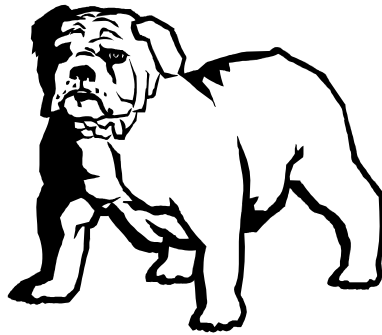
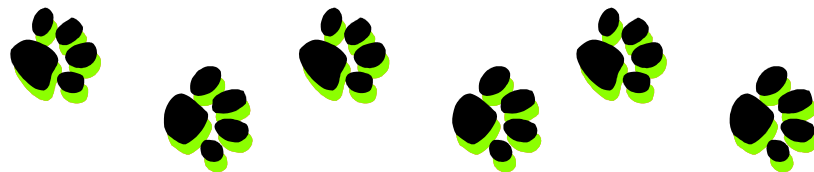


# Millsap Elementary School



Student Handbook  
2009 – 2010

“The Pride Is Inside.”



## PREFACE

To Students and Parents:

Welcome to school year 2009-2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. The Millsap Elementary 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. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the MILLSAP ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and is posted to the district website.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect the Student Handbook will be communicated to students and parents through newsletters and other communications.

In case of conflict between a Board policy or the Student Code of Conduct and any provisions of Student Handbook, the current provisions of board policy or the Student Code of Conduct most recently adopted by the Board are to be followed.

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

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### MILLSAP ELEMENTARY MISSION STATEMENT

**TO:** Challenge all students to be self-motivated by providing a creative academic program which is strong in basic skills and rich in encouragement

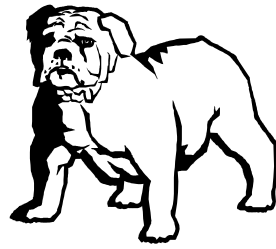
**IN A WAY THAT FOSTERS:**

- student pride in self, school, community, and country
- responsibility and respect for self and others
- family / community involvement

**SO THAT OUR MILLSAP STUDENTS WILL:**

- be contributing members of society
- be life-long learners
- reach their highest level of potential

“The Pride Is Inside.”



Dear Parent/Guardian,

I want to welcome you and your child to another exciting and challenging year at Millsap Elementary School. Millsap Independent School district is committed to providing an environment in which each student has the opportunity to learn and achieve.

Parent support and student cooperation are both vital to a productive learning environment for children. Therefore, we, the staff, hope that you will read and discuss the following rules and guidelines with your child. We also desire for you to actively participate in and contribute to the success of your child's education by assuming the following roles:

1. Teacher—help your child learn at home
2. Supporter/Volunteer—contribute time, talents, skills, etc. to our school
3. Advocate—focus on and stand up for students' best interest
4. Decision-Maker—participate in joint problem solving with the school

As we look to another school year and its challenges, we realize that your child is the most important person in your life. We pledge to treat him/her with respect and to use all of our resources to help your child reach his/her fullest potential. Welcome to the partnership we share in the educational process, and please know that your participation is needed and encouraged.

Sincerely,

Wayne Hubik  
Principal

“The Pride Is Inside.”

MILLSAP ISD 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; Section 504 of the Rehabilitation Act of 1973, as amended.

MILLSAP ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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

Title IX Coordinator:            Tony Phillips, MISD Athletic Director  
305 Pine Street  
Millsap, Texas 76066  
(940) 682-4994  
[madams@millsapisd.net](mailto:madams@millsapisd.net)

Section 504 Coordinator:        Wayne Hubik, Elementary Principal  
305 Pine Street  
Millsap, Texas 76066  
(940) 682-4994  
[whubik@millsapisd.net](mailto:whubik@millsapisd.net)

As a point of contact, the Millsap ISD website address is: [www.millsapisd.net](http://www.millsapisd.net)

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## **BOARD OF TRUSTEES**

Dr. Dene Herbel, President

Michael Stack, Vice-President  
Paul Evans, Member  
Tommy Joe Lucia, Member

Jerry Walker, Secretary  
Christy Burton, Member  
Alan Richardson, Member

Jerry Lee Hunkapiller, Superintendent of Schools  
(940) 682-4489

The Millsap ISD Board of Trustees meets every fourth Monday evening at 7:00 PM in the Elementary Media Center. The public is invited to be present. Procedures for participation can be obtained by calling the District office at 682-4489. Meeting agendas are posted at the Administration Building and all campuses.

“The Pride Is Inside.”

**MILLSAP ELEMENTARY SCHOOL**  
**FACULTY/STAFF**  
**2009-2010**

Wayne Hubik	Principal
Cathy Bradshaw	Assistant Principal
Roxie Bean	Counselor
Stephanie Bourdelais	Nurse
Sara Earnest	Secretary
Bambi King	Pre-K
Gera Bruner	Kindergarten
Amber Berkley	Kindergarten
Tammye Stevenson	Kindergarten
Dana Ables	First Grade
Roger Bradshaw	First Grade
Charlotte Erwin	First Grade
Betty Gharis	Second Grade
Marty Hungate	Second Grade
Vickie Scheier	Second Grade
Kala King	Third Grade
Mimi Nairn	Third Grade
Amy Privitt	Third Grade
Rebecca Stack	Fourth Grade
Karen Buchanan	Fourth Grade
Christina Wright	Fourth Grade
Teresa Howard	Fifth Grade
Sarah Durst	Fifth Grade
Sarah Goen	Fifth Grade
Pam Davis	Early Childhood
Shirley Luttrell	Reading Specialist
Ruth Ann Hubik	Math/Science Specialist
Johnnie Littlefield	Special Education
Michael Humphrey	PE
Missy Dunn	Music
Billie Hook	Library Aide
Amanda Schade	Computer Lab Aide (Read Naturally)
Sandra Thomas	Technology Aide
Elizabeth Gonzales	Instructional Aide (Pre-K)
Ashley Smith	Instructional Aide
Deborah Stanton	Instructional Aide
Rhonda Thomas	Instructional Aide
Patricia Walker	Instructional Aide
Johna Wicker	Instructional Aide
Julie Ellisor	Instructional Aide

“The Pride Is Inside.”

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## ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

It is also the law in Texas.

- A student enrolled in pre-kindergarten or kindergarten is required by law to attend school. Education Code 25.085(c)
- State law requires the a student between the ages of 6 and 18 **must** attend school, as well as any applicable accelerated instruction programs, or and District-required tutorial sessions unless the student is otherwise legally exempted or excused.
- If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnostic test.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, from required or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.
- **A court of law may also impose penalties against both the student and his/her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:**
  - \* **Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or**
  - \* **Is absent on three or more days or parts of days within a four-week period**
- To be promoted, a student must attend at least 90 percent of the days class is offered—ABSENCES and tardies CANNOT EXCEED 18 DAYS THROUGHOUT THE SCHOOL YEAR. A student who attends fewer than 90 percent of the days class is offered cannot receive credit for promotion unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:
  - An extracurricular activity or public performance, subject to approval by the District’s Board of Trustees.
  - Required screening, diagnosis, and treatment for Medicaid-eligible students.
  - A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
  - A juvenile court proceeding documented by a probation officer.
  - An absence required by state or local welfare authorities.

