

**MOUNT PLEASANT HIGH SCHOOL  
STUDENT HANDBOOK**



**2020-2021**

**Success for ALL Students!**

If you have difficulty accessing the information in this document because of disability, please contact the district at [cjohnson@mpisd.net](mailto:cjohnson@mpisd.net) 903-434-8750.

**Mount Pleasant High School  
2110 N. Edwards St  
Mount Pleasant, Texas 75455  
903.575.2020**

# **Mt. Pleasant Independent School District**

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**Sophomore Counselor:** Dawn Trickey

**Freshmen Counselor:** Jerilyn Goolsby

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## PREFACE

Students and Parents:

Welcome to school year 2020 – 2021. For this new-year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Mt. Pleasant 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 four sections:

**Section 1** – Important Information for Parents – with information all parents will need about assisting their child and responding to school – related issues;

**Section 2** – Curriculum-Related Information – providing information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities;

**Section 3** – General Information and requirements – describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

**Section 4** –Glossary: Schedules and Forms - testing and class schedules, plus various parental letters.

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

Both students and parents must be familiar with the Mt. Pleasant ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document may be found as a separate document sent home to parents along with this handbook and in addition available for review at [www.mpisd.net](http://www.mpisd.net).

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 strongly recommend that you review the entire handbook with your 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, a counselor, or the principal. Also, please complete and return the parental acknowledgment and consent opt/out forms so that we have a record of your choices listed.

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the



district administration office or online at [www.mpisd.net](http://www.mpisd.net)

### **Accessibility**

If you have difficulty accessing this handbook because of a disability, please contact Echo Johnson, Assistant Principal-SpEd, [cjohnson@mpisd.net](mailto:cjohnson@mpisd.net), 903-434-8750.

## **SECTION I: IMPORTANT INFORMATION FOR PARENTS.**

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

### **YOUR INVOLVEMENT AS A PARENT IS WELCOME**

#### **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. 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 that 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.
- 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 575-2020. The teacher will usually return your call or meet with you during his/her conference period or before or after school. E-mail requests for conference can be made through the High School web site.
- Becoming a school volunteer.
- Participating in campus parent organizations. Parent organizations include Booster Clubs for:
  - Athletics, band, choir, Tiger Dolls, cheer, and theater.
  - Offering to serve as 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 BQA and BQB, and contact MPHS principal at 575-2020.
  - Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA.]
  - Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

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

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

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

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison, Todd Burns, counselor, can be reached at [tburns@mpisd.net](mailto:tburns@mpisd.net) and/or 903-575-2020 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support** listed below.

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

### ***Mental Health Support***

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns on an as needed basis per student:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

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 psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

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. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** on page 10 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page **Error! Bookmark not defined.** for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 11 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page **Error! Bookmark not defined.** for board-adopted policies and administrative procedures that promote student health.

### ***Physical and Mental Health Resources***

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The Mt. Pleasant High school nurse, Dusty Petite, at 903-575-2020.
- The Mt. Pleasant High School Mental Liason, Todd Burns, at 90-575-2020

### **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 US Department of Education – that concerns: A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

- 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 with which the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and

ministers.

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

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

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- 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 any other method of communication, you must notify the principal in writing.

Teachers may display students' work, **which may include personally identifiable student information**, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, **original videos or voice recordings**, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

### **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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to you 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:
  1. Attendance Records
  2. Test Score Information
  3. Grade Records
  4. Disciplinary Records
  5. Counseling Records
  6. Psychological Records
  7. Applications for Admissions
  8. Health and Immunization
  9. Other Medical Records
  10. Teacher and Counselor Evaluations
  11. Reports of behavioral patterns
  12. State Assessments Instruments that have been administered to your child
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - when it is to be used for school safety;
  - when it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - when it relates to media coverage of the school.
- The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.
- 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 moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence and policy EC.]
- To request that your child be excused from reciting a portion of the text of 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 who 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 for information. [See policy FDB] [See Bullying on page 43, and policy FFI(LOCAL).]
- 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 or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

### **Requesting Classroom Assignments for Multiple Birth Students**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. [See FDB(LEGAL).]

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

### **GRADING GUIDELINES**

In grades 9-12, achievement is reported to parents as Six-week Report Cards. Mt. Pleasant High School is concerned with the effective educational development, performance, and achievement of all its students. In order to assess progress within these areas, an effective grading and reporting system is necessary. Such a system should provide both students and parents with appropriate information concerning educational performance and progress. The school district, therefore, establishes a grading and reporting system made up of the following elements:

- The basic consideration for grading is that of assessing the student's ability to function and achieve in relation to the mastery of the Texas Essential Knowledge and Skills/End of Course Examinations as prescribed by the state and local school district for the

various grade levels and/or subject areas.

- Student performance will be assessed through a variety of procedures such as written tests, daily work, oral recitation, assigned projects, classroom participation, and other forms of assessment.
- Since grading of student performance is of major importance, school personnel should exert maximum effort to maintain effective communication between the campus and the parent/guardian.

## Assignments & Make-up Work

- Assignments are due on a designated date. The student's work is due to the teacher at this time. A major assignment will be made at least 3 weeks before the due date and will include a sample of good work. The assignment will also include intermediate steps to be completed and checked at intervals of no more than two weeks. Assignments may be accepted early.
- Students will have one day to make up work for each day absent, with a maximum of ten days, before make-up work is due. Work assigned prior to the absence and due on the day of the absence is due the day the student returns to school. It is the student's responsibility to request missed assignments.
- A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.
- For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the Texas Essential Knowledge and Skills/End of Course Examinations or in meeting subject or course requirements. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- Students absent on the day of a test must take the test **THE DAY** they return to school. Students will not be able to make up tests during other teachers' class times. It is at the teacher's discretion when a student makes up a test.

## Cheating/Plagiarism

Cheating is defined as giving or receiving information on a test or submitting duplicate work for class or outside assignment. Any student involved in an instance of cheating will have his/her paper taken and a grade of zero given. The teacher will contact the student's parent.

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the consequences are the same.

## MPHS TESTING POLICY

Students will be required to move personal items (backpack, trapper keeper, etc.) to the front of the classroom, check any electrical device (phone/tablet/watch) into their teacher for the duration of the exam, and follow the other testing guidelines of the classroom.

**Academic Dishonesty/Cheating:** Students found to have engaged in academic dishonesty will be subject to disciplinary penalties. Broadly defined, academic dishonesty/cheating occurs any time that a student knowingly submits work under his/her own name that was obtained through the efforts of someone else. Common examples would include, but are not limited to, the following:

- Copying from another student's paper
- Using unauthorized information while taking a test (cheat sheet)
- Paraphrasing someone else's homework
- Giving information to another student to complete assignments
- Obtaining or giving answers during a test
- Securing a copy of a test to study and/or using the information on a test
- Talking during a test
- Knowingly checking another student's work incorrectly during routine class procedures
- Copying book jacket summaries for book reports (plagiarism)
- Submitting work completed by someone else (parents, other adults, other students)
- Using information obtained through the Internet or other resources without appropriate documentation.

## Final Exams

Any student who meets the passing standard on a state assessment will be exempt from their final exam in that subject area, as long as the exemption does not cause the student to fail the class for the semester. Students have the option to take the final exam to improve upon their grade, but the higher grade will be recorded. **NO FINALS ARE GIVEN PRIOR TO THE SCHEDULED DATES.**

## Grading Procedures

Grades are determined and credit awarded based on student mastery of the Texas Essential Knowledge and Skills/End of Course Examinations. Six-week grades will be determined as follows:

- For Pre Advanced Placement, and Advanced Placement courses, tests weigh **75%** of the total grade. At least 3 tests will be given during a grading period.
- For Regular courses, tests weigh **60%** of the total grade. At least 3 tests will be given during a grading period.
- If the first semester course is failed, it may be averaged with the second semester to get the final course credit.

## Grading Scale

90-100 = A, 80-89 = B, 70-79 = C, 69 and below = F

Legibility of work, spelling, and correct use of language are stressed in all subject areas. These are important basic skills that become part of the teacher's evaluation of student work. Students transferring to Mt. Pleasant High School with letter grades on their transcripts will have their grades converted to the following numerical equivalents: A = 95, B = 85, C = 77,



D = 72, F = 65.

## Honor Roll

Honor roll is determined by nine weeks marking period grades. A student must be a full-time student to be eligible for the honor roll. To qualify for the A Honor Roll, a student must make A's in all courses taken for each six weeks. To qualify for the A-B Honor Roll, a student must make A's and B's in all courses taken for each six weeks. The actual grade earned is reported on the report card and official transcript.

## Semester Grades

The final test given at the end of the first and second semesters will be a comprehensive examination covering the student expectations prescribed by the state and district for the combined nine-week periods. Semester Exams are 1/7 of the semester grade. The final examination schedule will be posted each semester. The calendar for the year is included, so that students and their families are aware of these important dates and can use them in planning. **NO FINALS ARE GIVEN PRIOR TO THE SCHEDULED DATES.** An illness, verified by a doctor's note, or administrator approval, are the only acceptable reasons for a student to be absent from a semester final examination.

## Medicine at school

- District employees will not give student prescription medication, nonprescription medication, herbal substances, or dietary supplements, with the following exceptions:
- Authorized employees, in accordance with policy FFAC, may administer:
- Prescription medicine provided by the parent, along with a written request, and in the original, properly labeled container.
- 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 provided by the parent, along with a written request, and is in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
- 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.

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

A student with asthma who has written authorization from his/her parent and physician or

other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

### **Nurse/Clinic**

A student is allowed in the clinic only with a permit except in emergencies. In cases other than an emergency if a student does not have a permit, he/she will be required to return to class and will receive an unexcused tardy if late to class. All accidents occurring at school and requiring the services of a physician or an absence of one half day or more from school must be reported to the clinic the day of the accident. Accidents are reported to the principal's office.

In the event of a sudden illness or emergency, a student should report to the clinic. The school nurse or administrator will contact the student's parent to make arrangements for him/her to leave school. A student who leaves the campus due to illness or injury without reporting to the clinic will be considered truant.

All students are issued an Emergency Health Card and parents are asked to complete this form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary, such as; special health concerns of the student or even change in telephone number. As mandated by state law, vision, hearing and spinal screening services are conducted throughout the school year. Upon each visit to the Nurse's Office, the nurse will take students' temperature, pulse, and blood pressure.

### **Psychotropic Drugs**

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

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood – or behavior – altering substance. [For further information, see policies at FFAC.]

### **Release of students from school**

Because class time is important and required by law, please try to schedule all doctor's appointments, 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/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

### **Late Arrival to School**

A student who is tardy may be assigned disciplinary consequences. Repeated instances of tardiness can result in more severe disciplinary action and/or loss of credit for daily attendance. A late arrival of 15 minutes or more counts as an absence for the class period being late too. [See Attendance for Credit.]

### **Withdrawal from School**

A student under 18 may be withdrawn from school only by a parent/ guardian who enrolled the student. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent in the counselors' office with the campus registrar.

