



**MOUNT PLEASANT**

---

**JUNIOR HIGH**

Student Handbook

2015-2016

## Table of Contents

ADMINISTRATIVE STAFF .....	7
MOUNT PLEASANT JUNIOR HIGH STAFF.....	8
MISSION STATEMENT .....	10
MOUNT PLEASANT INDEPENDENT SCHOOL DISTRICT.....	10
INTRODUCTION .....	11
20013 / 2014 Bell Schedule .....	12
PREFACE.....	13
SECTION I IMPORTANT INFORMATION FOR PARENTS .....	17
QUICK REFERENCE:.....	17
PARENTAL INVOLVEMENT.....	17
Working Together.....	17
Obtaining Information and Protecting Student Rights.....	18
“Opting Out” of Surveys and Activities .....	19
Display of your child’s artwork, projects, and other special work products: .....	19
As a parent, you also have a right:.....	19
GRADING GUIDELINES .....	21
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES.....	22
STATE-MANDATED TESTS.....	23
MEDICINE AT SCHOOL.....	23
PSYCHOTROPIC DRUGS .....	25
STEROIDS .....	25
STUDENT RECORDS.....	25
Directory Information.....	26
Directory Information for School-Sponsored Purposes.....	27
Release of Student Information to Military Recruiters and Institutions of Higher Education .....	27
STUDENT OR PARENT COMPLAINTS AND CONCERNS.....	27
RELEASE OF STUDENTS FROM SCHOOL .....	28
Late Arrival to School.....	28
Tardy Procedure.....	28

Withdrawing from School.....	28
SECTION II CURRICULUM-RELATED INFORMATION.....	29
QUICK REFERENCE:.....	29
ACADEMIC PROGRAMS .....	29
CLASS SCHEDULES .....	29
COMPUTER RESOURCES.....	29
Board Policy.....	30
COUNSELING.....	35
Academic Counseling .....	35
Personal Counseling.....	35
CREDIT BY EXAM—If a Student Has Taken the Course.....	36
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	36
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....	37
PROMOTION AND RETENTION.....	37
SPECIAL PROGRAMS .....	38
GIFTED AND TALENTED (AKA) EXPLORE .....	39
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education.....	39
TEXTBOOKS.....	39
CURRICULUM REQUIREMENTS .....	40
7 <sup>th</sup> AND 8 <sup>th</sup> GRADE REQUIREMENTS .....	40
SECTION III GENERAL INFORMATION AND REQUIREMENTS .....	41
QUICK REFERENCE:.....	41
ATTENDANCE.....	42
Compulsory Attendance.....	42
Attendance for Credit.....	42
MAKEUP WORK .....	43
Routine and In-depth Makeup Work Assignments.....	43
DAEP or In-school Suspension Makeup Work .....	44
COMMUNICABLE DISEASES / CONDITIONS .....	44
Bacterial Meningitis.....	44
HEALTH-RELATED MATTERS .....	46
School Health Advisory Council .....	46

Vending Machines .....	46
Other Health-Related Matters .....	46
Tobacco Prohibited .....	46
Asbestos Management Plan .....	46
Pest Management Plan .....	46
FREEDOM FROM DISCRIMINATION .....	46
Reporting Procedures .....	47
Investigation of Reported Harassment .....	47
Services for the Homeless and for Title I Participants .....	48
Services for Students with Disabilities .....	48
CONDUCT .....	48
Applicability of School Rules .....	48
Corporal Punishment .....	48
Disruptions .....	49
Radios, CD Players, Cell Phones, and Other Electronic Devices and Games .....	49
Social Events .....	49
Important general rules .....	50
LAW ENFORCEMENT AGENCIES .....	50
Questioning of Students .....	50
Students Taken Into Custody .....	50
Notification of Law Violations .....	51
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS .....	51
School Materials .....	51
Nonschool Materials... from students .....	51
Nonschool Materials... from others .....	52
DRESS AND GROOMING .....	52
Violations of dress code .....	53
IN SCHOOL SUSPENSION (ISS) .....	54
ISS rules .....	54
STUDENT FEES .....	54
FUND-RAISING .....	55
IMMUNIZATION .....	55

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	56
PRAYER.....	56
SAFETY .....	56
Accident Insurance.....	56
Drills: Fire, Tornado, and Other Emergencies.....	57
Emergency Medical Treatment and Information.....	58
Emergency School-Closing Information .....	58
SCHOOL FACILITIES .....	58
Use By Students Before and After School.....	58
Conduct Before and After School.....	59
Use of Hallways During Class Time .....	59
Cafeteria Services .....	59
Library.....	59
Meetings of Noncurriculum-Related Groups.....	60
Vandalism .....	60
SEARCHES .....	60
Students’ Desks and Lockers.....	60
Vehicles on Campus .....	60
Trained Dogs.....	61
TRANSPORTATION.....	61
School-Sponsored Trips.....	61
Buses and Other School Vehicles.....	61
VIDEO CAMERAS.....	62
VISITORS TO THE SCHOOL .....	62
General Visitors .....	62
TELEPHONES .....	62
BUILDING AND HALLS.....	62
ASSEMBLIES .....	62
DRIVING A BICYCLE OR MOTOR VEHICLE.....	63
ELECTIONS.....	63
General procedures .....	63
General requirements .....	63

MARRIED STUDENTS.....	64
FORMING A CLUB.....	64
GROUNDS AND BUILDING APPEARANCE .....	64
MPJH ATHLETIC HANDBOOK.....	65
ATHLETIC GOALS AND OBJECTIVES .....	65
Major Goals .....	65
Other Specific Goals .....	65
POLICIES .....	65
Responsibilities .....	65
Academics.....	65
Attendance .....	66
Uniform.....	66
General misconduct .....	66
Discipline .....	66
Transportation .....	66
Injury.....	67
Insurance.....	67
Requirements for participation .....	67
Glossary.....	67

## **2015-2016 Board of Education**

Yvonne Hampton .....	President
Buddy Blue.....	Vice President
Lee Miche .....	Secretary
Kim Crabb.....	Member
Sandy McCauley.....	Member
Ezeal McGill.....	Member
Luke Anderson.....	Member