- A family emergency or unforeseen or unavoidable instance requiring immediate attention

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB]
- A transfer or migrant student begins to accumulate absences only after he/she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented health care appointments as reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parents 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.

If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

**Please note:**

- **When a student is ill and absent from school, and did not see a health care professional, a parent note stating the reason for the absence is still required. A parent note will not always excuse an absence, but it will be given due consideration. Only an absence due to a documented health care appointment will be excused without question.**
- The following are reasons to keep your child home from school to prevent spreading illness to others:
  - Fever of 100.0 degrees or higher
  - Vomiting
  - Diarrhea
  - On-going cough producing phlegm
  - Yellow or green drainage from nose
  - Head lice or nits
 Students with fever, vomiting, or diarrhea **should not return to school for at least 24 hours from the last episode.**
- A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

- In those rare circumstances when a student must be absent from school, **the student--upon returning to school--must bring a note, signed by the parent, that describes the reason for the absence.** A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years of age or older. Parental calls to the school on the day of the absence stating the reason for the absence are helpful, but they do not take the place of the note upon the student's return.
- All absences are categorized as "excused" or "unexcused". **A note from a medical professional MUST be turned in within 2 school days before an absence is considered "excused."** For those absences that did not require an appointment with a medical professional, a note from the parent is still needed. Whether the absence is excused or not is determined considering the circumstances of the absence. The reason for the absence **MUST** be the result of an uncontrollable circumstance, such as illness or a death in the family. Voluntary absences, including out-of-town trips/vacations, and absences due to suspension from school for disciplinary action are considered unexcused, unless otherwise designated by the principal.
- Excessive tardiness and/or leaving early can also contribute to a student's attendance record, and is considered by the Attendance Review Committee when a student has not been present at least 90% of the time, including tardies. [See the section on Tardy Policy.]
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will be subject to disciplinary consequences. Each student is given the same number of days that he/she was absent plus one to make up the work, with no grading penalty.
- Class time is important. Doctor's and dentist's appointments should be scheduled, if possible, outside the school day and at times when the student will not miss instructional time. [See Section titled "Tardy Policy."]

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

## **AWARDS**

In an effort to recognize student effort and achievement, the following accomplishments will be recognized at the end of each six-week period: A Honor Roll, A/B Honor Roll, and Perfect Attendance. At the conclusion of each semester, students who have maintained the A Honor Roll, the A/B Honor Roll, or Perfect Attendance for the semester will be recognized at a formal Awards Assembly.

If semester grades for each subject are 90 or above, the student is on the A Honor Roll. If the semester grades for each subject are 80 or above, the student is on the A/B Honor Roll.

The assembly held at the end of the school year will include awards for students maintaining an A Honor Roll, an A/B Honor Roll, Perfect Attendance, or Near Perfect Attendance (only one absence during the entire year). Awards also will be given for achievement in the Accelerated Reader program.

## **BICYCLES**

Students who ride bicycles to school should park them in the designated area immediately upon arrival. The school is not responsible for damage or loss of a bicycle.

## **BULLYING**

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

The board establishes policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL.)]

## **BUSES OR OTHER SCHOOL VEHICLES**

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

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 the Transportation Director at 940-682-4489 x3114.

A parent may also designate a child-care facility or grandparents' residence as the regular pickup or drop-off location for his/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, please notify the Transportation Director at 940-682-4489 x3114.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. Video cameras may be used in District vehicles to promote compliance with the rules of conduct. Videotapes are protected student records subject to the provisions in policies of FL. Students who display inappropriate behavior are subject to disciplinary action (ex. bus riding privileges suspended.) When on school buses, students are required to:

- 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 books, band instrument cases, feet, 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 outside of the bus.
- Not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
- Remain seated while the bus is moving.
- Not eat or drink while on the bus. The bus must be kept clean.

Along with the above guidelines, the following bus rules must be followed by all who ride the bus:

- The bus driver may assign seats.
- Be courteous.
- Do not use profanity.
- Violence is prohibited.
- Do not distract the driver through misbehavior.

Failure to follow all of the above listed bus rules will result in suspension of bus riding privileges. The penalty of the suspension is at the discretion of the school principal. Bus suspension may result in removal from the bus for 1 day to 10 days or permanent removal by a formal hearing. Serious misbehavior may also be cause for consequences up to and including suspension or expulsion from school.

In the event that a student brings a personal item to school or on the bus and a district employee, due to actual or potential distraction or danger, confiscates it, the item will be held in the principal's office until a parent is able to retrieve it or ensure no reoccurrence.

When students ride in a District van or passenger car, seat belts must be used at all times. Misconduct will be disciplined in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. [See the section on Travel.]

Before students will be allowed to leave the bus at any stop other than their home, the principal must receive a letter (or phone call if a letter is not possible) from the parent / guardian, including the name and phone number of the person(s) assuming temporary responsibility at the alternative location. The principal will notify the bus driver. Drivers are not allowed to let children exit anywhere but their assigned bus stop area.

A letter from a parent does not guarantee that a student will be able to ride a bus if the student is not a regular bus student. Availability of seating space, a student's past behavior, time, and other factors will determine whether a student who is not a bus student will be able to ride the bus, or even whether a normal bus student will be able to ride a bus that is not his/her normal bus route.

For safety reasons, once school is dismissed, parents are not allowed to pick up any students (on foot or by car) on the "bus boarding" side of the school, or from any other school exit except the front door. A late family emergency that would require a bus student to not ride the bus is not a legitimate reason. When a bus student needs to be picked up by car, that student must be picked up at the front door of the elementary campus or the parent must visit the office and the pick up can be expedited.

## CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers to students nutritionally balanced meals daily. New meal prices: breakfast is \$1.50 for all students; lunch for elementary students is \$ 2.00 and \$ 2.25 for middle and high school students. Free and reduced-priced meals are available based on financial need. Information on this program can be obtained from the office of the Food Service Director, (940-682-4894 x 3112). Millsap ISD is a closed campus. **Parents / guardians wishing to eat with a student, must first register at the main office, and will be allowed to eat only with his/her child/children.** (Adult lunches are \$ 2.75.) The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

## CLASSROOM INTERRUPTIONS

In order to use instructional time effectively, we minimize classroom interruptions. We request that parents help us by being sure that students arrive at school with all necessary items so that we do not have to interrupt class unnecessarily. Students should know when they come to school what they are to do after school so that parents need not call with last-minute dismissal instructions. Students are not allowed to use our phones. School staff will assist the students with phone communications if they have an emergency situation. In addition, special deliveries (flowers, balloons, etc.) for students are discouraged, as they create a distraction from the instructional activities taking place and can create a danger on the bus and during dismissal time. If any item is delivered to the school, it will remain in the main office until the end of the school day; the student will be called to the office and receive the item just before dismissal from school.