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 assure 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 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.

Please plan for a minimum of 1 to 2 hours to complete this process

### **Report Cards/ Progress Reports**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents once every grading period. These will be distributed during the school day.

At the end of the [first three weeks of a grading period OR during the fourth week of a nine-week grading period], parents will receive a progress report if their child's performance [in any course/subject area OR 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.

Teachers follow grading guidelines approved by the principal/superintendent that have been 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(LOCAL).]

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). A student may 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.

### **Standardized Testing: College Requirements**

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, most students must take an assessment test, such as the TSI.

#### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

**Note:** These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

#### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that freshmen-level students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

### **State Mandated Assessments Tests**

Students will take state assessment tests in the following subjects:

- EOC in Algebra I, English I, Biology, English II, and United States History
- Any other subject and grade required by federal law. [See policy EKB(LEGAL).]

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in

a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

### **Steroids**

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

### **Student/Parent Complaints and Concerns**

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

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

### **Student Records**

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and "eligible" students' 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.

The law specifies that certain general information about the MPISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- Student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address.

Release of any or all directory information regarding a student 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.

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 as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law 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 district must 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.
- The principal or superintendent is the custodian of all records for currently enrolled students at the assigned school. The principal or superintendent is the custodian of all records for students who have withdrawn or graduated.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent’s office is:	The address of the Principal’s office is:
P.O. Box 1117	P.O. Box 1117
Mt. Pleasant, TX 75455	Mt. Pleasant, TX 75456-1117

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) 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 defined by policy FNG. [See Report Cards/Progress Reports and Conferences and Student or Parent Complaints and Concerns 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.

**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.

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

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

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

### **ACADEMIC PROGRAMS**

The school counselors provide students and their parents' information regarding academic programs to prepare for higher education and career choices. [For further information, see policies at EIF.]

### **ACCOUNTABILITY**

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by the No Child Left Behind Act.

Information about all of these can be found on the district's website at [www.mpisd.net](http://www.mpisd.net). Hard copies of any reports are available upon request to the district's administration office. TEA also maintains additional accountability and accreditation information

### **Advanced Placement**

It is the philosophy of MPISD that all students are encouraged to have high expectations. Therefore, MPHS follows an open Pre-AP/AP enrollment policy. Any student wishing to attempt the Pre-AP/AP coursework is allowed to do so. An Advanced Placement (AP) course is a college-level course taught on a high school campus by a high school teacher for a high school grade. The purpose of a Pre-AP/AP course is ultimately to prepare the student for the AP Exam in that field of study.

The Advanced Placement (AP) Program is sponsored by the College Board and administered by Educational Testing Service. Students can receive high school credit, college credit, or both by taking an AP Exam. Students may take the AP class and not take the exam. Numerous colleges and universities participate in the AP program. Each college or university determines its own credit and placement policy. MPHS offer Pre-AP/AP courses in the areas of Language Arts, Math, Science, Social Studies, Languages Other than English, and Portfolio Art.

## **AWARDS AND HONORS**

### **Blanket Awards**

Blanket awards will be given annually and will be limited to one per student per class. In each of the content areas an award will be given to the student with the highest grade average in each subject area, and when applicable, grade level. For example, freshmen will be eligible for the English 1 award, but foreign language and CTE awards are not grade specific.

Teachers in each content area nominate students. In the event of two or more teachers' teaching the same class or a tie of students with identical grade point averages, the recipient of the award will be determined by criteria established by each department. Criteria for adding courses to blanket awards are: no award will be given for a one-semester course and each award will need the approval of the Principal.

The requirements to receive a Blanket Award are:

- Student must be currently enrolled in the course for which the award will be given and have received grades for each of the four required six weeks grading periods from MPHS.
- Students enrolled in the highest track of each course are the only students eligible for the award. Advanced classes are higher than recommended and basic classes.
- Students are not eligible for an award in a class that is being repeated.
- Student must have an average of 85 or better in the course in which the award will be given. This average will be determined by using the grades from the first four grading periods and the first semester exam. Additionally, a student must be passing all of the courses in which he/she is enrolled.



- Additionally, any student with violation(s) of the Code of Conduct will be disqualified even if all other qualifications are met.

### **Honor Graduates**

To be eligible to be a MPHS Honor Graduate students must be in the top 10% of their graduating class.

### **National Honor Society**

The National Honor Society is an organization of students who have performed at a prescribed level set by the Faculty Council. However, cumulative weighted grade point averages are **ONLY** one part of the membership requirements. Students must meet certain service standards, as well as character standards, as exemplified in behavior and personal conduct both on and off campus. A student may be in NHS and not be an honor graduate, as long as they meet the **weighted** cumulative GPA of 5.10. The NHS inducts students who meet the criteria in their junior or senior year during the fall semester and newly qualifying candidates during the spring semester.

### **National Technical Honor Society**

The National Technical Honor Society is the acknowledged leader in the recognition of student achievement in career and technical education. Society membership is extended to students enrolled in a coherent sequence of Career and Technology education courses who have earned a weighted grade point average of 5.10. Students must also meet service requirements, class load requirements, behavior requirements in school, and personal conduct requirements in all life phases. The NTHS inducts students who meet the criteria in their junior or senior year

### **Texas Scholar**

The MPHS Texas Scholars Program – Is designed to recognize students who exhibit excellence through academics and community service.

#### **Texas Scholar Requirements**

Distinguished High School Program along with 8 hours of community service each year **or** Foundation High School Program with Distinguished Achievement and one Performance Acknowledgement along with 8 hours of community service each year.

The community service hours cannot be the same hours used for other organizations on campus such as NHS, NTHS, or Student Council

### **Career and Technology Programs**

The District offers career and technology programs in Agriculture Mechanics, AgriScience, Horticulture, Business, Marketing, Computer Information Systems, Computer Programming, Construction Technology, Electrical Trades, Building Maintenance, Cosmetology, Family & Consumer Sciences, Culinary Arts, Graphic Communications, Health Science Technology, Media Technology, Auto Mechanics, and Technical Education Engineering/CAD. Admission to these programs is based on grade level and prerequisite courses.

## Class Rank

A student's grade point average (GPA) shall be determined by the total number of grade points earned divided by the number of courses for which grades are recorded on the academic achievement record. All double-blocked course count twice. Grade points are awarded according to the MPISD grade point scale for semester grades through the first semester of the senior year. To determine class rank, grade points for the second semester of the senior year, will be awarded based upon the 4<sup>th</sup> and 5<sup>th</sup> six weeks grades.

To be valedictorian or salutatorian, a student must complete the requirements listed below: Valedictorian will be the student who has the highest GPA earned in grades 9-12. The salutatorian will be the student with the second highest GPA earned in grades 9-12. In the event that the student with the first or second highest GPA does not fully qualify, the next highest ranking class member who is fully qualified shall receive the honor.

To be eligible for valedictorian or salutatorian honors, a student shall:

1. Meet all requirements for graduation; and
2. Have been continuously enrolled in the same high school in Mt. Pleasant High School for the two years immediately preceding graduation; and
3. Graduate at the end of the school year. Students who graduated at the conclusion of the first semester or in the summer are not eligible for these honors.
4. In the event of a tie for valedictorian or salutatorian (exact grade point average is rounded to the fourth decimal place), the tie will be broken by a series of tiebreakers, which are listed below in the order in which the tie breakers will be applied:
  - i. Calculate a weighted GPA for each student involved in the tie using only eligible semester grades earned after completion of grade 10.
  - ii. Count the number of Level 7 and Level 8 courses taken by each student involved in the tie in grades 9–12.
  - iii. If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

## CLASS SCHEDULES

Schedule changes are discouraged. Please request for changes quickly and within the first 5 school days of each semester.

Credit will not be awarded after 10% of the days in each semester have been missed if a student changes a course or enters without having been enrolled in another school.

Changes will be approved only under the following circumstances:

- Completion of a scheduled course by alternate means. (Credit by Exam, summer school, correspondence courses, and college credit)
- Level changes. (Transferring from Pre-AP to Recommended classes and vice versa.)
- Failure of course prerequisite to a scheduled course.
- Change in the senior year to a course required for graduation.
- Removal of a scheduled course from the school schedule.
- Exceptional circumstances reviewed by the counselor and approved by the principal.

## Dual Enrollment Classes

Students are enrolled in a high school class, which may be taught by a college instructor or by a high school instructor employed by the college. The class can be located on the high school campus or at NTCC and must meet and exceed the Texas Essential Knowledge and Skills (TEKS) of the State Board of Education (SBOE). The college also grants credit for having completed the course. Students and/or parents assume full financial responsibility for the cost of dual enrollment classes. This includes tuition, fees, books, materials, travel, and any other related costs. Dual enrollment classes are open to sophomores, juniors, and seniors. Approved dual credit courses are: Government (American National Government), Economics (Principles of Macroeconomics), English IV (English Composition I & II), Algebra II (College Algebra), Pre-Calculus (College Trigonometry & College Pre-Calculus), Chemistry II (Chemistry), Automotive Technology, Electrical Technology, Manufacturing Engineering, Electronics, Psychology, Sociology, Practicum in Culinary Arts, and Law Enforcement II. No other course work completed at the college will be recorded on the high school transcript or given grade points for ranking purposes. Any Dual Enrollment course taken outside of normal school hours could earn up to 7 GPA points towards class rank. Any Dual Enrollment courses taken during normal school hours could earn up to 8 GPA points towards class rank.

## College Visitation

Juniors and Seniors may have two college visitation days each year. The student needs to see the Attendance Clerk to get the forms. Forms need to be signed by a parent/guardian and returned to the Attendance Clerk prior to 2:00 p.m. the day before visitation. The student will need to bring back from the college documentation of the visit and give this to the Attendance Clerk. Documentation must be in the form of a letter and signed by a college official stating what date(s) the student visited. **Students attending NTCC for a visitation may not count this as a college day, due to the limited time needed to view the campus.** (Please make different arraignment(s)) All documentation must be turned in to the Attendance Clerk within three days of returning, or the day becomes an absence. All college days **must** be taken by May 15th.

## 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 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 when using district computers, e-mail is not private and may be monitored by district staff. [For additional information, see policy CQ.]

## Correspondence Courses

The District permits high school students to take correspondence courses—courses by mail or via the Internet—for credit toward high school graduation. A maximum of 2 credits may be

earned through correspondence courses. Prior approval of the counselor must be obtained in order to receive credit through correspondence. The student or parent must pay the cost of each course. Mt. Pleasant ISD does not fund the cost of these courses. All correspondence courses must be completed by May 1 and a grade must be received prior to graduation. [For further information, see policy EEJC.]

- Correspondence courses may be taken only through Texas Tech University.
- Correspondence courses will not earn grade points for ranking purposes.

## Counseling

### Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. 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 areas such as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

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

## Credit by Exam

### 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 the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered. The student must pay for these exams.

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

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. To receive credit, students shall score a grade of 70 or above on the exam. [For further information, see the counselor and policy EEJA.]