## **ADMINISTRATIVE STAFF**

Judd Marshall.....	Superintendent of Schools
Michael Lide.....	Deputy Superintendent, Curriculum & Instruction
Debra Malone.....	Deputy Superintendent, Human Resources
Stacie Thompson.....	Chief Financial Offices
Corey Homer.....	Director of Athletics
Shelley Derrick.....	Director of Assessments
Eva Beles .....	Director of Bilingual/ ESL Education
Judith Saxton.....	Director of Communication
Laura Stewart .....	Director of Food Services
Mart Graham .....	Director of Operations
Russell Luck .....	Director of Maintenance
Shirley Peterson .....	Director of State and Federal Programs
Brian McAdams.....	Director of Student Services
Noe Arzate .....	Director of Technology
Marilyn Logan .....	Director of Titus County Shared Services
Ronnie Humphrey .....	Chief of Police

<b>7TH GRADE TEACHERS</b>	<b>SUBJECT</b>	BROWN, HEATHER	HISTORY
DYER, RANDEE	ELA	LEBSACK, KEVIN	HISTORY/ COACH
ELMORE, DONNA	ELA	SHAVERS, THEODORE	PRE-AP HISTORY
GARRISON, KIM	ELA	SHELTON, BRYAN	HISTORY/ COACH
HOUSE, AMY	ELA		
MCCORD, LAUNA	PRE-AP ELA	BARNES, BILLIE	MATH
MCCORSTIN, MANDY	ELA	HALL, MARGARET	PRE-AP/ ALGEBRA 1
WALTERS, BRENDA	PRE-AP ELA	ORONA, ROSA	MATH
		ORTEGA, MARGARITA	MATH
ALEXANDER, REGINA	READING INT. 7 <sup>TH</sup>		
		THOMPSON, CYNDI	MATH INT. 8 <sup>TH</sup>
CHOATE, JUSTIN	HISTORY/ COACH	<b>7TH &amp; 8TH TEACHERS</b>	
HOLDERNESS, DANNY	HISTORY /COACH	ZALDIVAR, GLORIA	ESL/LEP
TERRELL, TINA	PRE-AP HISTORY		
ZALDIVAR, DAVID	HISTORY	ANDERSON, CRYSTALLA	RESOURCE/INCLUSION
		BROWN, MARGO	RESOURCE/INCLUSION
HARRIS, DURWARD	SCIENCE	LOVELL, LYNN	RESOURCE/DYSLEXIA/INCLUSION
OYLER, KIMBERLY	PRE-AP SCIENCE		
SANCHEZ, MARIA	SCIENCE	<b>ELECTIVE TEACHERS</b>	
THOMPSON, ARCHIE	SCIENCE/COACH	BOWEN, VAN	OUTDOOR ADVENTURE
		DAVIDSON, ERICA	DANCE
CASTILLO MARIA	MATH	DEAN, LUKE	CHOIR
STAYTON, KAREN	MATH	DITTO, JONNA	BAND
MCFARLIN, REBECCA	PRE-AP MATH/PRE ALG	DOTSON, BRADFORD	BUSINESS MTG
WALTERS, ASHLEY	MATH	FERGUSON, STEVE	BOYS ATHLETICS
		FRANCIS, CRYSTAL	DRAMA
PEARSON, GEORGE	MATH INT.	JONES, JARRED	ISS/ COACH
		LOPEZ, KARISSA	TENNIS
<b>8<sup>TH</sup> GRADE TEACHERS</b>		LUCKETT, KAREN	BAND
COUNTS, AMBER	PRE-AP ELA	LUGO, TANIA	ART
ENGLE, KAMYE	ELA	MAYFIELD, JASON	BOYS/GIRLS PE/ COACH
MOORE, JANA	PRE-AP ELA	MEEKS, JEAN	GIRLS PE
		MILES, JOSHUA	CHOR
KIMBROUGH, PAULA	READING INT. 8 <sup>TH</sup>	RUSHING, JULIE	GIRLS ATHLETICS
		STEWART, JEREMY	PE/ COACH
PENNINGTON, AUDRA	PRE-AP SCIENCE	URIBE, HUGO	SPANISH/ COACH
PHUA, PHIL	SCIENCE		
WARD, BELINDA	SCIENCE		
RUSHING, AMY	SCIENCE		



<b>INSTRUCTIONAL AIDES</b>		<b>PRINCIPALS</b>	
WARREN, DEANA	CHOIR ACCOMP.	GLENN, KELLI	CAMPUS PRINCIPAL
GARCIA, JESUS	INSTR. AIDE	DANIEL, TODD	ASSISTANT PRINCIPAL
LOFTIN, CHELSEA	INSTR. AIDE	OTERO, NORBERTO	ASSISTANT PRINCIPAL
HOSMER, GERALYN	INSTR. AIDE		
LANDEROS, MARTA	INSTR. AIDE		
WILLIAMS, COURTNEE	INSTR. AIDE	<b>CUSTODIANS</b>	
HOOD, PAT	SPEC ED AIDE	JOAQUIN TORRES	LEAD CUSTODIAN
		ANA BARRIOS	ROTUNDA/ C-HALL
		ROLANDO RODRIGUEZ	GYM
ROBLES, JESUS	TEACHER ASSISTANT	LEONILA LOPEZ	B- HALL
		BUITRON, ERNESTINA	G- HALL
<b>NURSE</b>		CONSUELO VALENZUELA	D-HALL/OFFICE
WOODEN, TARRAN		WANDA YOUNG	C-HALL
<b>CIS COORDINATOR</b>		<b>Secretaries</b>	
TORRES, MAYRA		KAREN LOZANO	PRINCIPAL'S SECRETARY
		KYLIE COLLIER	SECRETARY/PEIMS CLERK
<b>LIBRARIAN</b>		BRINDA PEEK	ATTENDANCE
BUFORD, DEBBIE		SHEILA JONES	STUDENT OFFICE/SEC.
		LUPITA CABRERA	RECEPTIONIST
<b>COUNSELOR</b>			
MAJORS, CANDICE			
<b>DIAGNOSTICIAN</b>			
COTA, LISA			

## **MISSION STATEMENT**

### **MOUNT PLEASANT INDEPENDENT SCHOOL DISTRICT**

Mt. Pleasant Independent School District has high expectations for all stakeholders. The district makes every effort to attract and retain the most qualified teachers available. The caring atmosphere provided by these teachers help to promote the positive self-image for the students in the district.