### **CLASS/TEACHER ASSIGNMENTS**

Millsap Elementary teachers work diligently at the end of each school year to assign students to teachers at the next grade level. Teachers must consider several factors when making these decisions, such as the academics of students, placing equal number of boys and girls in classrooms, the personalities of students and teachers, special needs students, etc. We will give every consideration to placing your child with a teacher that is not only best suited for him/her, but also for that entire grade level. **But, Millsap Elementary does not accept parent request.**

### **COMMUNICABLE/CONTAGIOUS DISEASES AND CONDITIONS**

To protect children 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. These diseases include:

Amebiasis	Hepatitis, Viral (specify type)	Rubella (German Measles)
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

#### **Bacterial Meningitis**

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

What is meningitis?

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature,

vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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.tdh.state.tx.us>.

### **Head Lice**

Each year, we have several confirmed cases of head lice. Lice are not an indication of uncleanliness; in fact, lice prefer a clean, healthy head to a dirty one. When it has been determined that a student has lice, that student will be placed on home study until the lice are treated and the hair is clear of nits. If you need assistance in treating head lice, contact the school, and our school nurse will help you.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school regarding a child's education is more than a "plus"; it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, conduct folders, and student work for parents to review and sign. It continues into interactions: messages and phone calls from teachers, PTO newsletters, and school open houses or back-to-school nights.

Communication might also include requests for conferences—initiated by the school or the parent—to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office at 682-4894 for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually

convenient times before or after school might be arranged as well. [See the section titled “Parent Involvement, Responsibilities, and Rights.”]

## **COMPLAINTS BY STUDENTS / PARENTS**

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 FNG. A copy of this policy may be obtained in the principal’s or superintendent’s office or on the district’s website at [www.millsapisd.net](http://www.millsapisd.net). In general, a parent or student 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, members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent’s office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy.

- Discrimination on the basis of gender: FB.
- Sexual abuse or sexual harassment of a student: FNCJ. (See the section on Sexual Harassment/Sexual Abuse.)
- Loss of credit on the basis of attendance: FDD.
- Removal of a student by a teacher for disciplinary reasons: FOAA.
- Removal of a student to a disciplinary alternative education program: FOAB.
- Expulsion of a student: FOD.
- Identification, evaluation, or educational placement of a student with a disability: EHBA and FB. (See the section on Special Programs.)
- Instructional materials: EFA
- On-campus distribution of non-school materials to students: FMA.
- Complaints against District peace officers: policy CKE

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, Millsap ISD 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 (Acceptable Use Policy) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should also be aware that an e-mail using a Millsap ISD computer is not private and may be monitored by District staff.

[For additional information, see Policy CQ.]

### **Millsap ISD Electronic Communications System Acceptable Use Procedures And Regulations**

#### **REGULATIONS AND GUIDELINES**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use procedures and regulations. All training in the use of the District's system will emphasize the ethical use of this resource.

Access to the District's electronic communications systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

The purpose of the District's electronic communications systems is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of an account must be in support of and consistent with the educational objectives of the District. The Millsap Independent School District and all users of the District's electronic communications systems must comply with existing rules and Acceptable Use Procedures and Regulations incorporated into this document.

### **COPYRIGHT CONSENT REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Therefore, no original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student and the student's parent, or employee who created the work. Students shall retain all rights to work they create using the District's electronic communications system. Before posting student-generated work, schools must take reasonable care that the student created the content of the work. Plagiarism in any form is not permitted.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

### **SYSTEM ACCESS**

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost on the District;
- Does not unduly burden the District's computer or network resources; and
- Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

- Imposes no tangible cost on the District; and

- Does not unduly burden the District's computer or network resources.

System access will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system
2. Users will be required to maintain password confidentiality by not sharing the password with others.
3. Students completing required course work on the system would have first priority for use of District equipment after school hours.
4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

## **FILTERING**

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

## **TECHNOLOGY COORDINATOR RESPONSIBILITIES**

The Technology Coordinator for the District's electronic communications system will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use procedures and regulations for the District's system.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal or supervisor's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure appropriate use of the system.
6. Set limits for data storage within the District's system, as needed.
7. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for violations of network regulations, or as a result of other disciplinary actions against the user.

## **INDIVIDUAL USER RESPONSIBILITIES**

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

### **ON-LINE CONDUCT**

1. Users shall not use Millsap ISD computers or networks for any non-instructional or non-administrative purpose (e.g. non-educational games, chat, instant messaging, or activities for personal profit). District personnel shall be permitted limited personal use.
2. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
3. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
4. Users shall not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
5. Users shall not deliberately access or create materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
6. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.

7. Users of systems and/or networks may not attempt to gain unauthorized access to resources or information.
8. Floppy disks or CD's from outside sources are prohibited unless approved by the Technology Coordinator.
9. The individual in whose name a system account is issued will be responsible at all times for its proper use and for keeping their password secure from other users.
10. System users may not use another person's system account or try to discover or use another user's password.
11. Students may not distribute personal information about themselves or others by means of the electronic communication system.
12. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
13. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
14. Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use. Messages relating to or in support of illegal activities will be reported to the authorities.
15. Transmitting or receiving obscene messages or pictures is prohibited.
16. Monitoring of student Internet access will be the responsibility of all district staff. No student will be allowed to use a computer without the physical presence of a staff member in the classroom or office.
17. Repeated visits to objectionable sites on the Internet will elicit a warning. Further attempts will result in a loss of Internet privileges.

#### **VANDALISM PROHIBITED**

Any malicious attempts to harm, modify, or destroy District equipment or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs as well as other appropriate consequences.

#### **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

#### **INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student 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 a suspension of access and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the District policies.

## **PARTICIPATION IN CHAT ROOMS, INSTANT MESSAGING, AND NEWSGROUPS**

Students are prohibited from participating in any chat room, instant messaging, or newsgroup accessed on the Internet. Such participation is permissible for employees, in accordance with District policies.

## **DEVELOPMENT OF WEB PAGES**

The District has established an Internet Web site and develops Web pages that will present information about the District. The Webmaster will be responsible for maintaining the District Web site. Any designated person or group, including campuses, classes and student organizations, may submit additions to the District Web pages to the Webmaster. The web page content becomes the property of Millsap ISD when the web pages are posted to the District web server.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy.

Schools need the permission of parents in order to publish student pictures on the World Wide Web. A permission form is required for parents to indicate whether they do or do not agree to the publication online of their children's images. Also, the image of a student shall not be published without the direct permission of the student in that image.

## **RESPONSIBILITIES OF THE SCHOOL**

The Campus Principal shall review any complaints from students, teachers, administrators, other school staff, or members of the community concerning published work on school Web pages. The Campus Principal, or their designee, will review and approve all pages written by school employees and students and will make decisions about the appropriateness of content and links before the pages are posted to a Web server. Should there be inappropriate material, the Campus Principal will ask for that material to be deleted or changed as quickly as possible.