### **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 passing score required to earn credit on an exam is 80 or above. There is no cost to the student for CBE for acceleration. If a student plans to take an exam, the student (or parent) must register with the counselor 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 purchased by the parent from a State Board-approved university on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. [For further information, see EEJB.]

### **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 (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 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.

## **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.

## **Extracurricular, Activities, Clubs, and Organizations**

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

State law as well as rules of the University Interscholastic League governs eligibility for participation in many of these activities. UIL is a statewide association overseeing inter-district 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 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, cheerleading, Student Council, National Honor Society, UIL Academics, drama, 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. [For further information, see policies FM and FO.]

Students are encouraged to participate in the various extracurricular activities approved by the principal and sponsored, supervised or directed by faculty members. Students or teachers interested in chartering a new student organization should first discuss proposed goals and bylaws with the principal. Charter of a club or similar organization requires principal approval of the bylaws, sponsorship by a faculty member, and establishment of a

regular schedule of meetings to be held at the school. An established organization's charter may be revoked for lack of a faculty sponsor or failure to hold regularly scheduled meetings at the school.

The sponsor of each organization will furnish the organization's rules and regulations to members or participants as well as to the principal. Among these rules and regulations are specific organization requirements for continued eligibility to participate as well as provisions for the removal of a member or participant from the organization.

A student must be in good standing in an organization to earn honors or other forms of recognition resulting from membership or participation.

### Practice Limitations

Practice by a student shall not exceed eight hours before or after school per extracurricular activity per school week. A school week begins at 12:01 a.m. Monday through the conclusion of instruction on Friday, including holidays. No practice is permitted on Sunday. A student who exceeds the permitted practice allotment may not participate in the next performance of that extracurricular activity.

### Secret Societies

Organizations, in which membership is based on a decision of the members, rather than the free choice of qualified students, are **prohibited**.

### Grade Classification

After the ninth grade, students are classified according to the number of credits earned toward graduation. Classification of grade level occurs August 1<sup>st</sup> of each school year.

Sophomore.....	6	State Credits
Junior.....	13	State Credits
Senior.....	20	State Credits

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program Distinguished
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	3	4
Physical Education	1	1
Languages other than English	2	2



Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program Distinguished
Fine Arts	1	1
Freshman Skills	1	1
Electives	8	5
<b>Total</b>	<b>26 credits</b>	<b>26 credits</b>

## Grade Points

A weighted Grade Point Average (GPA) is used to determine class ranking, honor graduates, and eligibility for National Honor Society membership. Grade points are earned for a particular grade in each semester of a course successfully completed, including all college courses. Grade points are only awarded at the end of each semester. The numerical grade earned will vary in grade points with the level of the course. Grade point ties will be broken using numerical average of grades corresponding with grade points used to determine rank. [For more information, see the appropriate counselor and the Course Guide manual.]

## Graduation

### Diploma Requirements

To receive a high school diploma from the Mt. Pleasant Independent School District, a student must successfully complete the required number of credits and pass a state mandated EOC exams.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required EOC exams may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

### Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

### Graduation Programs

The District offers the following graduation programs listed below. All students entering grade 9 are required to enroll in the Foundation with Endorsement High School Program. Permission to enroll in the Foundation Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator after the 10<sup>th</sup> grade year. The counselor can help you decide which program is best for you. [See policy EIF(LEGAL).]

	<b>Number of Credits</b>
<input type="checkbox"/> Foundation	26
<input type="checkbox"/> Foundation with Endorsements	26
<input type="checkbox"/> Distinguished Achievement	26

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

### **Students with Disabilities**

A student with disabilities may participate in graduation exercises at the end of four years whether they have completed all requirements for graduation or not. If a student chooses to do so they will receive a certificate of attendance not a High School diploma and will not be allowed to participate in the graduation ceremony in the future when they complete their requirements for graduation. Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his/her individualized education program (IEP). [See FMH(LEGAL)]

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

## Mount Pleasant ISD Acceptable Use Policy

### Introduction

The Mount Pleasant ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. Before a student is permitted to receive a user ID and password, both the parent and the student must sign this

User Agreement that explains acceptable and unacceptable use of educational technology at school (including personally owned devices). You have the choice to prevent your child from having access to the Internet at school.

The Mount Pleasant ISD Network is intended for educational purposes.

All activity over the Network or using district technologies may be monitored and retained.

Access to online content via the Network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action under the school's Student Code of Conduct, as well as loss of computer and/or Network privileges at school. The Mount Pleasant ISD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Users of the district Network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### Technologies Covered

The Mount Pleasant ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, the Mount Pleasant ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. Use of school Network resources for personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition is a violation of this agreement. Research or electronic communications regarding political issues or candidates

is not a violation when the activity is to fulfill and assignment for course credit.

## **Web Access**

The Mount Pleasant ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

## **Email**

The Mount Pleasant ISD may provide users with email accounts for the purpose of school-related communication. Availability and use will be based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, or illegal, are unacceptable under District policy and this agreement. Email usage may be monitored and archived.

## **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, the Mount Pleasant ISD will provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **Mobile Devices Policy**

The Mount Pleasant ISD may provide users with mobile computers or other devices to promote learning outside of the classroom. Users must abide by the same acceptable use policies when using school-owned devices off the school Network as on the school Network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school Network may be monitored.

## Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus. 4 “Hacking”, i.e. attempting unauthorized access to any computer whether within the district’s Network or outside it, is an unauthorized activity. Users may not attempt to change, disable, or destroy District equipment, files or data, or any other user’s data, files or email.

Users may not disclose, use, or distribute personal information regarding students or employees.

## Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our Network, download such files only from reputable sites, and only for education purposes.

## Netiquette

Users should always use the Internet, Network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways you never intended.

## Plagiarism and Copyright

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Users may not use, without appropriate license or claim of fair use, copyrighted material, including violating District software licensing agreements or installing any personal software on District equipment without approval of the MPISD Technology Department (CY LOCAL).

## Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings

anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they met online without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

## **Examples of Acceptable Use**

### **I will:**

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communication or collaborative technologies.
- Alert a teacher, other staff member, or parent if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## Examples of Unacceptable Use

### **I will not:**

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

**\*This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.**

## Limitation of Liability

The Mount Pleasant ISD will not be responsible for damage or harm to persons, files, data, or hardware. While the Mount Pleasant ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

The Mount Pleasant ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school Network.

## Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of Network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Placement in the District's DAEP or Expulsion from school.
- Legal action and/or prosecution

## 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.

## **NONTRADITIONAL ACADEMIC PROGRAMS**

### **At-Risk Program**

The Alternative Learning Center (ALC) allows students to complete course work in an alternative setting. The campus offers accelerated services for at-risk students. The curriculum is a computer- based program using the district's software. Students attending this program will NOT receive class rank nor qualify as an Honor Graduate, although students may retain their Texas Scholar status if those requirements are met. For more information, contact the appropriate grade level Mount Pleasant High School counselor at 903-575-2020.

#### **LEVEL 1 Admission Requirements:**

- Attend MPHS
- Must process through MPHS counselors' office and get ALC Admission Packet
- Admission packet must be approved and signed by Principal Craig Bailey.
- Admission packet may require the parent/guardian approval and signature
- Students will be placed on an enrollment list

#### **LEVEL 2 Admission**

#### **Requirements: If chosen, students**

**must:**

- Make an appointment and meet with ALC principal for possible entrance
- Bring parent/guardian to the meeting if under 18 years of age

#### **Admission Selection:**

- Limited admission due to availability for seating
- 4<sup>th</sup> year students have priority seating and then 3<sup>rd</sup> year students, any other grade levels are based on exigent/urgent events.
- Admission based on individual and credit needs for at-risk students
- ALC principal will make the final decision of enrollment and will notify the MPHS counselors of student acceptance

#### **Students Selected may be required as:**

- Be enrolled a full day on campus at ALC
- OR**
- Must have employment for half day through Mount Pleasant's Career and Technology Department **AND** participate one-half day on campus at ALC

All students attending ALC may participate in Mount Pleasant High School activities, including the graduation commencement. If attending the graduation commencement, the student must have completed all course work and passed all tests required for graduation.



## Credit Recovery Labs

The credit recovery labs are designed to allow students to regain credit by completing the requirements of subject(s) utilizing computer software. Credit recovery may be used for advancement of credits in exigent and urgent times only.

Placement in a credit recovery lab will be made by the appropriate grade level counselor based on grades and/or attendance. These labs will be reserved for students who fit the following categories:

- Failure in core academic course (s)
- Credit denied due to excessive absences
- Transfer in to MPHS from a school that has fewer than 8 periods and/or classes that MPHS does not offer

Students must complete the necessary requirements to receive credit(s). A grade of 70 will be received when the student has successfully regained the credit. Credit recovery is available in all four core areas: English, Math, Science, and Social Studies.

Credit Recovery is offered in a few and selected extracurricular courses, however MPHS does not offer any courses from CTE, due to State regulations.

Rules for recovery labs:

1. Students are required to follow all of MPISD school policies.
2. Students can only complete one course at a time.
3. Students must have at least one course completed during a semester.
4. Students will complete a research paper during the second semester of any English course.
5. Students may be removed from the program for inappropriate behavior, lack of effort, and/or excessive absences.
6. Students are to follow designated rules regarding the care of computers.
7. Inappropriate Internet use may result in discipline consequences and dismissal from the recovery lab.
8. Students may only work on credit recovery in the credit recovery lab and only during their credit recovery class.

## Thirty-Six Month Graduates

A student who intends to graduate early must declare that intention within the first three weeks of school at the beginning of the junior year. Early graduates must earn 26 credits in 3 years and must pass all portions of exit level testing in order to be declared a graduate. English IV and Government and Economics, normally senior year courses, can be taken on the MPHS campus during the junior year or can be taken as dual credit through NTCC if all application and testing requirements are met with the college. If early graduates have 20 credits at the beginning of the junior year, they will be promoted to senior status at that time. Otherwise, they will be promoted at mid-semester. They will be allowed to participate in senior activities whenever they are promoted to senior status. Early graduates will be ranked with the senior class at mid-semester. In addition, early graduates may be eligible for an early graduation scholarship from the State of Texas. Application information can be found in the counselor's office. See the appropriate grade level counselor for more information.

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment in grades 9-12 for students enrolled in Physical Education classes. At the end of the school year, a parent may submit a written request to the principal's office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **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.

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 test 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 and include consideration of the parent's educational expectations for the student. [For additional information, see the grade level counselor and policy EIF.]

Certain student's – 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, and migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the appropriate 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 special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavioral support services that are available to all students including a process based Response to Intervention (RTI).

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

evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the **Notice of Procedural Safeguards \_ Rights of Parents of Students with Disabilities**. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Mrs. Marilyn Logan at 903-575-2079.

## Summer School

Students may recover credit in summer school to make up failed courses in order to meet promotion standards. The grade received by a student retaking a class during summer school, due to failure of the course during the regular school year, shall be recorded on the permanent record. Consult with your counselor if needed.