MPISD emphasizes a teaching/learning process that will ensure that all students are academically successful. Students become responsible, productive citizens by learning to act in a socially acceptable manner through problem solving, creative thinking, and wise decision-making. Authentic career investigation coupled with current vocational programs meet the needs of each student. Enriched programming is designed to prepare students in their personal future in the Twenty-First Century.

Technology enhances every program throughout the district. State-of-the-art software and hardware will be available to every student on a daily basis. Students learn how to access information from a variety of high-tech sources by becoming proficient users of computers and peripherals.

Communication between schools, administration, school board, community, families, and students will be open, honest and constantly improving. Staff, parents, and community will be given an opportunity to be involved in decision-making as we work together towards success. These combined efforts will continue to make MPISD the best school district in the state of Texas.

## INTRODUCTION

Welcome to Mt. Pleasant Junior High School. This Student Handbook is published so that all students at Mt. Pleasant Junior High may have ready reference to information that is necessary to the understanding of the daily operation of our school. It is essential that all students read the information in this handbook so that there will be no misunderstandings during the school year. When this handbook does not give you the information you need, you should contact your building administrators, counselors, or teachers for help.

The goal of Mt. Pleasant Junior High School is EXCELLENCE. This must be a cooperative effort on the part of administrators, teachers, parents, and, you, the students. We earnestly solicit your cooperation in this venture and assure you the results will be well worth the effort.

In order to have a successful year, there must be a positive attitude, high expectations, and a commitment to hard work. The following information, guidelines, and suggestions have been compiled to help you understand:

- What Mt. Pleasant Junior High School is all about
- Expectations of the administrators and teachers
- Expectations for your school day

The Student Code of Conduct for MPISD is attached to this handbook. The code covers all discipline procedures for Mount Pleasant Junior High School. Please become familiar with the code.

This handbook is the official policy of the Mt. Pleasant Independent School District. Any appeal of these policies should be made through the Principal's Office.

**GOAL :** 100% of students in all subgroups passing STAAR.

**MISSION:** Accelerate Student Performance In Rigorous Education

## MPJH Bell Schedule

Period	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>1</b>	7:50 - 8:45	
<b>2</b>	8:49 - 9:39	
<b>Tutorial</b>	9:43-10:08	
<b>3</b>	10:12 - 11:02	
<b>4</b>	<b>A</b> 11:06 - 11:36	11:06-11:56
	<b>B</b> 11:40 - 12:10	
<b>5</b>	12:14-1:04	12:00-12:50
<b>6</b>	1:08-1:58	<b>A</b> 12:54-1:24
		<b>B</b> 1:28-1:58
<b>7</b>	2:02-2:52	
<b>8</b>	2:56-3:50	

## Assembly Schedule

Period	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>1</b>	7:50 - 8:44	
<b>2</b>	8:48 - 9:37	
<b>3</b>	9:41 - 10:30	
<b>4</b>	<b>A</b> 10:34 - 11:04	10:34 - 11:23
	<b>B</b> 11:08 - 11:38	
<b>5</b>	11:42 - 12:31	<b>A</b> 11:27 - 12:16
<b>6</b>	12:35 - 1:24	<b>B</b> 12:20 - 12:50
		12:54 - 1:24
<b>7</b>	1:28 - 2:17	
<b>8</b>	2:21 - 3:10	
<b>ASSEM/UII</b>	3:14-3:50	

# Early Release

Period	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
1	7:50 – 8:45	
2	8:49 – 9:39	
Tutorial	9:43-10:08	
3	10:12 – 11:02	
4	A 11:06 – 11:36	11:06-11:56
	B 11:40 – 12:10	
5	12:14-1:04	12:00-12:50
6	1:08-1:58	A 12:54-1:24
		B 1:28-1:58
7	2:02-2:52	
8	2:56-3:50	

## **PREFACE**

To Students and Parents:

Welcome to school year 2015-2016! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The Mount Pleasant Junior High 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 about graduation programs, required courses, class rank, and extracurricular and other activities; and

**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 any other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Mount Pleasant Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and available in the principal’s office.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy 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 encourage parents to 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 a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out forms so that we have a record of your choices. [See **Obtaining**

**Information and Protecting Student Rights** on page 18 and **Directory Information** on page 26 for more information.]

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available online at [www.mpisd.net](http://www.mpisd.net).



## SECTION I IMPORTANT INFORMATION FOR PARENTS

This section of the Mount Pleasant Junior High School Student Handbook includes information on topics of particular interest to you as a parent.

### ***QUICK REFERENCE:***

#### **Where to look when you need information about ...**

- Parental involvement page 17
- Grading guidelines page 21
- Report cards/progress reports and conferences page 22
- State-mandated tests page 23
- Medicine at school page 23
- Psychotropic drugs page 25
- Steroids page 25
- Student records page 25
- Student or parent complaints and concerns page 27
- Release of students from school page 28

### ***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 in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 35 and **Academic Programs** on page 29.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or

principal, please call the school office at 903 575 2110 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 22.]

- Becoming a school volunteer. [For further information, see policy GKG and contact the school office.]
- Participating in campus parent organizations. Parent organizations include: Band Booster, Athletic Booster.
- 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 office.
- 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, EHAA, FFA and **School Health Advisory Council** on page 46.]
- 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 of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or 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 by any other method of communication, you must notify the principal in writing.

## **As a parent, you also have a 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 have 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, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 25.]

- 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 curricular or extracurricular activity; or
  - 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 and graduation 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 minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 56 and 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 noncustodial 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 the transfer of your child to another classroom or campus if your child has been determined by the board or its designee 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 superintendent or designee for information. [See policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student on 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 policy FDD(LOCAL)]

## **GRADING GUIDELINES**

In grades 7 – 8, achievement is reported to parents as:

The evaluation of student effort will be recorded numerically on report cards and all records.

## MARKING AND GRADING POLICIES

Progress reports are given each 3 weeks. Semester exams are given two times a year, at the end of each semester. They will count as a test grade for that six weeks.

