

Please return this Acknowledgement Form to the school by September 9, 2009

Y N

 Parent and student acknowledge that they have on-line access to the documents listed above and understand that students are governed by the provisions in the Student Code of Conduct, Student Handbook, and the Technology Acceptable Use Agreement.

 As parent, I request that corporal punishment be administered to my child according to Melissa ISD School Board Policy.

 As parent, I am exercising my right to limit the District’s release of my child’s directory-type information to outside entities. This does not include school sponsored publications. If you would like to additionally withhold directory information from school sponsored publications, please contact the school office by September 9, 2008.

Printed Name of Student: _____ Student Signature: _____

Parent Signature: _____ Date Signed: _____



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2009-2010 School Board Members:

Jason Smith, Superintendent

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John Burchett, Vice President

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Kenny Deel, Director of Plant Management Services

Cheryle Gonzales, Harry McKillop Elementary Principal

Kim Boedeker, Elementary Assistant Principal

Christy Fiori, Melissa Intermediate and Melissa Middle School Principal

Leanne Bush, Intermediate Assistant Principal

Ernesto Mendizibal Middle School Assistant Principal

Charles Alderman Melissa High School Principal

John Matthews High School Assistant Principal

School Contact Information:

McKillop Elementary School

Grades PK- 4972.837.2632

Fax number.....972.837.2836

Melissa Ridge Intermediate Building

Grades 5-6..... 972.837.4530

Fax number.....972.837.4333

Melissa Middle School

Main number.....972.837.4355

Fax number.....972.837.4497

Melissa High School

Main number.....972-837-4216

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Contact us on the web at: www.melissaisd.org

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PREFACE

To Students and Parents:

Welcome to the 2009-2010 school year! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Melissa Ridge Intermediate School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents regarding resources, counseling, student organizations and promotion/retention through the grade levels

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Melissa ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That

document may be found on the district website, www.melissaisd.org or is available in the principal’s office.

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

In case of conflict between Board policy or the *Student Code of Conduct* and any provisions of student handbooks, the provisions of Board policy or the *Student Code of Conduct* that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal. It is extremely important that you complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

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

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Melissa Ridge Intermediate School Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child 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 by the district.
- Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal please call the school office for an appointment. The teacher will return your call within 24 hours.
- Becoming a school volunteer. You must complete the volunteer training and background check process. For further

information, see policy GKG and contact the schools principal.

- Participating in campus parent organizations. Parent organizations include: Parent Teacher Organization and Melissa Booster Organizations.
- Offering to serve 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 school principal.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. See policies BDF and EHAA.
- Attending Board meetings to learn more about district operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

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

Display of your child’s artwork, projects, and other special work products:

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the district’s web site, in printed material, by video, or any

other method of communication, you must notify the principal in writing.

Visiting the School

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 school office and comply with all school policies while in the building.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Parent Rights

As a parent you, have the right:

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

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child.

- To inspect a survey created by a third party before the survey is administered or distributed to your child.

- To review your child’s student records when needed. These records include:
 - Attendance records
 - Test scores
 - Grades
 - Disciplinary records
 - Counseling records
 - Psychological records
 - Applications for admission
 - Health and immunization information
 - Other medical records
 - Teacher and counselor evaluations
 - Reports of behavioral patterns
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety
 - When it relates to classroom instruction or a co-curricular or extracurricular activity
 - When it relates to media coverage of the school
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another classroom or campus if your child has been verified by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal for information. [See policy FDB.]
- To request a transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently

dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD (LOCAL).

- To request the transfer of your child to another school or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]
- As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “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; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 1904 Cooper Street, Melissa, TX 75454.

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

McKillop Elementary School

3509 Liberty Way
Melissa, TX 75454

Melissa Intermediate Campus:

3233 West Fannin Rd.
Melissa, TX 75454.

A parent or eligible student may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL).

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available on the district's Web site at www.melissaisd.org.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that

are shared only with a substitute teacher—do not have to be made available to the parents or student.

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

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

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's, superintendent's office [or on the district's Web site at www.melissaisd.org].

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint

and a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them.

GRADING GUIDELINES

To earn credit in a course, a student in grades 3 through 6 must receive at least a grade of 70 based on course-level or grade-level standards. Incomplete grades must be removed within three weeks following the nine weeks grading period in which an "I" was given or it automatically becomes a failing grade.