### Guidelines

- Students will only be allowed to miss two days. A third absence will result in dismissal from the summer school program.
- Two tardies will result in one absence.
- Students remaining on campus failing to report to class are truant, and truancy will result in removal from the summer school program.
- Students are to comply with the MPHS regulations and the Student Code of Conduct.
- Students shall be removed from summer school for one or more
- Reported incidents of classroom disruptions and/or other violations including failure to complete assignments.

## Textbooks

State-approved textbooks are provided 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, a student will be provided textbooks for use at school during the school day.

## Transcripts

Transcripts are furnished to designated colleges through the registrar's office at 903-434-8724. Please contact your counselor when transcripts are needed.

## SECTION III:

### OTHER GENERAL INFORMATION AND REQUIREMENTS

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

#### Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous days, 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.

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 10:00 a.m., which is during the third instructional hour as required by state rule.

Each is discussed in the following sections:

#### Compulsory Attendance

State law requires that a student between the ages of 6 and 18-19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

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

## Credit for Attendance

To receive credit or a final grade 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 will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. In determining whether there were extenuating circumstances for the absences, the attendance committee will consider the following:

- All absences will be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB]
- For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the child.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

The student must bring a note signed by the parent that describes the reason for an absence within three days of their return to school. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

## Credit Denial

If the Mt. Pleasant High Attendance Committee denies credit to a student, a letter of notification will be mailed to the parent after the end of the semester. Credit denial will result if needed hours for the state 90% attendance law are not met.

Students receiving credit denials will not receive a VOE form; therefore, will not be able to receive a driver's license. Students will not be issued a VOE form to obtain a driver's license unless they have met the 90 percent attendance required by state law. Therefore, any student who has absences above the number allowed per the 90% rule in the preceding semester will be denied a VOE form.

## **Extenuating Circumstances for Absences**

*Mt. Pleasant High School considers the following as possible extenuating circumstances.*

- *Extracurricular activity or public performance, subject to approval by the District's Board of Trustees and within the local and State guidelines. Required screening, diagnosis, and treatment for Medicaid-eligible students.*
- *Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment including absences for recognized services for students diagnosed with autism spectrum disorders. , if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and*

*For students in the conservatorship (custody) of the state, an activity required under a court-ordered service plan; or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.*

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

- *Temporary absence resulting from any cause acceptable to the Assistant Principal in charge of attendance, Principal, or Superintendent.*
- *Juvenile court proceeding documented by a probation officer.*
- *Absence required by state or local welfare authorities.*
- *Family emergencies or unforeseen or unavoidable instances requiring immediate attention.*
- *Approved college visitation.*
- *Observance of religious holy days, including travel for that purpose.*

## **Leaving School Early**

*For a student to leave campus during the day he/she must take a written note, signed by his/her parent, to the front desk receptionist that day. The note must contain the full name of the student, date, grade, time and reason for dismissal, and his/her parent's daytime phone number. **Any student leaving school early for medical reasons will be required to bring a doctor's note upon their return to school or the absence will not be excused.** The student will obtain his/her permit to leave from the front desk receptionist that day. The student must sign out/in with the receptionist as he/she leaves/returns the building in order not to be considered truant. If a student drives to campus they will need to sign out at the front desk and provide a note from the adult and sign out with the GUARD in the building controlling all access on and from the campus.*

## **Make-up Hours**

*If a student is in violation of the 90% rule, the maximum amount of make-up hours a student may receive is 12 hours. The MPHS Administration designates make-up hours per semester. These hours are posted throughout the campus for students to view. The Attendance Committee/MPHS Administration may choose to grant additional hours, under extenuating circumstances, for a student to gain credit.*

## **Makeup Work: DAEP or In-School Suspension**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The district may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA (LEGAL).]

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

## **Procedures for Absences**

When returning to school after an absence, a student must bring a doctor excuse or parent note, signed by the parent or guardian, describing the reason for the absence. If the student is 18 or older prior to the first day of school, or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. All notes must be placed in the drop box outside the Attendance Clerk's office within three school days of the student's return to school. Truancy occurs when a student is absent from school or from class, without permission, including required tutorials. Truant students are subject to disciplinary action. Each truancy is subject to a 3 days ISS penalty.

**A student who has an all-day absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.**

## **Tardies**

A student is tardy to class if the student is not in class when the bell rings. Students may receive disciplinary consequences for any tardy. If a teacher or other school official is responsible for a student being late, that person will provide documentation for the student to be admitted to class without being cited for an unexcused tardy offense. Unexcused tardies are **cumulative** during the day and administration may conduct "Tardy Sweeps" with staff members.

## **Truancy**

A student with an unexcused absence may make up all work missed for full credit unless the student is truant. Truancy is defined as a student's absence from school without parent permission. Truant students are subject to disciplinary action.

## **Closed Campus**

**Mt. Pleasant High School is a closed campus.** Students attending Mt. Pleasant High School shall not be allowed to leave campus during the lunch hour and return. Students shall not be allowed to leave campus without proper authorization and with anyone other

than a guardian. The Principal shall consider special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action and be considered truant and may receive a form of discipline for leaving campus without proper permission.

A student who must leave school during the day **MUST** bring a note from his or her parent the next day. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the appropriate administrator and the student's parent. A note from parent concerning this absence **MUST** be brought to the attendance clerk upon return to school.

A parent wishing to remove a student from school must present a signed letter/note to the front desk receptionist, or the appropriate principal, explaining the reason for the removal and the effective date.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has established 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 of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Graduated Sanctions for serious and/or criminal offenses**

Texas Education Code 37.44 may require Graduated Sanctions for Certain School Offenses section 37.081 Schools may develop a system of graduated sanction that the school district may require to be imposed on a child before a complaint is filed under section 37.145 (Complaint) against the child for a school offense that is an offense under Section 37.124 (Disruption of Class) or 37.126 (Disruption of Transportation) or under Section 42.01 (Disorderly Conduct) (a) (1) (language), (2) (offensive gesture), (3) (unreasonable odor), (4) (abuses or threatens another), or (5) (unreasonable noise) Penal Code"

Students who are under the Graduated sanctions for discipline will be required to complete a four step program.

1. School issued warning letter advising the parent or guardian of the offense
2. School to put student on behavior contract
3. Assign student to "School Based Community Service"
4. Refer student based or other in-school services aimed at correcting the student's behavior.



## **Bullying**

The Texas legislature has established the requirements for transfers of victims of “bullying.” Bullying is defined in the MPISD Student Code of Conduct as:

Engaging in written or verbal expression or physical conduct that the administration determines:

- (1) Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to student’s person or of damage to the student’s property; or
- (2) Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

## **Conduct Before and After School**

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

### **Morning -**

Students are allowed in the designated areas before the school day begins. Students may be in the courtyard, cafeteria, or morning tutorials. Students may not congregate in student parking, athletic facilities, hallways, or classrooms without adult supervision.

### **During School –**

Students must be in their assigned class during the school day. Students are not to be in the hallways or visiting classrooms during academic time. Any student in the hall must have a significant purpose for being out of their assigned class.

### **Afterschool –**

Students are allowed in the designated areas before the school day begins. Students may be in the courtyard, morning tutorials, or in an event supervised by adults. Students may not congregate in student parking, athletic facilities, hallways, or classrooms without adult supervision.

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

## **Corporal Punishment**

Corporal Punishment – Swats 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.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in this handbook OR please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### **Limiting Electronic Communications between Students and District Employees**

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

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page. However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to send a copy of the text message to the employee's district email address. A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

### **Disruptions**

As identified by law, disruptions include the following:

- Interferes with the movement of people in an exit, an entrance, or a hallway of district
- Property without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disrupts classes 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; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in district vehicles.

### **Social Events**

School rules apply to school social events to which a student brings a guest. No guests over the age of 20 will be allowed. Only prom participants will be allowed in any prom activities. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student leaving before the official end of the event will not be readmitted. The dress code will apply to these events. **Exceptions to the dress code will be made for prom.** Those exceptions include: spaghetti straps, strapless, slits in dresses that are fingertip length, and backless as low as a parallel position to the belly button. Exceptions for prom do **not** include bare midriffs, anything visible below the bust line, and shear material on the bust, belly, or bottom areas. Students who do not follow the dress code for prom will not be allowed to enter the prom and will not be refunded for their tickets. An administrator will be on site to make an appropriate decisions.

## Cellular Phones and Music Headphones

### Use of Cellular phone for speaking

- Students are not allowed speak on their cellular phones from 7:00 A.M. until 3:50. P.M.
- School landline phones will be made available for emergencies and students may go to the assistant principal's office to use the phone when necessary to contact their parents/guardians.

### During Classroom Use

- Students are only allowed to use their cellular phone devices in the classroom if: The teacher approves the use of the phone during class for the sole purpose of educational use.

### Music headphones in the building

- Headphones may not be worn or used while inside the building.

### Music headphones outside the building

- Students may use their headphones in the before school hours, during lunches and after hours, but may only use these devices when outside the buildings. Personal use inside the building is prohibited.
- Music may not be too loud and be externally heard for others to hear around them.
- All music must be appropriate with no profanity, no violent behavior or inappropriate messages deemed by administration.
- Headphones must be worn appropriately; devices incorrectly worn may be removed by staff.

**If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. Failure to comply will result in discipline.**

**Technology not allowed:**

- VR (Virtual Reality Headset)
- Drones
- (Bluetooth) Speakers

**Teachers may allow students to wear their headphones for educational purposes. For the purpose of this section headphones cover all types of listening device.**

**DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

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

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

**Discrimination**

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

**Harassment**

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

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

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

## **Sexual Harassment**

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

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

## **Warning Signs of Sexual Abuse**

(All Grade Levels)

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

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

Difficulty sitting or walking;

Pain in the genital areas;

Claims of stomachaches and headaches;

Verbal references or pretend games of sexual activity between adults and children;

Fear of being alone with adults of a particular gender;

Sexually suggestive behavior;

Withdrawal;

Depression;

Sleeping and eating disorders; and

Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels) on page **Error! Bookmark not defined..**]

## **Warning Signs of Sex Trafficking**

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;  
Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);

Tattoos or branding;

Refillable gift cards;

Frequent runaway episodes;

Multiple phones or social media accounts;

Provocative pictures posted online or stored on the phone;

Unexplained injuries;

Isolation from family, friends, and community; and

Older boyfriends or girlfriends.

Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, sex trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County.](#)]

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

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

Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

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

[Child Welfare Information Gateway Factsheet](#)

[Kids Health, For Parents, Child Abuse](#)

[Texas Association Against Sexual Assault, Resources](#)

[Office of the Texas Governor's Child Sex Trafficking Team](#)

[Human Trafficking of School-aged Children](#)

[Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)

[National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

## **Retaliation**

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

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

## **Reporting Procedures**

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

## **Investigation of Report**

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

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

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

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

## **Deliveries to School**

Mt. Pleasant High School will not accept delivery of flowers, gifts, etc. for students with the exception of Valentine's Day. All orders of this type must have home delivery. Flower shops, restaurants, etc., will not be allowed to make deliveries to the school of any item ordered unless prior permission has been obtained from the principal. Parents are welcome to eat lunch with their student during designated lunch times. Parents may bring food from outside the school when eating with their student, but only for his/her student, and they must eat with

their student in the designated area.