Semester marks: Each one of the 6 weeks grades added twice divided by 3:

### EXAMPLE

$$\begin{array}{l}
 1^{\text{st}} \text{ 6 weeks grade} = 95 \text{ add this grade twice} \\
 2^{\text{nd}} \text{ 6 weeks grade} = 93 \text{ add this grade twice} \\
 3^{\text{rd}} \text{ 6 weeks grade} = 96 \text{ add this grade once} \\
 \phantom{1^{\text{st}} \text{ 6 weeks grade}} \phantom{=} 95 \\
 \phantom{1^{\text{st}} \text{ 6 weeks grade}} \phantom{=} + 93 \\
 \phantom{1^{\text{st}} \text{ 6 weeks grade}} \phantom{=} \underline{96} \\
 \phantom{1^{\text{st}} \text{ 6 weeks grade}} \phantom{=} 284
 \end{array}$$

$$284 \text{ divided by } 3 = \text{Final Semester Grade } 95$$

Yearly Average: First semester mark plus second semester mark divided by two. A student will receive full credit if the yearly average is 69.5 or more. If the average is less than 69.5, the student will fail the subject. **STUDENTS WHO FAIL ONE CORE CLASS WILL BE AUTOMATICALLY ASSIGNED TO SUMMER SCHOOL. ADMINISTRATORS WILL REVIEW PROMOTION AFTER SUMMER SCHOOL.**

Students in 8<sup>th</sup> grade who fail STAAR will be given tutorials before the next attempt at passing STAAR in those subjects requiring that students pass before promotion. Which will result in attending summer school.

In order for a student to receive credit for a course, he/she must maintain a grade of 70 and have been in attendance 90 percent of the school year.

## **GRADING POLICIES**

Students at Mt. Pleasant Junior High are required to achieve at a level of 80% mastery on all assignments. Students will be required to re-do any assignments or assessments that are not at an acceptable achievement level. Zeros are not an option for Mt. Pleasant Junior High students. Students will have only one opportunity to re-take assessment. Time will be allotted during the day for re-do, but if progress is not evident students will be assigned to after-school ENCORE.

## **HONOR ROLL**

To make the “A” Honor Roll, a grade of 90 must be maintained in all classes. To make the “AB” Honor Roll, a student may have one grade, ranging from 80-89.

## **EXAMINATIONS**

Examinations (mid-term and final) will follow a definite announced schedule.

## **REPORT CARDS / 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.

At the end of the first fourth weeks of a grading period parents will be given a written unsatisfactory progress report if their child’s performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 17 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal/superintendent and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA.]

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.

### ***STATE-MANDATED TESTS***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as STAAR: State of Texas Assessments of Academic Readiness) in the following subjects:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB.]

### ***MEDICINE AT SCHOOL***

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

- Only authorized employees, in accordance with policy FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor and
  - When the parent has previously provided written consent to emergency treatment on the district's form.
    - 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 to her 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 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 parent should discuss this with the school nurse or principal.

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



## ***PSYCHOTROPIC DRUGS***

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

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

## ***STEROIDS***

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

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

## ***STUDENT RECORDS***

Both federal and state law 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 a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 2230 N. Edwards Ave, Mt Pleasant, Texas, 75455.

The address of the principal's offices is:

2801 Old Paris Road, Mt Pleasant, Texas, 75455.

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. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor 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. [See **Report Cards/Progress Reports and Conferences** on page 22 and **Student or Parent Complaints and Concerns** on page 26 for an overview of the process.]

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.

## **Directory Information**

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" attached to this handbook.]

## **Directory Information for School-Sponsored Purposes**

The district often requires the use of student information for the following school-sponsored purposes: School officials have a "legitimate educational interest" in a student's records when they are 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.

For these specific school-sponsored purposes, the district would like to use the student's name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wished to use this information for the school-sponsored purposes listed.

## **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **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 district's policy regarding student records is available from the principal's or superintendent's office [or on the district's Web site at [www.mpisd.net](http://www.mpisd.net)]

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers' 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.

## ***STUDENT OR PARENT COMPLAINTS AND CONCERNS***

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a

conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

### **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 and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

### **Late Arrival to School**

Students arriving on campus late (8:00) must check in to the assigned class. If a student is more than ten minutes late to a class he or she will be counted absent. A student must be in the classroom for at least 90 % of the class to be counted present.

### **Tardy Procedure**

A student is tardy if they are not in the classroom when the tardy bell rings. If a teacher causes a student to be late to another class, that teacher will give the student a pass with the date, time, and his/her initials on it. It is imperative that students arrive to class at the designated time. Failure to do so will result in disciplinary action.

[See **Attendance for Credit** on page 42.]

### **Withdrawing from School**

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

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

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **SECTION II CURRICULUM-RELATED INFORMATION**

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

### ***QUICK REFERENCE:***

#### **Where to look when you need help with...**

- Academic programs page 29
- Class schedules page 29
- Computer resources page 29
- Counseling: academic page 35
- Counseling: personal page 35
- Credit by exam page 36
- Extracurricular activities, clubs, and organizations page 37
- Promotion and retention page 37
- Special programs page 38
- Textbooks page 39
- Curriculum requirements page 40

### ***ACADEMIC PROGRAMS***

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

### ***CLASS SCHEDULES***

Class schedules will be distributed at orientation. Schedule change requests can only be made during the first two weeks of school. All schedule changes are at the discretion of the principal.

### ***COMPUTER RESOURCES***

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their 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-mail using district computers is not private and may be monitored by district staff.

## **Mt. Pleasant ISD Use of Electronic Systems Information**

### **Acceptable Use**

*CQ(Local)*

The use of the network must be in support of education and research and be consistent with the educational objectives of the Mount Pleasant Independent School District. Use of other organization's network or computing resources must comply with the rules appropriate for that Network. Transmission (that is, uploading or downloading) of any material in violation of any national, state or local regulation is prohibited. This includes, but is not limited to:

- Copyrighted material;
- Abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal material;
- Material protected by trade secret;
- Commercial activities such as conducting private business on the Internet;
- Transmission for advertisement or political use is forbidden.

### **Termination Revocation of System User Access**

*CQ(Local)*

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Termination of any student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Consequences of Improper Use**

Violation of MPISD's policies and procedures concerning the use of computers and networks will result in the same disciplinary actions that would result from similar violations in other areas of MPISD. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

These policies are subject to modification from time to time.

## **Vandalism**

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

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

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

*CQ(Local)*

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications system in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

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

## **Disclaimer**

*CQ(Local)*

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

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

### **Breach of Computer Security**

*CQ(Local )and CQ (Legal)-47 U.S.C. 254(h)(5)(B)*

Users, including faculty, staff, students, and community members may not use the district electronic resources to access, acquire, and/or bring through the district's network, obscene, offensive, or objectionable material including forwarding jokes or pictures that others might find offensive. The system has been financed by public money and grants and is not intended for the private use of individual staff. Access to Internet sites can and will be monitored and tracked by system administrator.