## **TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT**

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access for violation of District policies or regulations will be effective on the date the Principal or Technology Coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

## **DISCLAIMER**

The District's system is provided on 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 shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' 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.

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.

## **CONDUCT**

### **Conduct Before and After School**

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

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

Loitering or standing in the halls during class is not permitted. During class time, a student must have a legitimate reason and purpose to be outside the classroom. Failure to have a legitimate purpose can result in disciplinary action in accordance with the *Student Code of 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.

Students are expected to:

- Behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property and facilities, are essential to the maintenance of facilities, safety, order, and discipline.
- Attend all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class.
- To be well groomed and appropriately dressed each day.

### **Academic Dishonesty / Cheating / Plagiarism**

Academic dishonesty—cheating or plagiarism—is not acceptable. Cheating includes the copying of another student's work—homework, class work, test answers, etc.—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### **Corporal Punishment**

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

Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment.
- Only the principal, assistant principal, or a teacher may administer the punishment.
- The instrument to be used will be approved by the principal.
- The punishment will be administered in the presence of one other District professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment.

### **DAEP**

The Student Code of Conduct specifies conditions that authorize or require a principal or other appropriate administrator to transfer a student to a disciplinary alternative education program (DAEP). [Education Code 37.001(a)(2)]

A student shall be removed from class and placed in DAEP if the student engages in conduct described in Education code 37.006 that requires placement.

A student who is younger than ten shall be removed from class and placed in DAEP if the student engages in conduct for which expulsion would be required by Section 37.007.

*Education Code 37.006(f); 37.007(e)* [See FOD]

[For additional information concerning DAEP, see the *Student Code of Conduct* and Board Policy FOC (LEGAL)]

### **Disruptions**

As identified by law, disruptions include the following:

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

- Interference with the transportation of students in vehicles owned or operated by the district.

### **Electronic Devices and Games**

Students may not possess or use paging devices, cell phones, radios, CD players, tape recorders, camcorders, DVD players, cameras, electric devices or games, telecommunications devices with text messaging or laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on school property or not, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return the item(s) at the end of the day for students to take home or whether parents will be contacted to pick up the items. (See Policy FNCE.)

In the event that a student brings a personal item (i.e. – some type of toy) to school or on the bus and a district employee, due to actual or potential distraction or danger, confiscates it, the item will be held in the principal's office until a parent is able to retrieve it or ensure no reoccurrence.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of any device. The school may charge the owner for the release of certain telecommunication devices. [See policy FNCE]

### **Pocketknives**

The possession of pocketknives is prohibited. Knives brought to school or any school-sponsored event will be confiscated and appropriate disciplinary action will be taken.

### **Parties and Social Events**

The rules of conduct and grooming will be observed at school social events held outside the regular school day. School rules apply to school social events to which a student brings a guest. 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 attending a party or social event will be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

### **Sexual Harassment / Sexual Abuse**

Unwanted and unwelcome conduct of a sexual nature—words, gestures, or any other sexual conduct, including requests for sexual favors—directed toward another student or a District employee is unacceptable. [For more complete information, see Section titled “Sexual Harassment / Sexual Abuse.”]

### **Violations of Law:**

- **Alcohol, Drugs, Tobacco, and Weapons**—Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.

• **Gangs and Other Prohibited Organizations**—Under state law; a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

- **Hazing Activities**--State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assist someone else to take action; recklessly permits action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

[See the Student Code of Conduct for disciplinary consequences for misconduct noted above.]

## COUNSELING

Millsap I.S.D. supports a comprehensive developmental guidance and counseling program as required by the State of Texas. The program has four components, and we want to make sure that parents are informed about it. The components are:

- Guidance – The counselor will provide curriculum support for teachers and/or will conduct guidance classes.
- Responsive – The counselor will provide individual and group counseling in response to student needs.
- Planning – The counselor will guide students to set goals for educational, and personal-social development.
- System Support – The counselor will consult with teachers and parents, and will implement the state and local standardized testing program.

All guidance materials are available in the counselor's office for parents to preview during school hours. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Students may request through their teacher to see the counselor, or they may be referred to the counselor by a parent, teacher, or administrator. If you **do not** want your student to participate in the counseling program and activities, please notify the counselor, in writing, within ten (10) days after receiving this handbook.

## CREDIT BY EXAM

A student will be permitted to take an examination to advance to a higher grade for which the student has no prior instruction. The dates on which examinations are scheduled for the 2008 – 2009 school year include:

- a) The second week in July  
and
- b) The second week in December

**1. The parent must request in writing to the principal that the student accelerate a grade or course, stating rationale for the request.**

**2. The parent must complete the Credit by Exam registration forms, which are available upon request in each campus office and on the district website.** The MISD

Board of Trustees approved the exams from Texas Tech University or University of Texas for grade or course acceleration. These exams are based on current Texas Knowledge and Skills, field-tested, secured, and graded by certified teachers through the university.

**Send the completed registration forms to either the High School, the Middle School, or Elementary counselor by the deadlines that are posted in each campus office.** The appropriate tests will be ordered and a reservation will be made for the student to take the test(s).

**3. If the student scores 90% on the required exam(s), a written recommendation for acceleration of a student must be made by MISD staff (teacher, counselor, or administrator) *before* the student may be accelerated.**

Possible considerations for recommendation:

- Grades
- TAKS results or test results
- Social maturity
- Level of responsibility

4. If the student has scored 90% on the required exam(s) and MISD staff has recommended acceleration, the principal will conference with the parent and accelerate the student. Documentation will be placed in student's permanent record file.

## **DISCIPLINE**

Maintaining a safe and orderly environment is the cornerstone of academic excellence. All discipline procedures are aimed at improving the success of each child.

- When a child has to be disciplined, consequences are chosen by considering the law, the offense, the age of the child, and the child's life experiences.
- The consequences should be meaningful to the child so that learning takes place for that child which would reduce the likelihood that the same misbehavior will occur again.
- For some children the use of **corporal punishment** will be appropriate and may be used as a consequence. If you have an objection to corporal punishment as one of the consequences for your child, please check the appropriate box on the "Parent/Guardian Acknowledgment Form", and sign it. In the event that corporal punishment is used, the parent / guardian will be notified. Please refer to Discipline Management Plan and Student Code of Conduct.

## **DISCRIMINATION/HARASSMENT**

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. [See policies FFH and FNC] Copies of the policy are available at each campus 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.

Bullying is not tolerated in the Millsap ISD, and is referenced in the Student Code of Conduct, "Mistreatment of Others." Per HB 283.

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. See policy DH(LOCAL).

## **DISTRIBUTION OF MATERIALS**

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

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

The principal has designated the hallway bulletin board next to the office as the location for approved non-school materials to be placed for voluntary viewing by other students. See policy FNAA.