A	=	90-100
B	=	80-89
C	=	70-79
F	=	60-69

In grade 5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics. In grade 6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics and either science or social studies.

REPORT CARDS / PORTFOLIO REPORTS/ PROGRESS REPORTS AND CONFERENCES

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

During the fourth week of a nine-week period, parents will be given a written progress report indicating their child's performance in core subject areas. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

In grades 5 and 6, students will participate in collecting examples of their work in a portfolio to demonstrate personal growth throughout the year. Parents are invited to attend a student led conference during the year to review the contents of their child's portfolio.

Teachers follow grading guidelines approved by the principal and leadership team pursuant to the board-adopted policy that have been designed to reflect each student's relative mastery of each assignment for each 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.]

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 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within three days.

PROMOTION AND RETENTION

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

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

The following are the state mandated assessments:

- Mathematics, annually in grades 3–6 without the aid of technology
- Reading, annually in grades 3–6

- Writing, including spelling and grammar, in grades 4
- Science in grades 5

[See policy EKB.]

In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

In addition, students in grades 3-8 must meet promotion standards established by the district in order to be promoted.

Parents of students in grades 3-8 who do not perform satisfactorily on their 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. A student in grade 5 or 8 will also have two additional opportunities to take a failed assessment. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

Homework is assigned by the classroom teacher and is intended to be beneficial for

continued practice of learning occurring in the classroom.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mails and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

COUNSELING: Personal Counseling

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

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

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2009-10 school year include:

June 2, 3, and 4

August 4, 5, and 6

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- A student who receives at the end of a grading period a grade below 70 or less in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not

participate in extracurricular activities for at least three school weeks.

- A student with disabilities 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.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.[For further information, see policies FM and FO.]

SPECIAL PROGRAMS

The district provides special programs for pre-kindergarten students who qualify under federal guidelines, gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these

programs should contact the campus counselor or principal.

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

If a child is experiencing learning difficulties, the parent may contact the teacher, counselor, or RTI (Response to Intervention) chairperson, Leanne Bush, 972-837-4530, to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

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

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Per state law 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 or course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the day.

SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

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

students and parents. Each is discussed in the following sections.

Arrival/Dismissal

Students, other than bus riders, should arrive no earlier than 7:30 AM. Students wanting to eat breakfast should arrive at 7:30 AM. Breakfast is served from 7:30 to 7:45 each morning. School begins at 7:55 AM and dismisses at 3:00PM.

Late Arrival to School

All students are expected to be seated in their classrooms by 7:55 AM. Students who arrive after 7:55 AM will check in at the office prior to going to class and will be recorded as tardy by the office and their teacher. Students who receive four tardies within a nine week period will receive a teacher issued detention to be served after school. For each additional tardy within the same nine week period another detention will be served. Students who accumulate a total of ten tardies will be referred to the campus RTI committee to develop a plan for student success. Repeated instances of tardiness will result in more severe disciplinary action.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and district-required tutorial sessions unless the student is otherwise legally exempted or excused. Students enrolled in prekindergarten or kindergarten are required to attend school.

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

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

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

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 the reading diagnosis test.

[See FEA(LEGAL)]

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

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

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

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment in the district. For a student transferring into the district after school begins,

including a migrant student, only those absences after enrollment will be considered.

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

The student or parent may appeal the committee's decision to the district's Board of Trustees by filing a written request with the superintendent in accordance with policy FNG.

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

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

Withdrawing from School

The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the school 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 cafeteria for account clearance; and finally, to the school secretary. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments Because of Absence

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.

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. [For further information, see policy EIAB.]

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.

DAEP or In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, disciplinary alternative education program, 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, distance learning, or summer school. [See policy FEA.]

The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

In-school Suspension Makeup Work

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, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

CHEATING/ PLAGIARISM/ ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or test is a form of cheating. Plagiarism, which is 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 Student Code of Conduct.

HEALTH-RELATED MATTERS

Melissa ISD School Health Services follows the guidelines set forth by the Texas Department of State Health Services (TDSHS). For more information regarding the TDSHS, please see your school nurse or access the nurse's link on the district's website at www.melissaisd.org.