### **Internet Use Rules – Responsible Use**

*Education Code 32.201*

The following rules are representative of acceptable and responsible use of MPISD's electronic systems.

1. The use of a student E-mail account must be in support of education and/or research as well as remain consistent with the educational objectives of the district. Not everyone is eligible for an E-mail account. Users may **NOT** establish or access "free" E-mail accounts such as *Hotmail*, *Juno*, or *Yahoo*. Your Campus Contact can inform you of your choices regarding student E-mail.
2. Use of any other organization's network or computing resources must comply with the rules appropriate for that network.
3. Use for commercial activities is prohibited. This includes, but is not limited to: shopping, making reservations, and entering contests.
4. Use of the District network to purchase products is not permitted.
- 5.. The possibility of encountering objectionable material does exist, and the district is not able to completely prevent access to such material. The district has taken measures to subscribe to the Internet through Trillion (affiliated with the Region VIII Educational Service Center). Efforts are made on a regular basis to block such objectionable sites. **However, if a student accesses information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform a teacher or campus designee.** Furthermore, students may be asked by a teacher, librarian, or other faculty member to print a copy of the history of sites that have been accessed during any specific Internet session.



6. All communications and information accessible via the network are assumed to be the property of the publisher and/or sender, and as such are copyrighted. Information cannot be distributed or copied without permission. *CQ(Local)*

## Security

### **The following are considered inappropriate use of the network:**

Any student who reveals his/her personal home address, home phone number, or the phone number of any other individuals will lose computing privileges. Personal signatures on an E-mail must use the school address only. Parent(s)/guardian(s) and the campus administrator or designee must be notified **immediately** if any individual is trying to contact a user for illicit, illegal, or suspicious activities.

Using another individual's account and password is forbidden. Anyone letting someone else use their account and password will lose his/her network privileges.

You are responsible for the protection of your password. Do not give your account name and/or password to **ANY** other individuals. If you suspect others are using your account, notify your Campus Technology Contact or teacher immediately.

Attempts to logon to the Internet as a system administrator, or to perform system administration tasks will result in cancellation of user privileges.

Any user who is a security risk, or having a history of security problems with other computer systems, may be denied access to district network resources.

Anyone illegally obtaining access to and using other computer systems may be the focus of state or federal investigation and prosecution. Applicable state statutes are *Section 16.04, Unlawful Access to Stored Communications*, and *Section 33.03, Breach of Computer Security*.

If unacceptable or illegal activities take place using your account, you will be held responsible, regardless of whether you personally took the actions. Such activities may result in the loss of your access to the district Electronic Communications System and equipment, and/or other disciplinary actions.

Anyone knowingly having, transporting, or distributing any computer virus will **immediately** lose access to the Internet and all district computer resources.

## **The World Wide Web**

The district has created a World Wide Web server that will provide individuals with an Internet account, access to information about the district, and network programs. Students do not have permission to create home pages or directories without teacher review and approval.

Student home pages may not be posted on the district server without teacher review for content and linkages. Approval must be obtained from the principal and the designated Webmaster prior to posting a student page on the World Wide Web. Student work will be published under the direction of the supervising teacher, and with the acquisition of a signed release form from the student's parent(s) and or legal guardian.

## **Guidelines for Safe Use of Computing Resources**

The possibility of encountering objectionable material does exist and the district is not able to completely prevent access to such material. Efforts are made on a regular basis to block objectionable sites. **However, if a student accesses information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform a teacher, librarian, Campus Technology Contact, or Technology Director.**

Using electronic information resources can be of great educational benefit. Students can meet people from all over the world, ranging from scientists to students from other countries. Keep in mind that you cannot see whom you are talking to on the Internet. People may, and often do, misrepresent themselves. Mount Pleasant ISD will take every precaution to supervise student use in order to ensure that Internet access is a positive educational experience. However, many students may also access the Internet from home facilities as well. In order to ensure your safety and positive outcomes from Internet access, MPISD strongly recommends students follow the guidelines that are provided at home, as well as school.

## **Copyright**

*EFE (Local)*

Many people don't realize the legal ramifications of copyright violations. According to the Texas Association of School Boards, the law no longer requires the owner of a work to put a "©" on it to give notice of the copyright. Therefore, one should probably assume that the use of anything on the internet or World Wide Web is restricted unless the author gives notice that it is not. If you are not certain of copyright, do not copy it.

The same can be said for information posted on district web pages. Individuals creating web pages must take extra precautions to prevent the inclusion of copyrighted materials without giving proper credit to the creator of the material.

## **Disclaimer of Liability**

*CQ(Local)*

The district shall not be liable for user's inappropriate use of the district Electronic Communication System. This includes, but is not limited to, violations of copyright restrictions or other laws, user's mistakes or negligence, and costs incurred by users. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. A guiding factor in defining what is obscene may be what is appropriate in a school setting.

[For additional information, see policy CQ.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades six through eight will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them for attendance at a college, university, or training school, or for pursuit of some other type of advanced education,. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **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 stop by the reception desk and leave his/her name with the receptionist. She will let the counselor know you want an appointment, and you will be called when there is an

opening. DO NOT wait around for your appointment. You will be counted as absent from class.

#### Counseling and Guidance Program

Contact your school counselor for more information about the campus guidance curriculum.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent. Parental consent is not necessary when a psychological examination, test, or treatment is 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 Taken the Course***

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

[For further information, see the counselor and policy EEJA.]

#### ***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 2015–2016 school year can be obtained from the school office.

A student will earn credit with a passing scored of at least 90 on the exam.

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 not 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-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 and the 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 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 such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

[For further information, see policies FM and FO.]

## ***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. 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 grades 7-8, 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 three of the following areas: language arts, mathematics, science, and social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessment of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day STAAR is administered the first time.

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment in English or Spanish.
- 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 order to be promoted to grade 9, students enrolled in grade 8 in the 2015–2016 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a 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.]

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

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.

## ***SPECIAL PROGRAMS***

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

## **GIFTED AND TALENTED**

Students identified as gifted and talented participate in a program that provides learning opportunities emphasizing one or more of the four core content areas. Teachers, counselors, parents, or other interested persons may nominate students for GT. Nomination packets are available in the school office. Data collected through both objective and subjective assessments shall be used to determine individual eligibility for the program. Written parental consent shall be obtained before any special testing is conducted. Parents shall be notified in writing upon selection of the student for the gifted program. Questions about the gifted program should be directed to the school counselor.