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

### **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 employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any non-school materials must meet the limitations on content established in policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies 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).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## **DRESS AND GROOMING**

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

- Elementary students are prohibited from wearing clothing or jewelry that is immodest or revealing; that is distracting or disruptive of the educational process; that has pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under local school board policies.
- Girls shorts are acceptable, but must be fingertip length when arms are held flat to the sides of the body. If the fingertips touch skin, the shorts are too short. Length of skirts must follow the same policy.

Boys shorts must be worn with a belt that is tightened to keep the shorts around the student's waist, or be tight enough that a belt is not needed.

All students are involved daily in physical activity; girls wearing dresses or skirts should wear shorts underneath.

- Girls' tops/shirts must be long enough so that if the arms are raised overhead, the skin does not show. For tops that have shoulder straps, the straps must be at least two fingers wide. Tank tops are not permissible.
- Students must wear shoes at all times. Shoes appropriate for physical activity are necessary. **Due to the physical activities required in PE, "open-toed" shoes, such as flip-flops, shower shoes, thongs, etc. are not permissible.** "Roller" shoes, roller blades, or shoes with the roller on the heel are not permitted.
- Hair must be worn at a reasonable length, be of a natural color, be clean, well groomed, and not interfere with the educational process. Mohawks, spikes, and other non-traditional hair-dos/haircuts are not permitted. The principal or assistant principal has the final say as to whether or not a hairdo is acceptable. (When it has been determined that a student has lice, that student will be placed on home study until the lice are treated and the hair is clear of nits.)
- Caps (as long as appropriate) may be worn at recess time only, but must be removed at all other times and in all buildings.
- Uniforms for groups not directly associated with Millsap ISD should not be worn during school hours (7:45 a.m. – 3:45 p.m.).
- Bags / backpacks with rollers are discouraged (except in specific, health-related instances), as they can be dangerous in the hallways.
- The campus principal may authorize special attire for special classes or occasions.

### **DRILLS – FIRE AND TORNADO**

Form time to time, students, teachers, and other District employees shall participate in drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or staff quickly, quietly, and in an orderly manner.

Fire Drill Bells:        3 bells            -fire; leave the building  
                                 1 long bell        -return to classroom

Tornado Drill Bells: 1 continuous bell    enter the hall, kneel, and cover head  
                                 2 bells                return to classroom

### **EMERGENCY MEDICAL TREATMENT**

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.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for

his or her child will be responsible for paying insurance premiums and for submitting claims. Information regarding a student insurance program can be obtained from the district nurse.

### EMERGENCY SCHOOL CLOSING INFORMATION

Should weather or any other special conditions warrant that school be closed or dismissed unexpectedly, listen to one of the following media stations for details:

<u>TELEVISION STATION</u>	<u>CHANNEL</u>
WFAA	8
KDFW	4
KTVT	11
KXAS	5

<u>RADIO STATION</u>	<u>FREQUENCY</u>
KLIF	570 AM
KPLX	99.5 FM
KRLD	1080 AM
KYXS	95.9 FM
KJSA	1140 AM
KZEE	1220 AM
WBAP	820 AM

**If no announcement is made, assume that school will be in session.** Do not call the schools or the news media offices for closing information; tune in to the listed stations.

### ENROLLMENT REQUIREMENTS

Pre-kindergarten students must be four years old on or before September 1, and they must be eligible for free or reduced lunches or speak English as a second language to be guaranteed of enrollment. Students who are not eligible for free/reduced lunches or who speak English as the primary language are also allowed to enroll for pre-kindergarten on a first come, first served basis, with tuition for the half-day program set at \$400 per year.

Kindergarten students must be five years old on or before September 1.

First grade students must be six years old on or before September 1.

All students are required to show proof of residency of a parent in the Millsap District, a birth certificate, and a social security number as a condition of enrollment, as well as current immunization records. Parents / guardians enrolling students shall complete the necessary registration forms and return them to the school office, and are responsible to ensure that all enrollment information is kept up-to-date and that any changes in information are communicated promptly to school officials. **Specifically, it is important that the school maintains a current address, telephone number, and emergency phone number for each child enrolled in school. Notify the school immediately of any change in this information.**

Students must be enrolled by the last name on the birth certificate or show a legal document or affidavit showing the student's legal name. This legal document must be presented to the

school office within 30 days of enrollment. The District is required to notify the police if this information is not provided and request verification that the child has not been reported missing.

Students having attended previous school districts shall present the proper withdrawal forms from the most recently attended school.

Parents enrolling students for the first time shall complete a Home Language Survey for each child enrolled.

Transfer students not living within the District's boundaries must meet the guidelines adopted by the Board of Trustees of the Millsap ISD before enrolling, and are expected to continually demonstrate success in upholding those guidelines in order to maintain transfer eligibility/status.

### **EXTRACURRICULAR ACTIVITIES**

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class 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.

### **FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to the student. A student, however, is expected to provide his or her own supplies as listed on the grade level supply lists and may be required to pay certain other fees or deposits, including:

1. Costs for materials for a class project the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntarily purchased pictures, publications, or yearbooks.
5. Voluntarily purchased student accident insurance.
6. Personal apparel used in extracurricular activities that become the property of the student.

7. Fees for lost, damaged, or overdue library books and lost or damaged school-owned books / equipment.

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

### **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises. Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc), students or student groups, parents or parent groups, guest speakers or any other person, company or organization. For exemptions and a listing of foods and beverages restricted by the FMNV, see policy at the following website. (Also see section titled Parties/Celebrations.)

[http://www.squaremeals.org/fn/home/page/0,1248,2348\\_0\\_0\\_0,00.html](http://www.squaremeals.org/fn/home/page/0,1248,2348_0_0_0,00.html)

### **FUND RAISING**

Student classes, the PTO, outside organizations, and / or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 30 days before the event.

Except as approved by the principal, fund-raising is not permitted on school property.

### **GRADING AND REPORTING**

Report Cards or Progress Reports are issued every three weeks and are to be signed by the parent and returned the following instructional day. These notices will be given to the student to give to the parents unless the parent provides the teacher with self-addressed and stamped envelopes.

Teachers have a regularly scheduled conference period to allow them to meet with parents to discuss student progress. Arrangements for such a conference should be made in advance. We also offer tutorial programs for failing students, as needed. For further information regarding tutoring, please contact the teacher.

Pre-kindergarten and Kindergarten students will not receive letter grades. The teachers will explain the reports for these students during the first days of school.

First grade students will not receive grades the first six weeks of school. Instead, the word READINESS will be written across this area and individual parent conferences will be scheduled for each student's parent or guardian. This will be done to help parents of first grade students understand the child's immediate needs in order to be successful throughout the first grade and throughout the school years.