## **DISCIPLINE MANAGEMENT**

### **Administering Discipline**

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques.

Student discipline shall be administered fairly and equitably and based on a careful assessment of the circumstances of each case. Factors to be considered shall include the:

- seriousness of the offense
- student's age
- frequency of misconduct
- student's attitude
- effect or potential effect of the misconduct on the school environment
- requirements of Chapter 37 of the Texas Education Code
- requirements of the Student Code of Conduct as adopted by the MPISD Board of Trustees

### **Authority of Mt. Pleasant Independent School District**

It is the policy of the school board and employees of MPISD to maintain a safe and secure learning environment for our students. In striving to do so, the District takes a "Zero Tolerance" position against weapons, illegal drugs, and any violent and/or abusive behavior in any school environment, tobacco and alcoholic products, which includes all District facilities or any school-sponsored activity. Any person violating this policy will be subject to administrative and/or legal action, including possible citations and/or arrest by local or District law enforcement agencies.

### **Punishments for Misconduct Violations**

Provided are descriptions of a broad range of behaviors considered to be student misconduct and punishments used by MPHS. The behavior described should be viewed as representative of the misconduct most frequently causing disruptions to the orderly educational process. The acts of misconduct listed are not inclusive. The student who commits an act of misconduct, which may be classified into any of the Level processes, will be subject to disciplinary action assigned by any district personnel.

Campus administration has the authority to elevate the level(s) as warranted by the misconduct of the student due to persistent misbehavior or severity of the offense; therefore, administration has final discretion over student placement of offense(s).

### **NO KNIVES WILL BE ALLOWED ON CAMPUS.**

If students are late or do not have the necessary materials, then they will not be admitted into the detention and consequently assigned further disciplinary action, 1 day of In School Suspension. If students fail to attend the assigned detention, they will receive 1 day In School Suspension.



## **In School Suspensions: 1, 3, 5, and 10 Days**

Students may be assigned to the In School Suspension center as a discipline management technique. In School Suspension is Monday through Friday from 8:10 a.m. – 3:50 p.m., during the regular school day, located on campus and presided over by a teacher. Students will eat at a time and place designated by the instructor. Surveillance cameras will be in the classroom.

Any disruption in the classroom that a teacher designates as disorderly may result in the student being placed in In School Suspension for that period.

When a student is placed in In School Suspension, he/she will be responsible for making up class work. Classroom assignments will be sent to ISS, and the student will have the opportunity to work on classroom assignments and on curriculum assignments determined by administration.

If a student is disruptive, does not follow the guidelines of ISS, or refuses to do his/her work, the student may be suspended and will return to ISS after Off Campus Suspension. Days of suspension do not count toward the ISS assignment.

### **Possible Violations due 1 Day In-School Suspension**

- Disrespecting faculty or staff.
- Committing minor vandalism.
- Exhibiting any unacceptable physical contact that could result in injury.
- Loitering.
- Cheating and/or copying work of another student.
- Publicly displaying affection.
- Using profane language not directed at others.
- Compiling of excessive detentions.
- Any other acts which interfere with the orderly educational process of the classroom and/or school.

If a student is disruptive, does not follow the guidelines of In School Suspension, or refuses to do his/her work, the student may be assigned Off Campus Suspension and will return to In School Suspension after the Off Campus Suspension. The days of Off Campus Suspension do not count toward the assignment of In School Suspension.

### **Possible Violations due 3 Days in School Suspension**

- Committing acts of disobedience or disorderly behavior that are detrimental to the school, harmful to health and safety, or inhibit the rights of others.
- Persistent behavior of misconduct.
- Failing to comply with assigned disciplinary consequences.
- Not attending class(s):
  - Truancy
- Possessing obscene or pornographic material\
- Using profane, obscene, indecent remarks, or racially or ethically offensive language and/or gestures directed toward others.

- Harassing others.
- KNIFES.
- Disrespecting administrators or campus security.
- Misusing District technology, including but not limited to the Internet, District network, or District-owned equipment.
- Altering school records or signing another person's name on school documents.
- Possessing or using tobacco products.
- Committing theft, burglary, robbery, extortion, gambling, or possessing stolen property
- Taunting or bullying others verbally or physically. Throwing objects that can cause bodily injury or damage. Committing repeated violations.
- Misbehaving in 1 Day in School Suspension.
- Any other acts which interfere with the orderly educational process of the classroom and/or school.

If a student is disruptive, does not follow the guidelines of In School Suspension, or refuses to do his/her work, the student may be assigned Off Campus Suspension and will return to In School Suspension after Off Campus Suspension. The days of Off Campus Suspension do not count toward the assignment of In School Suspension.

### **Possible Violations for 5 Days in School Suspension**

- Committing acts of disobedience or disorderly behavior that are detrimental to the school, harmful to health and safety, or inhibit the rights of others.
- Committing acts of persistent behavior of misconduct. Misbehaving in 1 or 3 Day In-School Suspension. Committing perjury during a school investigation.
- Failing to report to any teacher, counselor, staff member, or administrator the knowledge of an event, device, object, or substance that could cause bodily harm to self and others.
- Failing to comply with assigned disciplinary consequences. Committing acts of gang related behavior.
- Threatening others.
- Committing acts of blatant insubordination to any staff member.
- Vandalizing and/or defacing District or personal property.
- Any other acts which interfere with the orderly educational process of the classroom and/or school.

If a student is disruptive, does not follow the guidelines of In School Suspension, or refuses to do his/her work, the student may be assigned Off Campus Suspension and will return to In School Suspension after Off Campus Suspension. The days of Off Campus Suspension do not count toward the assignment of In School Suspension.

### **Possible Violations due 10 Days in School Suspension**

- Committing acts of persistent misbehavior.
- Committing acts of failing to comply with rules/regulations in any In School Suspension placement.

- Exhibiting inappropriate sexual conduct.
- Committing assault that is not a mandatory DAEP placement.
- Committing acts of persistent disobedience or disorderly behavior that are detrimental to the school, harmful to health and safety, or inhibit the rights of others.
- Interfering with school authorities or instruction.
- Any other acts which interfere with the orderly educational process of the classroom and/or school.

Fighting on campus can result in a DAEP placement/assignment.

If a student is disruptive, does not follow the guidelines of In School Suspension, or refuses to do his/her work, the student may be assigned Off Campus Suspension and will return to a Discipline Alternative Education Placement hearing. MPHS will place a student in DAEP in accordance to the Student Code of Conduct.

### **Off Campus Suspension**

Off Campus Suspension may range from 1 to 3 days. When a student is assigned Off Campus Suspension, his/her parents may be called to pick him up or campus security may take him/her home. The student will be able to make up the school assignments. Students that come on campus during an Off Campus Suspension may receive a trespassing ticket. This includes any activities sponsored by the school both during the school day and those events after hours.

### **Discipline Alternative Education Program**

Students enrolled in the Discipline Alternative Education Program (DAEP) are prohibited from being on **ANY** MPISD property, other than the DAEP campus. These students are prohibited by law from riding any district transportation. They are prohibited from representing the district in **ANY** extra or co-curricular capacity and are prohibited from participating in, or attending, any extracurricular or co-curricular activity ON or OFF district property. Violation of these rules will lead to arrest for trespass and are considered grounds for expulsion.

### **Emergency Removal**

Emergency removal is a non-disciplinary removal from school made by an administrator in the best interest of school and/or students. Students removed from school on an emergency are permitted to make up work missed with no penalty as a consequence of the removal. When a student is removed for emergency purposes, his/her parents may be called to pick him/her up from school. Emergency removal may result in an assigned DAEP placement up to 10 days and/or Off Campus Suspension.

### **Expulsion**

Students may be expelled for 180 days, unless the offense occurred during the last six weeks of the school year, in which case the student may be expelled through the next school year. During the expulsion period, all credit is lost. Students may not return to the campus during the

expulsion period. Violators may be arrested for trespassing. The student will no longer be able to attend MPHS or the Discipline Alternative School.

### **Teacher Removal**

A teacher may remove a student from class who has been documented by the teacher to interfere repeatedly with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If the teacher under these circumstances removes the student and the teacher has appropriately documented the reasons for the removal, the student may not be returned to the teacher's class without the teacher's consent.

### ***Campus Behavior Coordinator***

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at [*include link*] and is listed below:

Jonathan Cardenas

[jcardenas@mpisd.net](mailto:jcardenas@mpisd.net)

903-434-8768

## **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, newspapers, yearbooks, brochures, murals, flyers etc.

The school newspaper, "The Tiger Talk", and the yearbook, "Arrowhead", are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Non-school Materials... from Students**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be

made in two school days.

The student may appeal the principal's decision in accordance with the 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.

### **Non-school Materials... from Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of sponsoring organization or individual, and be submitted to the principal for specific prior review. 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 non-curriculum related student group meeting held in accordance with FNAB (LOCAL). All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.
- Distribution for electioneering purposed during the time a school facility is being used as a polling place, in accordance with state law.

### **Dress and Grooming**

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. 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.

**Students are expected to dress for success.**

Students must comply with the following regulations. This list is representative and can include any items determined by the administration of the campus to be disruptive to the school environment.

#### **NOT ALLOWED**

- Spandex, Tights, Spandex pants, Jeggings, Leggings, and Yoga Pants may be worn if the shirt drapes to mid-thigh in both front and back.

- Bare feet
- Bandanas
- Dresses, shirts and shorts that extend to or below the students' fingertips when their arms are held to their sides are acceptable. Pants or other articles of clothing may have rips or frayed edges, but the rips or frayed edge must be below fingertip length.
- Hair shall be kept neat, clean and well-groomed and not disrupt the learning environment. Unnatural hair dyes/colors are not permitted.
- Exposed midriff, cleavage, or undergarments
- Caps, hats, hoods, stockings, and sweat bands except when medically required, are NOT allowed on campus. Nothing is to be worn on the head during the school day.
- Combs and/or picks in hair
- House shoes or pajamas
- Lewd, offensive, vulgar, or obscene: displays of sex, violence, drugs, drug-related items alcohol, tobacco, profanity, death, satanic themes, nudity, hate slogans or pictures, swastikas, pentagrams, gang signs, or gang related items.
- Gang-related attire is described as, but not limited to: dress/ornaments such as or any other types of clothing or jewelry deemed gang related by the campus administration.
- Unbuckled overalls or unbuckled belts
- Pants with excessive tears, rips, etc.,
- Sagging garments
- See-through shirts or blouses
- Spaghetti straps, halter-tops, tank tops, backless shirts, or dresses with cutouts
- Sunglasses
- Students may not wear the following: tongue rings, spiked jewelry, lip rings, eyebrow rings, spacers, facial jewelry such as hoops or rings, or facial decorations or septum rings. Students may, however, wear one small nose stud.
- Trench coats or dusters

The District has a right at any time to require a student to wear a mask.