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

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

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 his or her rights if the parent disagrees 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*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Lisa Cota at 575-2110.

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **CURRICULUM REQUIREMENTS**

### **7<sup>th</sup> AND 8<sup>th</sup> GRADE REQUIREMENTS**

Two (2) year program for seventh and eight grade.

Twelve (12) units will be required for students to be promoted to the ninth grade.

See requirement below for each grade level:

<b>Seventh Grade</b>		<b>Eighth Grade</b>	
Courses	Required Units	Courses	Required Units
Language Arts	1	Language Arts	1
Literature	1		
Life Science	1	Earth Science	1
Mathematics	1	Mathematics	1
Texas History	1	U.S. History	1
Physical Education	1		

Yearly Average: First semester mark plus second semester mark divided by two. A student will receive full credit if the yearly average is 69.5 or more. If the average is less than 69.5, the student will fail the subject. **STUDENTS WHO FAIL MORE THAN TWO CORE CLASSES WILL BE RETAINED.**



## **SECTION III GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on 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.

### ***QUICK REFERENCE:***

#### **Where to look when you need information about...**

- Attendance page 42
- Makeup work page 43
- Communicable diseases/conditions page 44
- Health-related matters page 46
- Freedom from discrimination page 46
- Conduct page 48
- Disruptions page 49
- Law enforcement agencies page 50
- Distribution of published materials or documents page 51
- Dress and grooming page 52
- In school suspension page 54
- Student fees page 54
- Fund-raising page 55
- Immunization page 55
- Pledges of allegiance and a minute of silence page 56
- Prayer page 56
- Safety page 56
- Emergency school-closings information page 58
- School facilities page 58
- Searches page 60
- Transportation page 61
- Video cameras page 62
- Visitors to the school page 62

## **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. They are discussed in the following sections:

### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespass.

If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading 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.

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

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

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

### **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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled 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 a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

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

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

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. [For further information, see policy EIAB.]

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

## **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, 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 FOCA.]

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. [See policy FEA.]

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.

## **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 can be alerted.

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

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains,

and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## ***HEALTH-RELATED MATTERS***

### **School Health Advisory Council**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

### **Vending Machines**

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

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

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

#### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the superintendent at 903 575 2000.

#### **Pest Management Plan**

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 Mr. Mike Worrell at 903-575-2089.

## ***FREEDOM FROM DISCRIMINATION***

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or

substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office [or on the district's Web site].

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

### **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

### **Investigation of Reported Harassment**

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 will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment 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.

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

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

Mount Pleasant Independent School District 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: Mr. Judd Marshall at 903 575 2000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Mike Lide at 903 575 2000.
- All other concerns: See the superintendent Mr. Judd Marshall at 903 575 2000.

### **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: 903 575 2000
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: 903 575 2000

### **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Student Fees** on page 54 and contact Mrs. Marilyn Logan at 903 575 2079.

## ***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 the standards. Students need to 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, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district’s policy manual.



## **Disruptions**

As identified by law, disruptions include the following:

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

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

Students are not permitted to use such items **in class** as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, unless prior permission has been obtained from the classroom teacher. If permission is given by a class teacher to use such a device in that class, the student must put the device away before leaving the class and returning to the hallway. Music devices/phones may be used outside or inside the cafeteria. No electronic devices or headphones are permitted in the hallway. Students will be disciplined for having electronics visible in the hallways.

For safety purposes, the district permits students to possess cell phones; however, **cell phones should be silenced during the school day.**

Repeated offenses of inappropriate use may result in confiscation of a device.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

[See policy FNCE.]

## **Social Events**

School rules apply to all school social events. Guests are not allowed to attend school sponsored social events.

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

## **Important general rules**

What to do in case....

1. You are hurt or ill—Go to the Nurse’s Office and he/she will call your parents if necessary.
2. You have been absent—Go to the student office.
3. You need to leave school—Go to the front office to check out.
4. You have lost a book—Pay for it in the Assistant Principal’s Office and get a new one.
5. You want advice about schedules, personal problems, etc—Go to the student office during the passing period and sign up for an appointment. The counselor will call you when an appointment comes open. Do NOT wait around; the Counselor will send for you.
6. You want a copy of your grades—Go to the Registrar’s Office.
7. You change address, telephone number, marital status, or guardianship—Go to the front office and have the change made.
8. You want to withdraw from school—Bring your parent or legal guardian to school. Go to the Registrar’s Office to get your withdrawal form.

## ***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 cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been 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 was 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, The Roaring Times, and the yearbook, are available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 27]

### **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 nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the walls above the drinking fountains as the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

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

### **Nonschool 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 nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for 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.

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

### ***DRESS AND GROOMING***

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

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing

or grooming that in the principal's judgment may reasonably be expected to cause disruption or interference with normal school or classroom operations.

Boys' pants will fit at the waist (belts may be used to keep pants at the waist). Students may not wear "cut-offs" or other un-hemmed garments. When wearing jeans, skin should not be visible above the knee. Leggings, tights, jeggings, or any garment such as these are not allowed at M.P.J.H.

Students are not permitted to wear very tight, very loose, very short, revealing clothing. Examples: biker shorts, mini-skirts, TANK or CROP tops, and sagging clothing. Shirts must be long enough that no skin is revealed below the hem of the shirt when arms are raised above the head, or when the student is seated. Shorts and skirts must be no more than three inches above the knee. Low cut revealing necklines are prohibited. No house shoes/slippers are allowed except on designated days. No pajama pants or shirts are allowed except on designated days. No cutout or lace-up clothing is allowed.

Boys and Girls clothing must have sleeve to the top of the shoulder. No backless clothing is permitted if skin is revealed. Shirts that hang off the shoulder are not permitted.

Clothing advertising or picturing drugs, alcohol, or tobacco, as well as clothing with vulgar or suggestive language with double meaning is not allowed. Clothing deemed distasteful, disruptive, or gang related will not be allowed.

A student's hair must be neat, clean, and moderate in style.