All other grading periods for first grade as well as all grading periods for second through fifth grade will be based on the following Millsap ISD grading system:

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

## **HARASSMENT/RETALIATION**

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 or in the superintendent’s office. [See policy FFH]

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

### **Sexual Harassment**

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

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

### **Retaliation**

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

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

## **HEALTH-RELATED MATTERS**

### **School Health Advisory Council (SHAC)**

During the preceding school year, the district’s School Health Advisory Council (SHAC) held regularly scheduled meetings. SHAC membership includes teachers, administrators, health care professionals, parents, transportation and maintenance personnel, and food

service personnel. Additional information regarding the district's School Health Advisory Council (SHAC) is available from the school nurse. [See also Policies BDF and EHAA.]

### **Tobacco Prohibited**

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

### **Vending Machines**

It is the policy of Millsap Elementary that no students are allowed carbonated drinks from the soft drink machine at any time during the day. The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies at CO and FFA.]

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment (FitnessGram) of students in grades 3-12. At the end of the school year, a parent may submit a written request to the campus principal and/or the campus PE teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youth, Cathy Bradshaw, 940-682-3139.

## **HONOR ROLL**

If semester grades for each subject are 90 or above, the student is on the A Honor Roll. If the semester grades for each subject are 80 or above, the student is on the A/B Honor Roll.

## **IMMUNIZATIONS**

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

The immunizations required are: diphtheria, tetanus, rubeola (measles), rubella (German measles), mumps, pertussis, and Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox.) The school nurse can provide information on age-

appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

## **INSURANCE**

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the superintendent's office. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

## **LAW ENFORCEMENT**

### **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.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

### **Students Taken into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- 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 or her ability, will verify the official's authority to take custody of the student.

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

### **Notification of Law Violations**

The District is 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 or delinquent conduct for any felony offense or certain misdemeanors. [For further information, see Policy GRA.]

## **LOCKERS**

**Locks used by students are not permitted on any school 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. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. The parent will be notified if any prohibited items are found in the student's locker.

## **MAKEUP WORK**

### **Routine Makeup work Assignments**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see Policy EIAB (LOCAL.)]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

### **DAEP Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

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

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

## **MEDICINE AT SCHOOL**

- District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:
  - \* Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - \* Prescription medication from a properly labeled unit dosage container filled by a registered nurse or other qualified district employee from the original, properly labeled container.
  - \* Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request, for up to ten days or ten doses. However, fever controlling
  - \* Herbal or dietary supplements provided by the parent only if required by the student's individual education plan (IEP) or Section 504 plan for a student with disabilities.
- **A student who must take prescription or nonprescription medicine during the school day must bring the medicine, in its properly labeled container, and a written request from his or her parent to the nurse's office or the main office.** The nurse, principal or designee will either give the medicine at the proper times or give the student permission to take the medication as directed.
- Only medication, prescription and non-prescription, that belongs to a student will be offered to that student. At no time will the school nurse or other staff designated to administer medication offer medication to any other student that does not belong to

that student. Neither the nurse nor other school personnel are allowed to offer over-the-counter medication to any student, such as Motrin, Tylenol, Ibuprofen, etc. “for headache,” or for any other reason. OTC medication will be given to a student when it is brought by the parent, with a parent’s signature on the correct form, for up to three days or three doses. However, fever-reducing medications will not be used in order to keep a child in school.

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

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

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

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

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

## **PARENT CONFERENCES**

If you have a concern or an idea about the best way to educate your child, you are invited to share your thoughts with us. Please call the office and make an appointment to meet with the appropriate teacher or faculty member. Appointments are necessary in order to ensure that class time is not interrupted and learning time is not lost for a group of students. Times are built into the schedule for conferences, but we will make every effort to accommodate special needs of a working parent. Every teacher will notify parents of his / her scheduled conference period, and parents may call the office for help in arranging a conference. Each teacher can also be reached through individual voice-mail and e-mail.

## **PARENTAL INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

A Parent Rights Handbook is located at the Millsap I.S.D. Administration Building and is available upon request. Senate Bill 1 formally spells out parent rights in the following way:

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Review the Student Handbook and the Discipline Management Plan and Student Code of Conduct with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities that it outlines.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Attend scheduled conferences and requesting additional conferences as needed.
- Attend Board meetings to learn more about ongoing operations of the District.
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and district committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.
- Serving on the School Health Advisory Council, SHAC, assisting the district in ensuring local community values are reflected in health education instruction.
- Become a school volunteer. For more information, contact the principal at 682-3121.

### **Access Student Records**

Review your child's school records when needed. Monitor your child's progress; contact teachers as needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, (11) state assessment instruments that have been administered to his or her child, and other medical records. [See also Student Records.]

### **Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See Policy EHBK (LEGAL).]

### **Display of Student's Work**

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.

### **Granting Permission to Video/audio Record a Student**

Grant or deny any written request from the District to make a videotape or voice

recording of the child unless the videotape or voice recording (1) is to be used for school safety, (2) relates to classroom instruction or a co-curricular or extracurricular activity, or (3) relates to media coverage of the school as permitted by law.

### **Requesting Classroom Assignment for Multiple Birth Siblings**

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 child.

### **Requesting Notice of Certain Student Misconduct**

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See Policy FO(LEGAL) and the *Student Code of Conduct*.]

### **Requesting Professional Qualifications of Teachers and Staff**

As a parent of a student at Millsap Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's major college, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child, and if so, their qualifications.

If you would like to receive any of this information, please contact Wayne Hubik at 940-682-4994.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. (See the section on Protection of Student Rights.)

### **Temporarily Remove a Student From the Classroom**

Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.

### **Transfers of Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom 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. See the superintendent or designee for information. [See Policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attend school at a campus identified by Tea as persistently dangerous or if your child has been a victim of a violent crime 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 that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

### **PARTIES/CELEBRATIONS**

Class parties are acceptable only with prior approval of the principal and should be scheduled within the last two hours of the school day. Thanksgiving feasts are the only exception and must be planned to coincide with lunch periods. Celebrations should be planned by and involve the entire grade level so that students benefit equally.

In accordance with state and federal regulations, students may be given Foods of Minimal Nutritional Value (FMNV) during the school day for up to **three** different events each school year. These three approved parties are Christmas, Valentine’s, and Easter. These exempted events (party days) must be approved by the school principal.

If a parent sends/brings FMNV, such as cupcakes, cookies, etc., to school for an approved birthday party, the food must be pre-packaged (a store purchased item.) It cannot be food “prepared at home.” FMNV sent or brought to school at any time for parties that have not been approved by the principal or designee will be sent back home, unused. (See also section titled Foods of Minimal Nutritional Value.)

### **PARTY INVITATIONS**

Party invitations are not to be distributed at school unless there is an invitation for every child in the class.

### **PERSONAL POSSESSIONS**

Please label all of your child's belongings. Many items are lost each year and labels help us return them to the owners. A campus “lost-and-found” is maintained each year and items not claimed by June 30 are donated to a local charitable organization. If your child has lost something, please check in the lost-and-found; likewise, if your child comes home with something that does not belong to him/her, please have him/her turn it in to the lost-and-found.