If any administrator determines that a student's grooming violates the dress code, the student will be required to change into district supplied clothing at school. Refusal to follow this policy may result in disciplinary consequences. Students will not be allowed to correct the problem with other clothes or by calling home for replacement clothing. Students choosing to violate the dress code, also choose to take the responsibility for these actions.

Administrators will have complete and final judgment on all matters concerning interpretation of the dress code. Matters concerning appearance and dress not specifically covered above shall be at the discretion of the administration.

## **DRUG TESTING PROGRAM**

Extracurricular activities are school-sponsored activities that are not directly related to instruction of the Texas Essential Knowledge and Skills, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to: performances, contests, demonstrations, displays, and club activities.

Being concerned about the safety and well-being of all students, the Mt. Pleasant ISD Board of Trustees believes that it is the district's obligation to ensure that participants in extracurricular activities are drug and/or alcohol free. Mt. Pleasant ISD began a mandatory drug/alcohol- screening program for students who participate in extracurricular activities in grades 7-12 on July1, 1998.

### **Applicability for the Drug Testing Program**

These testing requirements apply to every Mt. Pleasant ISD student in grades 7-12 who participate in any extracurricular activity that is sponsored by Mt. Pleasant ISD. Any MPISD student in grades 7-12 may volunteer to participate in the drug/alcohol-testing program. Coaches, teachers, and sponsors may volunteer to be tested. Students who do not declare their intention to participate in an activity prior to the school year beginning will be tested prior to entering the extracurricular activity.

### **Required Permission**

In order for a student to participate in any extracurricular or UIL competition, the parent or legal guardian must sign a permission form that allows for the student to be tested for drugs/alcohol. If the student is of legal age, then he/she must sign the permission form that allows for the student to be tested for drugs/alcohol. Students who volunteer to be tested must also have the permission forms signed.

### **Testing Procedures**

Testing will be done in accordance with accepted practices and procedures as established by the testing laboratory affiliated with the school district. The testing parameters will be set at industry- accepted standards, as defined by the National Institute for Drug Abuse. The district reserves the right to test for the following substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana, methadone, opiates, phencyclidine, propoxyphene, hallucinogens, steroids, and all other illegal or addictive drugs.

All Mt. Pleasant School students participating in extracurricular activities will be tested prior to the first day of practice for the event. After the initial testing, all student numbers will be placed into a random testing group for periodic random testing. All Mt. Pleasant Junior High School students participating in extracurricular activities will be placed in a pool for random testing during the school year. Parents have the option, at the parent's expense, to have the collection process performed by their personal physician. Random testing must be performed within four (4) hours of the child's notification. Specimens collected by personal physician shall be tested by the same testing company as all other specimens of the school district.

The testing results shall be sent directly to MPISD. All safeguards used by the testing company shall be used by the physician collecting the samples. Failure to collect said sample under the above conditions shall constitute a positive test.

Student privacy will be protected to the maximum extent possible. Records of test results shall be kept confidential and provided only to district administrators and personnel responsible for administering the program. Records may be released to treatment facilities upon written request for parents/guardians. The contracted laboratory will notify the designated administrator of the results. The principal will notify the department head that is charged with administering the consequences described in the policy.

### **Consequences for Drug Testing Positive**

A positive test will result in the following: (1) notification to parents/student and designated administrator (2) required conference with parent/guardian (3) referral for substance abuse counseling (4) retest with each random testing group for one calendar year. (5) Suspension from extracurricular contests for 20 calendar days.

The second positive test will result in the following: (1) required conference with parent/guardian (2) referral for substance abuse counseling (3) retest with each random testing group for one calendar year (4) suspension from extra-curricular activities for 60 calendar days (5) retest at the end of the suspension and before rejoining any extracurricular activity.

The third positive test will result in the following: (1) required conference with parent/guardian (2) referral for substance abuse counseling (3) retest with each random testing group for one calendar year (4) suspension from extra-curricular activities for one calendar year

A positive test during the last six weeks of a school year will result in a continuation of the consequences into the first six weeks of the following school year.

If a student refuses to participate in a drug test after signing the consent form, the refusal will count as a positive test.



## Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when the District provides uniforms. Personal apparel used in extracurricular activities that becomes the property of the student. Parking fees and student identification cards and replacement fees for lost identification cards. Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A 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 can be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principals' office. [For further information, see policy FP.]

## Food

- Food and drinks are preferred to be consumed in the cafeteria and designated areas.
- Any food or drinks brought on campus before school must be disposed of before entering the building.
- No drinks are allowed in the hallway or classroom.

## Freedom and Discrimination

### Nondiscrimination Statement

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

The following district representatives have been designated to coordinate compliance with these legal requirements:

- District Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Debra Malone, 2110 N Edwards Ave, Mt Pleasant, TX 75455, (903) 575-2020.
- Campus IX Coordinator, for concerns regarding discrimination on the basis of gender: Craig Bailey, 2110 N Edwards Ave, Mt Pleasant, TX 75455, (903) 575-2020.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kelli Glenn, 2110 N Edwards Ave, Mt Pleasant, TX 75455, (903) 575-2020.
- All other concerns regarding discrimination: See the superintendent, Judd Marshall, 2110 N Edwards Ave, Mt Pleasant, TX 75455, (903) 575-2020.

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.

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.

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

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 district 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. However, a person who makes a false claim or offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline.

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

In efforts to promote nondiscrimination, the district makes the following statements: Mt. Pleasant Independent School District does not discriminate on the basis of race, religion, color, national origin, 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: MPISD Superintendent of Schools at 903-575-2000; and

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Mike Lide, Deputy Superintendent at 903-575-2000. All other concerns: See the Superintendent.

## **Services for Homeless and for Title 1 Participants**

### **Contacts:**

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: 903-575-2000
- A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

## **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, contact a grade level counselor at 903-575-2048.

## **Fund-Raising**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. Except as approved by the Superintendent, candy fund-raisers are not permitted on school property. [For further information, see policies FJ and GE.]

## **Gangs**

Gangs or gang activity will not be tolerated in Mount Pleasant I.S.D. schools. A gang is a group of individuals, juveniles and/or adults, who associate on a continuous basis and are involved in delinquent or criminal activity.

Parents should be aware that gangs generally adopt some sort of common dress or identifier that identifies them as a group. Identifiers can, but do not always, mean gang-related membership or activity. Some of the identifiers used by gangs are hats, haircuts, tattoos, shirts, pants, jackets, shoes, bandannas, jewelry, graffiti or drawings of gang symbols on notebooks or clothing.

Students are prohibited from any behaviors which are associated with gang-related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals. Campus administrators may ban such dress or behaviors from school that are gang related. (TEC 37.121). Appropriate discipline will be assigned students refusing to comply with this policy or administrative directives related to it.

## HEALTH-RELATED MATTERS

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## **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.]

## **Management of Diabetes**

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

(Special note to Parents, Students, and School Personnel: HB 984 requires a Diabetes Management Treatment Plan for any student who needs treatment or care at school. A copy is to be provided to the school, from which the principal, nurse, parent, guardian, physician, if possible, and teachers are to develop an individualized health plan for the student. The parent or guardian must sign an authorization for care to be given; there are additional statutory protections. Parents of students with diabetes who needs treatment or care at school should contact the school office for more information).

## **Other Health Related Matters**

**Asbestos Management Plan:** The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations is available in the principal's office. If you have any questions; please contact IPM Coordinator 903-434-8666.

## **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(ren)'s school assignment area may contact IPM Coordinator 903434-8666.

## **Physical Examinations/Health Screenings**

Students in kindergarten and grades 1, 3, 5, 7, and 9 shall be screened for vision and hearing problems annually at any time during the reporting year prior to May 31. Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year. [For further information on screening see policy (LEGAL) FFAA.]

## **Tobacco Prohibited:**

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

## **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 administration offices. [See policies CO and FFA]

## Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or for reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, TX 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), 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 established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or 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(LEGAL) and the Department of State Health Services Web site; <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## Immunization Requirements in Grades K – 12

- Polio 4 doses, 1 dose after age 4 (if 3<sup>rd</sup> dose received after age 4, only 3 doses required) Not required if age 18 or older
- DPT 5 doses (if 4<sup>th</sup> dose received after 4<sup>th</sup> birthday, only 4 doses required; if vaccine started after age 7, only 3 doses required  
1 dose of Td within past 10 years
- Measles 2 doses received on or after 1<sup>st</sup> birthday
- Mumps 1 dose received on or after 1<sup>st</sup> birthday
- Rubella 1 dose received on or after 1<sup>st</sup> birthday
- Hepatitis B 3 doses required for students in grades K – 12
- Varicella 1 dose on or after the 1<sup>st</sup> birthday for students in grades **K-12 (2 doses of vaccine given after age 13)** or documentation of chickenpox illness
- Chickenpox 1 dose received on or after 1<sup>st</sup> birthday and for K – 4 and grades 7 – 10 (or documentation of chickenpox illness)
- TB Skin Test All new students required to show proof of TB skin test within past 5 years



## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer rises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer rises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By 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.
- To comply with a properly issued directive to take a student into custody.

By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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.

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/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 rises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The district is also required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policy GRA(LEGAL).] MPISD Police Officers MPISD employees security personnel and commissioned peace officers to carry out the

provisions of Chapter 37, Subchapter C, Education Code, relating to law and order. The commissioned peace officer: 1. has the powers, privileges, and immunities of peace officers, 2. may enforce all laws, including municipal ordinances, county ordinances, and state laws, and 3. may take a juvenile into custody in accordance with Chapter 52 of the Family Code.

A district peace officer shall perform administrative and law enforcement duties as determined by the board, which shall include protecting the safety and welfare of any person in the officer's jurisdiction and protecting property of the district. Education Code 37.081(d)(e)

Duly commissioned police officers, including those from MPISD, or any other recognized political subdivision, have the authority to question MPISD students.

## **Lockers**

Lockers remain under the jurisdiction of the school even when assigned to an individual student.

The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so.

It is the responsibility of the student to keep his/her locker clean and orderly at all times. Combination locks are furnished by the district, and students are responsible for remembering the combination. It is not permissible to share lockers.

## **Lost and Found**

Found articles are turned in to the assistant principals' office. A lost textbook must be paid for prior to issuing of a replacement. Payment for the book will be refunded. All items which are unclaimed will be donated and/or destroyed after a period of time.

## **Motorized Vehicles**

All students are required to purchase a "parking permit" prior to parking a vehicle on campus. To qualify to purchase, and keep, a parking permit, a student must have a valid driver's license, an automobile or motorcycle, and follow all rules and regulations for the operation and parking of a vehicle on campus.

The first week of school (Aug 22<sup>nd</sup> – 26<sup>th</sup>) all student drivers will need to purchase a parking permit. The purchase of a parking permit reserves a parking space for you for the school year. The permit **may be revoked at any time for violation** of campus rules, regulations or for unsafe driving. Driving on campus without a required permit or parking incorrectly may result in a disciplinary action.