- Extreme hairstyles and hair colors are not acceptable. Hair colors that are not natural are not allowed
- Hair pick's will not be allowed.
- Facial hair must be neat and closely trimmed.
- Noisy or distracting jewelry or accessories may not be worn.
- Earrings should be limited to the ears and not be distracting like nose rings, tongue rings, etc.

Hats, caps, hoods, and headbands are not to be brought on campus except when medically required. Bandanas are not allowed on campus. Sunglasses may be worn inside only when prescribed by a physician or eye doctor.

### **Violations of dress code**

If the principal or principal's designee determines that a student's grooming violates the dress code, the student shall be given an opportunity to contact a parent. If the parent is unavailable clothing will be issued if it is available. Students who choose to violate the dress code also choose to take the responsibility for these actions. The student will be placed in ISS until the violation is resolved. Decisions for appropriate dress are to be made by the student prior to arrival at school. Therefore, in order to make our students accountable for their decisions they will NOT be eligible to secure clothing from a source

other than parent or an administrator. Principal's discretion will be the ultimate determination.

### ***IN SCHOOL SUSPENSION (ISS)***

ISS is a program with structured assignments relative to the offense that resulted in placement. Academic assignments will be completed prior to return to the classroom.

#### **ISS rules**

1. Students assigned to ISS are NOT allowed to associate with other students while on campus.
2. When arriving before school, students should go directly to the rotunda and wait for the ISS supervisor.
3. While in ISS, there should be NO talking. Students should sit at their desks and work on assigned tasks. If they need help, they should raise their hands and ask the supervisor for assistance.
4. After students finish their ISS assignments, they need to present notes to their teachers to show they have been released before they will be admitted back into the classroom.
5. Students will have half the day to complete school assignments. The second half of the day will be spent addressing academic growth on a computer based program.

### ***STUDENT FEES***

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

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

- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Outdoor Adventure \$40.00 fee
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 61.]
- 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 principal. [For further information, see policy FP.]

## ***FUND-RAISING***

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies FJ and GE.]

## ***IMMUNIZATION***

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's

opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Department of State Health Services Web site: [http://www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm)]

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

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

A minute of silence will follow recitation of the pledges. Each 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 encourage, require, 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 ensuring 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 any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## ***Accident Insurance***

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



## **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.

## **General Procedures:**

1. Remain calm at all times during an emergency.
2. Report any emergency situation as soon as possible to an administrator.
3. Take roll in any emergency situation. Know who you are responsible for. Make anyone who takes responsibility for a child, sign them out. Record the time the child left your care.
4. Anyone who is in the hall in an emergency must immediately report to a safe room (one with a smiley face above the door).
5. Teachers in safe rooms must check the monitor before allowing anyone access to the room in an emergency situation.

## **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 would 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 an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

Emergency school closing will be advertised on KLAKE 97.7 FM.

## ***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 7:15 a.m.

- Cafeteria
- Outside in front of the building
- Library for academic purposes only

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. Parents may contact the school to have their child sent out to their vehicle at 903-575-2110.

## **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 rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor.

## **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a student planner to be outside the classroom for any purpose. Students are expected to move from class to class as quickly as possible and will be held accountable for arriving to class in a timely manner.

## **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 the cafeteria manager 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.]

All lunches will be eaten in the cafeteria, sack lunches included (unless students have been selected to participate in special programs where lunch is brought to them). Students should move through the serving lines as quickly and quietly as possible, and should not cut in line. Students should leave their tables clean and in order. Lunches should be paid for in advance or at the serving line.

Food and drinks must be consumed in the cafeteria and are not to be carried outside or into the halls at any time. Students found with food or drinks outside will be referred for disciplinary action. The cafeteria is considered to be a restaurant and manners appropriate to a restaurant are expected.

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times with a teacher permit:

7:15 am – 4:00 pm Monday – Friday

The library has approximately 9,000 volumes. Books may be checked out for two weeks at a time unless special arrangements are made with the librarian.

Students are responsible for any change in condition of the book when it is returned. Book fines are \$0.05 a day, not counting the date due, but counting the day fines are paid. Holidays, Saturdays, and Sundays are not days counted on fines. If a book has been paid

for and then found, a refund will be given less the amount of the fine charged not to exceed \$3.00.

Utilization of the library during the school day will be through scheduling of classes. Students who wish to use the library should do so before or after school. Passes to the library should be obtained from a teacher who has knowledge of the work students need to do.

### **Meetings of Noncurriculum-Related Groups**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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

### **Vandalism**

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

### **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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Lockers are issued upon request.

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 board policy, whether or not a student is present.

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

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. Students at Junior High are not allowed to drive vehicles to campus without proper licenses. [See also the Student Code of Conduct.]

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

## ***TRANSPORTATION***

### **School-Sponsored Trips**

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

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 903 575 2090.

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, 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.
- 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.

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

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

### ***VIDEO CAMERAS***

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.

### ***VISITORS TO THE SCHOOL***

#### **General Visitors**

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

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

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

### ***TELEPHONES***

Telephones in classrooms are not for students use during the day. Teachers have been instructed to send students to the student center to use the phone. Students who are caught using the phones without permission will be referred for disciplinary action. Students who have an emergency should report to the student center and sign up to use the phone.

### ***BUILDING AND HALLS***

The principal's office will be opened at 7:30 a.m. Students will not be permitted to roam the halls and rooms before classes in the morning time. Students should not be in the halls during classes without a signed PIF or student planner. Students should stay away from areas where classes are in session during their lunchtime. Students may be in the hallway to attend tutorial sessions. A note is required to attend.

### ***ASSEMBLIES***

There will be several assemblies during the year. Most full school assemblies will be held in the gym. Students will be seated in the bleachers.

Students will be required to sit with their classes. Students will sit with their teachers in designated areas. Eighth grade students will sit in a section separated from the seventh grade. Teachers will provide students with seating information prior to each assembly. During the football season, time for regular pep rallies will be announced. True

reflections of school loyalty and good training are measured by your behavior in assembly. You must attend the pep rally or stay in an assigned area. Assembly etiquette to be observed by students:

1. Go immediately to gym when called.
2. Go promptly to assigned seat.
3. Listen carefully and respectfully to assembly programs.
4. Wait for the formal dismissal by the person in charge at the conclusion of every assembly.