Do not allow toys, video games, or other personal items to be brought to school. We cannot be responsible if they are lost or stolen. In the event that a student brings a personal item to school or on the bus and it is confiscated by a District employee due to actual or potential disruption or danger, the item will be held in the principal’s office until a parent is able to retrieve it and ensure no reoccurrence.

## **PHYSICAL EDUCATION**

### **P.E. Classes**

In accordance with policies at EHAB, EHAC, and FFA, a student enrolled in kindergarten or Grades 1-5 in an elementary school setting is required to participate in physical activity for a minimum of 30 minutes daily or 135 minutes weekly, in accordance with Texas Education Code. Physical education classes at Millsap Elementary School include Texas Essential Knowledge and Skills (TEKS)-based lessons and TEKS-based structured activities, as well as provide the health-related education needs of the students, according to the recommendations of the local school health advisory council.

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment(FitnessGram)of students in grades 3-12. At the end of the school year, a parent may submit a written request to the campus principal and/or the campus PE teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

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

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the Flag of the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing

One 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. State law does not allow your child to be excused from participation in the required minute of silence or silent activities that follow. See policy EC (LEGAL) for more information.]

## **PRAYER**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level, plus meeting the legal attendance requirements. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards, and must attend class 90 percent of the days class is offered. Students who do not demonstrate proficiency of a subject may be required to attend an extended-year program.

In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. [See Policy EIE (LOCAL) ]

In addition, at certain grade levels (3<sup>rd</sup> and 5<sup>th</sup>) a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

In order to be promoted to the 4<sup>th</sup> grade, students must perform satisfactorily on the reading section of the 3<sup>rd</sup> grade assessment in English or Spanish.

In order to be promoted to the 6<sup>th</sup> grade, students enrolled in 5<sup>th</sup> grade must perform satisfactorily on the mathematics and reading sections of the 5<sup>th</sup> grade assessment in English or Spanish.

Parents of a student in grades 3 and 5 who do not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If the student fails a second time, a grade placement committee (GPC), consisting of the principal or designee, the counselor, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal the decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by end of the next school year. [see policies at EIE.]

## **PROTECTION OF STUDENTS RIGHTS**

No student will be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or part by the U.S. Department of Education—that concerns:

- Political affiliation.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Critical appraisals of individuals with whom the student or the student's family 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 will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

### **RELEASE OF STUDENTS FROM SCHOOL**

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

Please try to avoid picking your child up between 2:45 and 3:30. The safety of all children is our top priority, followed quickly by the academic growth of each student—ensuring both of these makes critical the last moments of the school day. It presents a distraction, both from instructional activities and from our end-of-the-day procedures, when students leave early and when announcements are made over the intercom system, asking students to be dismissed to the office. It will help all students and the effectiveness of our school if you will wait outside in the car line (most preferable option) or in your parked vehicle (avoiding the reserved parking spots in the front, of course) until staff members escort students outside at 3:30.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the nurse's office or the main office. The school nurse and/or principal will decide whether or not the student should be sent home and will notify the student's parent.

### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class are issued to parents at least once every three weeks.

On Tuesday following the end of the first three weeks of a grading period, progress reports are sent out. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher. On Wednesday following the end of a six-week grading period, report cards are sent out. The report card or progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. No grade lower than 50 will be recorded on the report card.

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

### **REPORT CARD DATES 2009 - 2010**

First Six Weeks	Wednesday	Oct. 7, 2009
Second Six Weeks	Wednesday	Nov. 11, 2009
Third Six Weeks	Wednesday	Jan. 6, 2010
Fourth Six Weeks	Wednesday	Feb. 17, 2010
Fifth Six Weeks	Wednesday	April 14, 2010
Sixth Six Weeks	Friday	May 28, 2010

## SAFETY / ACCIDENT PREVENTION

Student safety on campus or 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. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus driver.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- 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.

[See the section on Emergency Medical Treatment.]

## SCHOOL DAY

**The school day begins at 8:00 AM and ends at 3:30 PM.**

### EARLY ARRIVAL:

Students should not arrive at school before 7:30, as supervision cannot be ensured until this time. No students should enter the classrooms before 8:00, as the teachers need this time to check their mailboxes and to prepare their rooms for the day. Any students who must arrive before 8:00 will report to the cafeteria until 7:30. At 7:30, students will report to the elementary gym through the gym hallway door. **Students are not to play on playground equipment, go to their classrooms, or walk the halls.** A staff person will supervise the students as they are given an opportunity to participate in a music/dance activity. Any students not reporting to the gym will be subject to disciplinary actions from the principal.

Morning Assembly begins each morning promptly at 7:50am.

### EARLY DEPARTURE:

Good attendance and academic achievement have a direct correlation. However, emergencies sometimes require that a student be dismissed from school early. Parents should check out students from the school office and **not** from the classroom. Students may not leave the campus without permission. You are encouraged to schedule all appointments as late in the school day as possible. Students will not be allowed to leave with anyone except a parent without a note written to the principal or a phone call to the principal. The note or phone call will need to include the parent's social security number in order to verify that the instructions are coming from the parent, and the note must contain the name of the person who the school will be requested to release the child to.

## SCHOOL FACILITIES

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 make restitution for

damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

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

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Check with the librarian to see when the library is open for independent student use.

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

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

### **Pest Management Plan**

MISD periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at MISD are required to receive special training in pesticide application and pest control. In addition, this district has a policy that requires use of non-chemical pest control tactics whenever it is possible that pesticides may periodically be applied. Should you have further questions about pesticide use, including the types and timings of treatments, you may contact: MISD Maintenance Director/IPM Coordinator at 940-682-3115.

### **Asbestos**

Millsap ISD is working hard to maintain compliance with the federal AHERA regulations in regards to inspection, re-inspection, periodic surveillance, response activities and management planning for asbestos. The District's Asbestos Management Plan can be reviewed in the Administrative Building by contacting the Superintendent at 682-4489.

## **SEARCHES**

### **Locks used by students are not permitted on any school lockers.**

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 are permitted by law. [See Policy FNF (LEGAL.)]

### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not the student is present. Students are fully responsible for the contents of their assigned desks and lockers.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around

lockers. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a desk to which a trained dog alerts may be searched by school officials.

The parent will be notified if any prohibited items are found in the student's desk or locker. (Also see section titled **Lockers**.)

## **SEXUAL HARASSMENT / SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and / or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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 these behaviors when asked or told to stop.

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 relationships, as well as all sexual relationships, between students and employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversation of a sexual nature; and other sexually motivated conduct, communications, or contact.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by a student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or alleging sexual harassment or sexual abuse by a staff member may be presented by a student and / or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is of the same gender as the student, if possible, will conduct the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate

investigation, which ordinarily will be complete within ten days. The student and/ or parents will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and / or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and / or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and / or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **SPECIAL PROGRAMS**

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

## **STAY ALERT** School Safety Hotline 1-888-21-ALERT

### **Stay ALERT School Safety Hotline**

A confidential and anonymous bilingual voice-mail system is available twenty-four hours a day, 365 days a year. Callers can report potential live-saving incidents involving violence, drugs, alcohol, weapons, harassment, vandalism, and theft without fear of reprisal. When callers leave a message, the information is immediately transcribed verbatim and forwarded to the designated school officials. The district can then investigate and act on the information or alert the proper authorities.