The permit cost is \$10.00 the permit may be purchased anytime in the assistant principal's office. When the student purchases a parking permit, he/she will need a valid driver's license, a vehicle license plate number, and proof of insurance. If the student changes vehicles during the year or loses the parking permit, a replacement sticker may be purchased for

\$5.00.

Failure to park in the correct parking space will result in a ticket. Ticket price for the wrong parking space is \$5.00, and ticket price for the wrong parking area is \$10.00. Failure to pay for the ticket(s) will result in revoking of student privileges to park on campus until ticket(s) is paid and may also include disciplinary action. All drivers must always be licensed and insurance to be all MPISD campuses.

### **Patriotic Activities**

During school assemblies, contests, or public meetings, the “Pledge of Allegiance” may be said or the “Star Spangled Banner” played. Students objecting to participation in such activities on the basis of religious beliefs or nationality are not required to participate and will remain silent during the activities.

### **Pledge of Allegiance and a Minute of silence**

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

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

### **Posters**

The Principal must first approve signs and posters students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval may be subject to disciplinary action.

### **Prayer**

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

### **Safety**

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

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

## **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting 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 sounds, students are to follow the direction of teachers or others in charge quickly, quietly, in an orderly manner.

## **Emergency Management Situations**

Will all be spoken in clear and plain English commends. The old code systems are antiquated and are no longer to be used.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete 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 teacher needs to know.

## **Emergency School-Closing Information**

Rarely is it necessary for the superintendent to close school because of inclement weather conditions. However, should weather conditions be such that parents suspect that school might be closed, they should listen to local radio at K-LAKE- 97.7, STAR- 95.9 and 96.9, and television channel 54 for official announcements by the district. Please listen to these stations rather than calling the school district office or the high school for information. If weather worsens after classes have begun, school may be closed.

# **SCHOOL FACILITIES**

## **Use of school facilities 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.

Students will stay outside or in the cafeteria before school, unless they are in morning tutorials. 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.

## **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 Laura Stewart at 575-2096 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.]

Applications for "Free and Reduced" price meals are available to all students and may be obtained from the Food Service Office at the Educational Support Building on the high school campus or from the high school cafeteria. Applications may be filled out prior to the beginning of each school year as early as July 1 at the Food Service Office. Students qualifying for the "Free and Reduced" programs are not identified nor discriminated against in any manner. "Pre-Pay" for school meals are encouraged for students. Envelopes are provided at the cafeteria or Food Service Office. "Pre-Pay" of accounts will expedite the meal service times. All students will be required to enter their ID numbers on the keypad system at the computer registers in the cafeteria. Charging of meals is discouraged and any negative balance must be paid weekly.

Students may eat outside the cafeteria on the plaza or inside the cafeteria, although no trays shall be allowed outside the cafeteria only snack bar foods. Delivery of food to students from outside vendors is not permitted. Students are expected to take pride in our facilities and assist in keeping the areas as clean as possible. All cafeteria and serving areas will be monitored by video surveillance. Any theft or abuse of equipment will be referred to Campus Security for investigation.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. ; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See the MPHS campus cafeteria manager to apply for free or reduced price meal services.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to 5 days or up to \$20 whichever occurs first, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

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

## **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 from 7:45 a.m. – 4:00 p.m. The library will also be open to students during both lunches. In the library, a copy machine is available for student use at a charge of 10 cents per page. A security system is used in the library. Having material not properly checked out may be cause for referral to Campus Security for investigation.

## **Meetings of Non curriculum-Related Groups**

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB(LOCAL).A list of these groups is available in the principal's office.

## **Pest Control Information**

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the MPISD administration building.

## **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 in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **Searches**

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

## **Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

## Drug Detection Dogs

In order to respond to drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the district shall use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property. The district-contracted dog handler shall use non-aggressive dogs trained to alert to illicit substances such as drugs, alcohol, and gunpowder. Visits to schools shall be random and unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and vehicles parked on school property.

If the dog alerts to a particular locker, a vehicle, or item in classrooms or other common areas, it may be searched. If the dog alerts to a vehicle, the student shall be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses, the parents shall be notified. If the parent does not allow the search, an officer may obtain and execute a search warrant, if appropriate.

- This serves as notification at the beginning of each school year that:
- The lockers remain under the jurisdiction of the district and are subject to a sniff search at any time. Students are responsible for anything found in their lockers.
- All vehicles parked in school parking lots shall be subject to a sniff search at any time. Students are responsible for anything found in their vehicles.
- Classroom and other common areas are subject to a sniff search at any time when students are not present.

If any prohibited substances are found, the student may be subject to appropriate disciplinary action, including removal, suspension, expulsion, and notification of law enforcement agencies.

## Metal Detectors

The Mount Pleasant Independent School District has a compelling interest:

- to educate and train its students in an environment conducive to learning,
- to maintain discipline in the classroom, on school grounds, and at school activities,
- to provide a safe environment for its students, employees, and patrons, and
- to deter weapons on school property and at school-related activities.

If the district finds that incidents involving the presence of weapons or contraband have occurred on school property and at school-related activities, the district is authorized to use metal detectors to screen for weapons and other contraband. The student's parent or guardian shall be notified if any prohibited items are found on the student's person or in his/her possession as a result of a search conducted in accordance with this policy. If students are found to be in possession of prohibited items, the district will administer discipline based on the Student Code of Conduct. CC-27 [FNF(LOCAL)]

## 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. A student has full responsibility for the security and content of his or

her vehicle and must make certain that it is locked and that the keys are not given to others.

### **Security Cameras**

The district utilizes security cameras and video recording devices at the school campuses and other district facilities. These are located in cafeterias, hallways, designated areas, entryways, parking areas, and in the In School Suspension classrooms. Information provided by reviewing the videotapes will be utilized, as needed, to help maintain a safe and orderly environment. The district also randomly places video cameras on school buses to record student behavior. The district may view recordings to aid in the investigation of student misconduct and violations of the Student Code of Conduct.

### **Smoking/Tobacco Products / E-Cigs**

Students may not smoke, possess, or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property. Violations of this policy are an offense, and appropriate disciplinary action will be taken. Additionally, the possession of matches or lighters is prohibited. All items will be confiscated. Violations are also punishable as Class C misdemeanors by fines not to exceed \$500.00 under Texas Penal Code 48.01 (1994).

Smoking includes any device, any vapor oils or substance which simulates or is considered an analog substance which may contribute to the actions.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, 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 575-2090.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact (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 school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.



- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus 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.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Never cross behind the bus.
- Never enter or exit through the emergency door.
- Not eat or drink on the bus.

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.

### **Parent's Responsibility**

It is the parent's responsibility to notify the bus driver if a student is to get off the bus at another stop than the assigned stop. For the safety of the child, a parent should escort the child to and from the bus stop and remind them constantly about safety and proper behavior on the bus. Cars should not enter or leave the bus parking lot at the high school while buses are loading and unloading.

Cars should not block or park in bus stop areas at ANY school when students are being loaded and unloaded.

### **Bus Trips**

The driver of the bus or school supervisor has complete charge of the bus and the students riding it. Students must obey the driver or sponsor promptly. On all school trips, students must return by school transportation unless prior specific arrangements have been made.

Student buses to various school activities are a unique attempt to promote school spirit, pride, and unity. Students associated with problems related to classroom teachers, sponsors, or with improper conduct will not be eligible to ride these buses. Student safety and bus rules will be applied the same as on a regular bus route.

### **Bus Discipline Procedures**

For the safety of all passengers on the school bus, the students have been given a set of rules to follow. If a student breaks these rules, they will be reported to the Principal's Office. The student can expect the Principal to follow this procedure in disciplining the student. The driver is in charge of the bus and has the authority to assign seats at any time during the year.

- First Offense: Probation or 1-3 day suspension
- Second Offense: 3-5 day suspension
- Third Offense: 5-10 day suspension
- Fourth Offense: Suspension for semester or up to one year

If any offense concerns disrespect toward the driver (fighting, profanity and other acts similar that are dangerous to the other passengers), the punishment may be suspension from all the buses for at least one week for the first offense. Steps mentioned prior could be skipped due

to the severity of incident by discretion of the principal.

Any person 17 years of age or more, who intentionally disrupts, prevents or interferes with the lawful transportation of children to and from school or activities sponsored by a school on a vehicle owned and/or operated by a county or independent school district shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$200.00.

(Acts 1983, 68<sup>th</sup> Leg, p. 4500, ch. 729,s 2, . August 29, 1983.)

### **Bus Changes/Late Boarding**

Due to the concern for the safety of students and the need for each bus to meet schedules at other schools, students will not be permitted to board the buses after the first bus begins moving away from the school. Telephones are available for the students to call home if they miss the bus. A student will not be allowed to get off the bus after boarding until his/her scheduled stop has been reached.

### **Travel – School Sponsored**

Students who participate in school-sponsored trips are REQUIRED to ride in transportation provided by the school to and from the event. However, the Principal may make an exception to this requirement under the following circumstances: 1) The parent personally requests that the student be permitted to ride with another parent; or 2) On the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

### **Videotaping of Students**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and in academics buildings and hallways. Students will not be told where or when the equipment is being used. These records are not allowed to be viewed by parents or anyone outside of staff members.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

The principals 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/Guardians 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 front reception office. Visits may only be allowed when it will not interfere with the instructional environment of the school. Each visitor must produce a valid driver's license for security precautions. Visitors during lunchtime may be allowed with approval from the principal's and/or the assistant's principal's office.

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

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

### **Visitors Participating in Special Programs for Students**

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## SECTION IV:

### GLOSSARY

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

**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.

**ARD** is the admission, review and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

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

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

**EOC** is short for End of Course examinations. All incoming 9<sup>th</sup> graders for the 2020-2021 school year will be required to take these exams. Currently required in 5 core areas:

- English I
- English II
- Algebra I
- Biology I
- US History

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific information, unless the student's parent or a student 18 or older directs the school not to

release directory information. This permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This directory information will be released to anyone who follows procedures for requesting it.

A Federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student’s education records. For purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education.

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.

The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

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

- When district school officials have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff; (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office,

and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

- To individuals or entities granted access in response to a subpoena or court order.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see *Objecting to the Release of Directory Information* on page \_\_\_\_ for opportunities to prohibit this disclosure].
- Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

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

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

**Personal Graduation Plan (PGP)** is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he/she begins grade 9.

**SAT** refers to the second 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 assessment tests** are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level tests is a condition of graduation. Students have multiple opportunities to take the tests.

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

**TAKS** is short for the Texas Assessment of Knowledge and Skills the state's current standardized achievement test given to students in certain grade levels and subject in grades 10 and 11. TAKS has been phased out by TEA and replaced by EOC.