## ***DRIVING A BICYCLE OR MOTOR VEHICLE***

1. Only bicycles and motorbikes may be ridden to Junior High School. Students must register their motorbikes in the office to be permitted to ride them to school. They must have in their possession a legal driver's license.
2. Students must lock the bicycle or motorbike when they get to school and leave it parked until school is out and they are allowed to leave.
3. Students must obey all traffic laws concerning driving safety and courtesies as they are applied on the streets and highways of the State of Texas.

When students break the above regulations, they are subject to having the privilege of riding their bikes to school taken away. The school will not be responsible for bicycles or motorbikes ridden to school.

Skates and skateboards are not allowed on campus. Skates and skateboards will be confiscated. The administrator will meet with parents to return these items.

## ***ELECTIONS***

### **General procedures**

1. The principal or designee and the Student Council Sponsor will be in charge of elections.
2. Voting will be completed through classes.
3. Ballot position will be according to alphabetical order.
4. Votes will be counted by members of the faculty and the Student Council. Results and ballots will be carried to the Principal's Office for verification and storage.
5. No student can receive more than one position, excluding Class Officer, Student Council Officer, and Cheerleader.

### **General requirements**

1. CLASS OFFICERS
  - a. Students will self-nominate.
  - b. Students must have a "B" average (80) the semester preceding.

## ***MARRIED STUDENTS***

Students married at the time of enrollment in a school unit of the Mt. Pleasant ISD, or who marry while enrolled in Mt. Pleasant Schools, have the same obligations and responsibilities and are subject to the same policies, rules, and regulations as unmarried students. Upon adherence to these policies, rules and regulations, married students may participate in any school extra curricular activity and hold any office, elected or appointed, while in the Mt. Pleasant Schools.

## ***FORMING A CLUB***

1. A group of at least 15 students must be organized to form a club.
2. An interested teacher must be found for the sponsor of the club.
3. A constitution must be written for the club.
4. A meeting place must be found and a time for meetings chosen.
5. A charter petition must be obtained from the student council, filled out and returned to the Student Council.
6. The club must be approved by the Administration.
7. When all necessary steps toward its existence have been finalized, the club is not chartered by the Student Council.
8. No one shall be excluded from membership due to race, creed, or color.

## ***GROUNDS AND BUILDING APPEARANCE***

The outward appearance of a school is an indication of what is happening inside the school. Since the goal for Mount Pleasant Junior High School is excellence, then our facility should reflect excellence. This requires the cooperation of all stakeholders and a proactive attitude toward our school. Together we can achieve our goal of excellence.



# **MPJH ATHLETIC HANDBOOK**

## ***ATHLETIC GOALS AND OBJECTIVES***

### **Major Goals**

- To teach the athlete values that will make them more productive in adult life.
- To help each athlete reach their full potential in their sport.

### **Other Specific Goals**

- To develop the athlete's quickness, strength, speed, agility and endurance.
- To learn teamwork.
- To learn sportsmanship in victory as well as defeat.
- To enjoy the camaraderie of team sports.
- To experience dedication, commitment and hard work.
- To obtain the ability to withstand pressure.
- To learn to be punctual and organized.
- To learn to be self disciplined and be mentally tough.
- To develop a positive attitude.

## ***POLICIES***

### **Responsibilities**

The Athletes represent Mt. Pleasant's finest and they should compete to the best of their ability in every event in which they participate. The Athletes' competitiveness, attitude, conduct and appearance in the athletic competition will contribute greatly to a school pride. The athlete must be responsible in use of school facilities, equipment and uniforms. When we compete against other schools, we not only represent our school and ourselves, we represent the town of Mt. Pleasant.

### **Academics**

A good athlete becomes a good student by working as hard in the classroom as on the athletic field. The athletes should be positive leaders at school as well as in athletic competition. The athlete must pass all classes to meet the UIL academic guidelines to be eligible for competition. The coaches will counsel the athlete when needed. The athlete will be solely responsible for their grades.

## **Attendance**

The athlete should know when their practice and games are scheduled and make every effort to avoid conflicts. Coaches should be notified immediately when a conflict does arise. The athlete must be in attendance for at least half of the school day in which they participate in an athletic event. Missing a game or practice without a good reason is inexcusable. Be on time. If an athlete decides to quit, they should talk to the head coach of that sport, and turn in all athletic equipment.

## **Uniform**

The athlete is responsible for their equipment. Proper attire should be worn in workouts and games. Any unnecessary item that does not serve a purpose or draws attention may not be worn.

## **General misconduct**

Profanity, disrespect, and disruptive behavior are examples of conduct that is not acceptable. Good citizenship is expected. **Stealing from teammates will not be tolerated.**

## **Discipline**

The athlete will be disciplined when breaking rules or policies. The discipline will depend on the severity or the recurrence of the violation. Types of discipline will include:

- \*1. Conference with Coach
- \*2. Extra running
- \*3. Tiger Reminder – running and pushups
- \*4. Probation
- \*5. Suspension from games
- \*6. Suspension for the rest of the season
- \*7. Removal of athletic privileges
- \* 8. Corporal Punishment

## **Transportation**

The athlete must ride to and from out of town games on school transportation. If the parents wish to transport their child for a special reason, they should inform the coach in writing prior to leaving for the event.

## **Injury**

It is important that the athlete and parents know that it is very possible for an athlete to become injured while participating in athletics. Proper training will prevent some injuries, but of course some injuries are unavoidable. The catastrophic injury can happen in athletics. Paralysis and death have occurred as a result of participating in athletics but are rare occurrences. Most injuries that occur are minor. All injuries should be reported to the coach as soon as possible.

## **Insurance**

Supplementary insurance is provided by the school district for all athletes while participating in school athletic activities. It most often will not cover the total cost of a doctor's bill. Athletes are advised to have other insurance.

## **Requirements for participation**

1. Meet all eligibility requirements of the UIL.
2. Satisfy all rules and policies of the Mt. Pleasant I.S.D.
3. Have permission from the coach of that particular sport.
4. Have passed a current physical exam in the 1<sup>st</sup> and 3<sup>rd</sup> year.
5. Understand and abide by athletic policies.
6. Have read and signed the acknowledgment of receipt of Athletic Handbook form.

**Have an emergency card on file.**

## 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.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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

**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 disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction 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 for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide 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 DAEP, ISS removes the student from the regular classroom.

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

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district

as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

**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.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a 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.

**STAAR** is short for the State of Texas Assessment of Academic Readiness and Skills, the state's current standardized achievement test given to students in certain 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.