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 will need to have 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 a health history form and emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or other school staff needs to know.

Communicable Diseases/Conditions

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

Any student who has had, or is suspected of having a communicable disease is required to submit a certificate from a qualified medical practitioner indicating the advisability of that student attending school. Parents will be notified if their child is to be excluded for health reasons. It will be the responsibility of the parent to transport the child from

school. A child will be readmitted to school when he/she meets the standards set forth by the Texas Department of State Health Services for contagious disease control. For a complete list of medical conditions which warrant exclusion from school, please see your school nurse or access the nurse's link on www.melissaisd.org.

The school nurse will use his/her clinical judgment regarding illnesses or situations that warrant further medical evaluation and/or exclusion from school including but not limited to the following:

1. Temperature of 100 degrees Fahrenheit or above. Temperature must be below 100 degrees Fahrenheit for 24 hours without the use of fever reducing medications for readmission to school.
2. Undetermined rash over any part of the body.
3. Pain and/or swelling at the angle of the jaw.
4. Scaly patches on the body which may indicate ringworm.
5. Nausea and vomiting, and diarrhea.
6. Red, draining eyes with pus formation and/or crusts (pink eye or conjunctivitis).

Pediculosis/Head Lice

Symptomatic children will be discreetly referred to the school nurse for an individual screening.

Parents of a child with lice/nits will be asked to pick up the child from school to start treatment at home as soon as possible. Educational materials concerning the treatment and prevention of head lice will be sent home for the parents of a child with a louse infestation. The child must be treated with a pediculicide and combed for nits before returning to school. After

confirmation that treatment was started, a child can return to school.

Students returning to school after treatment will be examined by the nurse before they return to class. A child will not be permitted to return to class if a live louse infestation is still present. A second pediculicide treatment must occur 7 to 10 days after the initial treatment.

Bacterial Meningitis

State law requires the district to provide the following information:

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, cigarettes, etc. Limit the number of people that you kiss.

While there are vaccines for some strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a foreign country where there is a risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (80-95%). It may cause mild side effects, such as redness and pain

at the injection site lasting up to 2 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 or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

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

Immunizations

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

student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, polio, pertussis, hepatitis A for pre-K students, hepatitis B, and 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 personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

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

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

As outlined by the TDSHS; the school nurse or school administrator will review the immunization status of an enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30 day period, a student is not in compliance, the school will exclude the student from school attendance until the required dose is administered.

Physical Examinations/Health Screenings

Students enrolled in the district, as required by state law and at certain other times, will receive health screenings including hearing, vision, spinal, and acanthosis nigricans.

All students who participate in UIL athletic events will present the results of a recent physical examination that certifies the student's fitness to participate. Proof of insurance will be required.

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, and EHAC, 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.

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

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

Medicine at School

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

Only authorized employees, in accordance with policies at FFAC, may administer:

1. Prescription and nonprescription medications are provided by the parent, with a written request, and in the original properly labeled container.
2. If the medicine requires the use of a dosage cup, syringe, etc. these supplies will be provided by the parent to be kept with the medication.
3. Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or

Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

1. In accordance with the guidelines developed with the district's medical advisor.
2. When the parent has previously provided written consent for emergency treatment.

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).]

Steroids

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for

medical use only, and only a physician can prescribe use.

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

Psychotropic Drugs

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

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

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-related activities. (See the Student Code of Conduct and policy GKA).

School Health Advisory Council

Information regarding the district's School Health Advisory Council (SHAC), including the dates of meetings scheduled during the year and minutes from previous meetings, is

available from the campus principal or on the district's website at www.melissaisd.org.

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the Administrative office. If you have any questions, please contact Kenny Deel.

Pest Control Information

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

Harassment

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

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

Sexual Harassment

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

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

Child Sexual Abuse

The district has established practices for addressing child sexual abuse. For additional assistance or support, please contact the Coordinator for Special Programs, Christina Holbrook, at 972-837-2411 or via email at holbrookc@melissaisd.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS)/

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

depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child sexual abuse: <http://www.tea.state.tx.us/index.aspx?id=2820>

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

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

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

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

Reports may be made to:

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

FREEDOM FROM DISCRIMINATION

In its efforts to promote nondiscrimination, the district makes the following statements:

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Robert Rich
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Christina Holbrook
- All other concerns: See the superintendent: Jason Smith

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Christina Holbrook at 972.837.2411.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Christina Holbrook at 972.837.2411.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a **Student Code of Conduct** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—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.