### **A Typical Call to the Stay ALERT Hotline**

"The name of the school is \_\_\_Elementary. We have parents parking in the median obstructing the view of passersby and the child is going to get run over. This keeps the parent from having to wait in line and it obstructs the view of the children crossing the street. Thank you."

### **The Stay ALERT Vision**

To take a proactive approach in providing a safe environment for our students and staff, where a teacher can teach and students can learn, free of fear.



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

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

The principal/assistant principal/school counselor/school secretary are custodians of all records for currently enrolled students at the assigned school. The principal/assistant principal/ school secretary are the custodians of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 305 Pine Street, Millsap, TX 76066. The address of the principal’s office is 305 Pine Street, Millsap, TX 76066.

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

challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL.)

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

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website at [www.millsapisd.net](http://www.millsapisd.net).

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

**Please note:**

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

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

**Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

**SUMMER SCHOOL**

Millsap Elementary offers summer school programs that are provided under the Texas Education Code, §29.060, for children of limited English proficiency who will be eligible for admission to kindergarten or first grade at the beginning of the next school year. Summer school accelerated instruction will also be offered to any student in 3<sup>rd</sup> grade or 5<sup>th</sup> grade who needs to take the 3<sup>rd</sup> administration of the TAKS tests.

**TAKS TESTS REQUIREMENTS**

Per state mandate, all 5<sup>th</sup> graders must pass the TAKS reading and math tests to be promoted to the 6<sup>th</sup> grade. **Millsap Elementary also requires our 3<sup>rd</sup> graders to pass the TAKS reading test to be promoted to the 4<sup>th</sup> grade, and 4<sup>th</sup> graders to pass the TAKS reading and math tests to be promoted to the 5<sup>th</sup> grade, even though this is not a requirement**

by the state. Those 3<sup>rd</sup> and 4<sup>th</sup> graders who do not pass the TAKS reading and math, respectively, on the first administration, will be given two more opportunities to pass.

### TAKS TEST DATES 2009 - 2010

#### Texas Assessment of Knowledge and Skills (TAKS)

March 1	Grade 3 & 5	Reading
March 3	Grade 4	Writing
April 6	Grade 5	Math
April 27	Grades 3 & 4	Math
April 28	Grade 4	Reading
April 29	Grade 5	Science

All students in the state of Texas are required to take the same tests on the same dates. Please enter these dates into your appointment calendars and schedule all other appointments around these important days.

Test results will be reported to students and parents. Parents may review an assessment test that has been given to their child. [See the section on Protection of Student Rights.] Certain students, such as students with disabilities and students with limited English proficiency are eligible for exemptions, accommodations, a deferment, or being tested on other State developed alternative assessments. For more information, see the principal or counselor.

### TARDY POLICY

Students entering class after instruction has begun are disruptive to the climate and progress of the whole class as well as the student who is late. Any student not in the classroom at 8:00AM is considered tardy. For these reasons, students are expected to be in the gym by 7:50AM every morning ready to begin the assembly. All families will have a few emergencies; however, being tardy more than once or twice a six week period cannot be overlooked because of the potential loss of instructional time that it represents to the whole class.

#### Therefore:

- **Three tardies (caused by anything other than a documented medical need/appointment or a death in the immediate family) will accumulate to count in the student's attendance record as one "unexcused" absence.**
- **These tardies/absences will be considered truancy.**
- **When the number of tardies reaches 15, (which, per this policy, becomes 5 absences), school employees must investigate and report violations of the state compulsory attendance law.**
- **A court of law may impose penalties against both the student and parents if a school-aged student is frequently and persistently tardy.**

### TEACHER QUALIFICATIONS

#### Parent Notification

Compliance with P.L. 107-110, section 1111(h)(6)(A)

As a parent of a student at Millsap Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you with information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or provisional status for which state requirements have been waived.
- Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the Secretary to the Superintendent at 940-682-4994, ext. 3101.

### **TEXTBOOKS**

State-approved textbooks are provided free to students in all approved subject areas. 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 of guardian; however, a student will be provided textbooks for use at school during the school day. Students are responsible for any damage done to textbooks and/or any lost textbook; the campus principal, in conjunction with the district textbook coordinator, will assess fines.

### **TRAVEL—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 personally requests that the student be permitted to ride with the parent, or the parent presents—no later than the day before the scheduled trip—written request that the student be permitted to ride with an adult designated by the parent.

### **VIDEO CAMERAS**

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

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

## VISITORS

The public is always welcome at our school and we encourage citizens to "drop by" and watch education in action; however, **in order to ensure safety for those within the school, all visitors (parents included,) must first report to the main office, sign in, and receive a visitor pass.**

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

Students are not permitted to bring guests to school unless the principal has approved arrangements in advance.

## WITHDRAWAL FROM SCHOOL BY PARENT / GUARDIAN

When a student leaves the District, it is necessary that he / she be formally withdrawn from school. Please notify the school office as far in advance as possible. A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared.

Records will be sent to the receiving school upon receipt of proper request forms. All textbooks should be returned, office and cafeteria charges paid, as well as library fines paid before the student leaves the district. A parent wishing to withdraw a student from school must present a signed request.

**Acknowledgment of Electronic Distribution of  
Student Handbook and Student Code of Conduct**

My child and I have been offered the option to receive a paper copy or to electronically access at [www.millsapisd.net](http://www.millsapisd.net) Student Handbook and the Student Code of Conduct for 2009–2010.

I have chosen to:

- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.
- Receive a paper copy of the Student Handbook and the Student Code of Conduct.

I understand that the Handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this Handbook or the Code, I should direct those questions to the principal at 940-682-3121.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## MEDIA COVERAGE PERMISSION FORM

At different times throughout the year, we will be taking photos for special events and programs. These students who receive special recognition for participation in UIL activities, who achieve perfect attendance, as well as who participate in special projects, activities, or who receive special recognition throughout the year will have their photos and/or names run in the local newspapers, or in the campus newsletter.

The school is seeking permission from parents to have their children's names and photos printed in the local paper or the campus newsletter. Please check one of the following and return this form to your child's teacher.

\_\_\_\_\_ Yes, my child's name and photo may be published in the local media.

\_\_\_\_\_ No, my child's name and photo may not be published in the local media.

\_\_\_\_\_ Please do not publish my child's photo. (Name is okay.)

\_\_\_\_\_ Please do not publish my child's name. (Photo is okay.)

\_\_\_\_\_

Child's Name	Grade	Classroom Teacher
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\_\_\_\_\_

Parent Signature	Date
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