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

Appendix:

Freedom from Bullying Policy

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

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 11/16/2017



## SECTION V: SCHEDULES AND CALENDARS

### Regular Schedule 50 minute

1<sup>st</sup>-8:05-8:55  
 2<sup>nd</sup>-9:01-9:51  
 3<sup>rd</sup>- 9:57-10:47  
 4<sup>th</sup>- 10:53-11:43  
 1<sup>st</sup> lunch- 11:43-12:13, 5<sup>th</sup> Period 12:19-1:09  
 5<sup>th</sup> period- 11:49-12:39 2<sup>nd</sup> Lunch 12:39-1:09  
 6<sup>th</sup>- 1:15-2:05  
 7<sup>th</sup>- 2:11-3:01  
 8<sup>th</sup> – 3:07-3:57

### Pep Rally Schedule 46 minute

1<sup>st</sup>- 8:05-8:51  
 2<sup>nd</sup> 8:57-9:43  
 3<sup>rd</sup>- 9:49-10:35  
 4<sup>th</sup>- 10:41-11:27  
 1<sup>st</sup>11:27-11:57 /5<sup>th</sup> period 12:03-12:49  
 5<sup>th</sup> period 11:33-12:19 / 2<sup>nd</sup> lunch 12:19-12:49  
 6<sup>th</sup>- 12:55-1:41  
 7<sup>th</sup> 1:47-2:33  
 8<sup>th</sup> 2:39-3:30  
 Pep Rally 3:30-3:57

### Early Release 27 minute

1<sup>st</sup> – 8:05-8:32  
 2<sup>nd</sup>- 8:38-9:05  
 3<sup>rd</sup>- 9:11-9:38  
 4<sup>th</sup> 9:44-10:10  
 5<sup>th</sup> 10:17-10:44  
 6<sup>th</sup> 10:50-11:17  
 7<sup>th</sup>- 11:23-11:50  
 8<sup>th</sup> 11:56-12:23  
 Lunch 12:23-1:00

### Late Start 36 minute class, 31 minute lunch

1<sup>st</sup> 10:00-10:36  
 2<sup>nd</sup> 10:40-11:15  
 3<sup>rd</sup> 11:20-11:55  
 4<sup>th</sup> 12:00-12:35  
 1<sup>st</sup> lunch 12:42-1:13/5<sup>th</sup> 1:19-1:55  
 5<sup>th</sup> 12:48-1:24/ Lunch 1:24-1:55  
 6<sup>th</sup> 2:01-2:37  
 7<sup>th</sup> 2:43-3:19  
 8<sup>th</sup> 3:25-3:57

## **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 their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards* –

*Rights of Parents of Students with Disabilities.*

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: **Ms. Marilyn Logan, Director**  
**Titus County Shared Services**  
 Phone Number: **903-575-2079**

### OPCIONES Y REQUISITOS PARA PROPORCIONAR AYUDA A LOS ESTUDIANTES QUE TIENEN DIFICULTADES EN EL APREDIZAJE O QUE NECESITAN O PUEDEN NECESITAR EDUCACION ESPECIAL

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los

estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un periodo de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre del

*Procedimiento –*

*Derecho de los Padres de Estudiantes con Discapacidades.*

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es :

Nombre de la Persona: **Ms. Marilyn Logan, Director**  
**Titus County Shared Services**  
Numero de Telefono : **903-575-2079**

7/18/16

Dear Parents:

Should an emergency or disaster situation ever arise in the Mount Pleasant area while school is in session, you should be aware that the schools have made preparations to respond effectively to such situations. In the event there should be a major disaster during school hours, your student(s) will be cared for at school. The Mount Pleasant Independent School District has prepared an emergency operations plan that has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency so please read and understand the following responsibilities that you as a parent, guardian, or caregiver must assume.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the individual building emergency card with is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Tune your radio or television stations for emergency announcements. If students are to be kept at school, radio and TV stations will be notified. If electrical service is not affected, information will be relayed as well through the School District's Internet web site, [www.MPISD.net](http://www.MPISD.net). In addition, information regarding day-to-day school operations will be available by calling the District's Administrative Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated Reunion Doors located on school campuses. Watch for a sign at the front of the building that identifies Reunion Doors. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency

card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio and TV stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and MPISD personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the playgrounds and fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Craig Bailey  
Principal Mount Pleasant High School

7/18/16

Estimados padres:

Queremos informarles de que las escuelas han hecho preparaciones para responder efectivamente en una situación de emergencia o de desastre en el área de Mount Pleasant mientras que los estudiantes están en la escuela. En caso de que haya un desastre mayor durante las horas escolares, el personal escolar cuidará de su niño o niña. El Distrito Escolar Independiente de Mount Pleasant ha establecido un plan de operación en una emergencia que se usará para responder a una catástrofe mayor.

Su cooperación es muy importante en caso de alguna emergencia. Entonces por favor lean y entiendan las siguientes responsabilidades que ustedes como padres, tutores, o si están encargados de cuidar niños, tendrán que llevar a cabo.

1. No llame a la escuela. Las líneas telefónicas se necesitarán para hacer llamadas de emergencia.
2. En el caso de una emergencia seria, los estudiantes se quedarán en la escuela hasta que un adulto responsable y conocido los recoja. El nombre de este adulto tiene que estar escrito en la forma de emergencia en la lista de adultos que pueden recoger a su niño o niña. Los padres completan esta forma al principio del año en cada escuela. Por favor asegúrese de satisfacer las siguientes normas al escoger el adulto que tenga permiso de recoger a su niño o niña de la escuela:
  - El o ella es de 18 años o mayor.
  - El o ella está en casa durante el día.
  - El o ella puede caminar a la escuela si es necesario.
  - El o ella conoce a su niño o niña.
  - El o ella puede llevar a cabo esta responsabilidad y está dispuesto(a).
3. Sintonice su estación de radio o de televisión para anuncios de emergencia. Si los estudiantes permanecen en la escuela, se notificarán a las estaciones de radio y de televisión. La información también se encontrará en el sitio de red del Distrito Escolar de Mt. Pleasant, [www.mpisd.net](http://www.mpisd.net), si hay electricidad. Llame a la dirección central del distrito para más información acerca del funcionamiento escolar diario.
4. Inculque a su niño o niña la necesidad de seguir las instrucciones del personal escolar en casos de emergencia.

Los estudiantes se entregaran sólo a los padres o a las personas escritas en la forma de emergencia del distrito escolar. Durante emergencias graves, los estudiantes se despedirán por la salida designada como las *Puertas de Reunión*. Esté atento por el signo al frente del

edificio que señala las *Puertas de Reunión*. Es importante que los padres se familiaricen con el Plan escolar de emergencia en caso de desastre y que tengan paciencia y sean comprensivos del procedimiento de entregarles a los estudiantes. Por favor déle instrucciones a su niño o niña que se quede en la escuela hasta que usted o el adulto indicado venga por él o ella. En caso de que el servicio telefónico se rompa, por favor anote en la forma de emergencia la información para una persona fuera del estado ya que llamadas fuera del área se podrán hacer aunque no se podrán recibir.

La decisión de mantener a los estudiantes en la escuela se basará en si las calles en el área están abiertas o no. Si esto ocurre, las estaciones de radio y de televisión lo notificarán. En caso de que ocurra un desastre natural cuando los estudiantes vayan en camión, el chofer pedirá ayuda por radio portátil al personal escolar o del distrito. No se recogerán los niños que estén en casa esperando el camión (si los caminos están inaccesibles) y esos niños continuarán siendo la responsabilidad del padre o tutor. En el caso de que suceda un desastre natural por la tarde, el chofer hará todo lo posible de llevar a los estudiantes a sus casas. En caso de que los caminos estén inaccesibles por la mañana, el chofer llevará a los estudiantes a la escuela más cercana y esa escuela se comunicará con la escuela del estudiante acerca de donde se encuentra el estudiante.

En caso de un derrame de material peligroso (derrame de químicas) cerca de la escuela, el procedimiento de *Refugio en su propio lugar* se iniciará para proveer protección ahí mismo. Todos los estudiantes y el personal abandonarán el parque de recreo y los terrenos de afuera y se irán a sus salones donde se hará todo lo posible para prevenir que el aire de afuera no entre a los salones durante la emergencia. Tableros que digan “Refugio en su propio lugar” se colocarán en las ventanas de los salones o afuera de las puertas del salón durante la práctica o durante la emergencia. Los estudiantes que lleguen a la escuela durante una práctica o durante la emergencia deberán ir a la oficina de la escuela o al área indicada de antemano porque los salones estarán aislados. Cuando se haya calmado o resuelto la situación peligrosa, se dará la señal de que el peligro ha pasado.

Por favor discuta estos asuntos con su familia inmediata. Hacer planes con anticipación reduce las inquietudes durante una emergencia.

Sinceramente,

El Director de MPHS de Craig Bailey

Mt. Pleasant Independent School District  
Parenting Education Program

Cristen Wilson,  
Coordinator  
2110 N.  
Edwards  
Mt. Pleasant, TX  
75456 (903) 575-  
2081 ext. 1518

**Attendance:**

- School Policy
- Student should plan appointments for after school, school holidays, or Saturday if at all possible
- Student should only miss the classes necessary for the appointment (not all day).
- Student should return to school with verification form signed by agency personnel.
- Appointment verification forms should be taken to the office for admit slip. Office personnel should make a copy for office files and place original in Mrs. Wilson's mailbox.
- Days missed should be checked with grade level principal after 5 absences.
- THE STUDENT MUST REPORT EACH ABSENCE TO MRS. WILSON'S (VOICE MAIL) AND THE REASON FOR THE ABSENCE.
- Mrs. Wilson may verify each absence.
- Student must attend Saturday school if necessary for class credits. Day care will be denied for the next semester if an N/G is received for excessive absences.

**Attitude:**

- Attendance: School policy is approved by the administration and school board. You are expected to follow that policy. You need to make up your mind to follow that policy and there will be no problems.
- Day Care: Child must go to day care every day unless sick. If child is not at day care mother must call day care and Mrs. Wilson's (voice mail) every day child is absent. If the child is absent from day care for reasons other than illness, the student will be responsible for the day care fee.

**Transportation:**

- The bus will honk the horn ONLY two times and you must be on your way out or give indication that you are ready or you will be left.
- ALL students will help clean car seats every week.
- ALL students are responsible for keeping the bus clean. Students will be taken to the day care center, school, and residence.

**Homebased Instruction:**

- **School Policy:** The student will be placed on homebased instruction on the day of delivery unless Mrs. Wilson has received appropriate doctor's documentation. Documentation MUST state the Emergency Medical Condition requiring bedrest. Homebased instruction will begin the date appropriate documentation was received by Mrs. Wilson, all other days will be absences. Student will return to school four weeks after the baby's birth unless medical circumstances and doctor verifies with a written statement indicating reason for continued homebased



instruction.

- Each student is responsible for having all books and supplies at home for homebased instruction. If homebased instruction is an emergency situation, you must send by a family member for books. (This is your responsibility.)
- The homebased instructor will set up a time period for your instruction each day. It is your responsibility to be there during that time frame. If you have a conflict you must make arrangements with the instructor prior to the time of instruction. If you are not there within the time frame it will be turned in as an absence in the attendance office. This absence will be counted each period and will have to be made up in Saturday school.

**Discipline:**

- All students must refrain from fighting verbally or physically, the penalty is too costly.