To achieve the best possible learning environment for all students, the **Student Code of Conduct** and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Bullying

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFH(LOCAL).]

Disruptions

As identified by law, disruptions include the following:

- Interferes with the movement of people at an exit, an entrance, or a hallway of a district building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.

- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to district property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disrupts 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 profane language or any misconduct.
- Interferes with the transportation of students in district vehicles.

Gang-Free Zones

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location, on, or within 1000 feet of any district-owned or leased property or campus playground.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students may not possess PDA's, CD/MP3 players, beepers and any other electronic device capable of transmitting electronic signals, including infrared technology during the school day.

Students may possess cell phones under the following conditions:

- Must be turned off and out of sight during the instructional day
- May not be used in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event

This policy is violated when a cell phone possessed by a student is either visible and/or on without the express permission of a school official. Teachers will collect the item and turn it in to the administrative offices. The administrator will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted for a conference to pick up the item.

Any disciplinary action will be in accordance with the Student Code of Conduct.

[See policy FNCE.]

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

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

Before a student is 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 raise 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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The district is also required by state law to notify:

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

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students.

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

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

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

Non-school Materials ... from others

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored

meeting intended for adults and held after school hours.

- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a 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.

DRESS AND GROOMING

The Melissa Independent School District is committed to providing a "World Class" educational opportunity to each student enrolled in the district. Efforts are being made by MISD to ensure the highest standards of performance for all MISD stakeholders and to promote a safe and secure environment free of the perception of fear, threat, or danger.

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 providing that they comply with the following:

The following modes of dress or grooming are PROHIBITED

DRESS:

- Clothing, including tee shirts, which displays, sexually oriented or explicit material, violence, drugs, tobacco, alcohol, gang or hate slogans or pictures as deemed inappropriate by school officials.
- Short shorts, skirts (must be fingertip length)
- Pants, shorts, and skirts worn below the waist ("sagging" garments are not acceptable)
- All shirts must be able to be tucked in.

- Trench coats or dusters
- Underwear as outerwear, exposed underwear or no underwear (including pajama pants and boxers)
- Exposed midriff or cleavage
- See through shirts (e.g., thin or mesh)
- Spaghetti straps, tank tops, sports jersey (unless worn over an appropriate garment, such as an acceptable tee shirt). Straps on tops as described above must be at least two inches in width to be considered acceptable
- Leggings without appropriate clothing which extends over and covers the hips
- House shoes, Heelies (shoes with wheels)
- Bare feet
- Chains on clothing or wallets, or as necklaces
- Any inappropriately worn or distracting clothing (e.g., too-tight tops or pants, lycra, spandex)
- Hats, caps, sunglasses – unless light tinted prescription glasses
- Bandanas, hairnets, skull caps, and hoods
- Jewelry – swastika's, pentagram, spoons, drug-related items
- Heavy or spiked jewelry (e.g., dog collars, heavy chains)

GROOMING:

- Hairstyles or hair colors that are distracting, disruptive, or unsafe (head and facial)
- Body piercing jewelry or obtrusive and or distracting jewelry
- Writing on body (body paint)
- Tattoos with provocative, profane or offensive pictures or writing

If the principal determines that a student's grooming violates the dress code, the student

shall be given an opportunity to correct the problem at school by changing into something already at school or by having a parent or designee bring an acceptable change of clothing to school. If not corrected, the student shall be assigned in-school suspension for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action. If the student is sent home to change, the absence is unexcused. The principal or superintendent will have the final decision about what dress is appropriate or inappropriate.

The principal, in connection with the teacher, sponsor, coach or other person in charge of a particular instructional or extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Such additional standards shall be written and copies given to students and parents.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are 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, yearbooks, 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.
- Fees for lost, damaged, or overdue library books or textbooks
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the 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 the campus principal. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 14 days before the event.

Fund-raising by outside organizations is not permitted on school property unless approved by campus principal. [For further information, see policies FJ and GE.]

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school event: MRI Huddle. Students are eligible to introduce this event if they are in the highest two grade levels of the school, volunteer by submitting their name as described below, and are not in a disciplinary placement at the time of the speaking event.

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

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

[See FNA(LOCAL)]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

SAFETY

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

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

Safety Patrol

Fifth and sixth grade students are selected to serve as Safety Patrol. Their job is to assist students before and after school. All students and parents/guardians are to follow Safety Patrol directions and to fully cooperate with them.

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drills

Fire alarms indicate that everyone must exit the building and wait for the all clear from the principal or principal designee before reentering.

Tornado Drill

An announcement will be made over the PA system: “This is a tornado drill. Go to your designated disaster shelter areas and take the covered position. Stay in this position until you receive the all-clear signal.” If power failure occurs, the principal will give direct voice instructions. Wait for the all clear by the principal or principal designee.

Lockdown Procedures

PA system will be used to announce “This is a Safety Drill” at the first sign of a dangerous situation. If for some reason the PA system is not available for use, two-way radios, cell phones and /or air phones will be used for communication. The building and classrooms will be locked immediately and will remain locked until the drill is completed.

Emergency School-Closing Information

The superintendent will make the final decision for school closings. Please see the Melissa ISD website or tune into WBAP AM 820, channel 4 or 8 for school closing information.

SCHOOL FACILITIES

Use By Students Before and After School

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

The following areas are open to students before school beginning at 7:30 a.m.

- Multi-purpose building
- Cafeteria
- Library

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways During Class Time

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See building secretary 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.]

Meetings of Non-curriculum-Related Groups

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

A list of these groups is available in the principal's office.

Vandalism

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

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students are not allowed to hang any items on the outside of lockers and pictures are not allowed on the inside of lockers.

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

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

TRANSPORTATION

School-Sponsored

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. 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. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling at First Student at 972.547.4499.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are 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 bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, 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 bus or van.
- Not possess or use any form of tobacco while on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

BICYCLES

Students who ride bicycles to school must park them in designated areas where they should be locked and left until the student leaves for home after school. **Bicycles are not to be ridden on campus.** Bicycles should be walked from the driveways to designated areas.

Scooters, skateboards, roller skates, skate shoes, and inline skates are not to be used on school property.

VIDEOTAPING OF STUDENTS

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

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

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

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.

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's parents are part of the committee.

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

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students'

educational and behavior needs, as well as supervision and counseling.

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 directory information, unless the 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, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, 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 Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

RESULTS (Recommending Effective Strategies to Unlock Learning to Struggling Students) is a committee that meets according to the designed campus schedule to discuss student's who are experiencing learning/behavioral difficulties. Recommendations and interventions are developed through this committee to help the student become successful.

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 by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the district-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions. **TAKS** is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

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

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

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.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

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



Melissa ISD Technology Resources Intermediate Student Acceptable Use Policy

Students in Melissa ISD use technology, including the Internet, in all subject areas to achieve the goals of Texas Essential Knowledge and Skills. Technology helps students find, organize, and share information. It also helps students to communicate with people all over the world.

Students are expected to act responsibly when using technology resources at school. Teachers will discuss this responsibility with their classes so students have a clear understanding of what “acceptable use” means.

Acceptable Uses:

1. Technology is to be used only for learning purposes. This may include classroom activities involving research, multimedia projects, distance learning, and communicating through electronic mail.
2. Students will save work to disks and other network directories as instructed by their teachers.
3. Students will keep their passwords for the network and/or electronic mail account private.
4. Students will respect the configuration of each computer and will only work with files and programs related to the given learning purpose.
5. Since access could extend beyond evaluated or previewed resources, students and parents must be informed that inappropriate materials could be encountered during students’ research required to achieve valid instructional objectives. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students should not willfully attempt to access inappropriate material from District computers.
6. Students accessing District owned and operated virtual learning environments (VLE) need to understand that it is an extension of the regular classroom. Appropriate behavior and language are expected within the VLE as they are within a physical classroom. This pertains to blogging, wikis, podcasting, and any other collaborative Internet tools and/or applications.
7. Students have no expectation of privacy for files stored on District servers or computers. Teachers can examine and review student created files stored on district servers and computers. Network administrators will review files and communications to maintain system integrity. Files found not to be in compliance with general system administration practices will be deleted without further notice.