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## MILFORD ADMINISTRATION, BOARD OF TRUSTEES, FACULTY, & STAFF 2008-2009

The Milford Board of Trustees meets at 7:00 p.m. on the third Thursday of each month. Please contact the school regarding meeting times and the procedure for being heard through the Board.

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***Kitchen Staff***

Roumalda Ramirez    Kitchen

Robbie Pollard        Kitchen

***Paraprofessional***

Lorene Winchester    Library

Jannie Rankin        Special Education/ISS

Verma Williamson    Special Education/ISS

Shea Norcross        Elementary Aide

Taneshia Williamson   Elementary Aide

Treshonda Cook      Elementary Aide

Nikki Houston        Elementary Aide

## PREFACE

To Students and Parents:

Welcome to school year 2008–2009! 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 Milford ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

- **REQUIRED NOTICES AND INFORMATION FOR PARENTS** – with information all parents will need about assisting their child and responding to school-related issues;
- **CURRICULUM-RELATED INFORMATION** to provide information about courses, class rank, extracurricular and other activities; and
- **GENERAL INFORMATION AND REQUIREMENTS** – describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

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

Both students and parents must be familiar with the Milford ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document is provided to every student. Additional copies may be obtained from the Principal's office.

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

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

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you have questions about any of the material in this handbook, please contact a teacher, the academic counselor, or the principal. Also, please complete and return the parental acknowledgment forms so that we have a record of your choices.

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

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

This section of the Milford ISD Student Handbook includes information on topics of particular interest to you as a parent, such as:

- School events and school-related groups that would welcome your attendance or participation;
- Information you may request about your child's teacher and any instructional paraprofessional who works with your child in the Title I program;
- Your child's grades and progress reports;
- State and local testing and promotion requirements;
- Records pertaining to your child and your right, under certain circumstances, to consent or deny their release;
- Conferences with your child's teacher; and
- Procedures to follow if you have a concern that isn't resolved by a conference.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the academic counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Closely monitor your child's academic progress and contact teachers as needed. Your child receives a progress report at the end of the third week of instruction in each six-week grading period and a report card at the end of every six-week grading period. Ask to see them. A calendar is provided for you at the end of this handbook with grading periods marked.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, academic counselor, or principal, please call the school office at (972) 493-2911 for an appointment. A teacher will return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Becoming a school volunteer. For further information, see policy GKG and contact the principal.
- Participating in campus parent organizations. Parent organizations may include: Parent Teacher Organization (PTO), Band Booster Club, and Milford Booster Club.
- Offering to serve as a parent representative on the District-level planning committee or SHAC committee (School Health Advisory Council). These committees assist in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.

- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Attending board meetings to learn more about district operations.

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Diane Cooksey and may be contacted at 972-493-2921.

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **"Opting Out" of Surveys and Activities**

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

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

### **Display of your child's artwork, projects, and other special work products:**

- As a parent, if you choose that your child's artwork, special projects, photographs, and the like not be displayed to the community on the district's Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

### **As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or

other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See Policy EC]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.

## **GRADING GUIDELINES**

In grades 1-12, achievement is reported to parents as numerical scores. The grading system shall be as follows:

- 90 -100 Superior (A)
- 80 -89 Good (B)
- 70 -79 Passing (C)
- 69 and below Failure (F)
- I - Incomplete

## **Exemptions (Secondary Schools grades 9-12)**

Students may be exempt from semester exams if they meet the requirements of grades and attendance. In order to promote attendance and offer academic incentives, the following guidelines will be implemented each semester.

<u>Class Average</u>	<u>Excused Absences</u>
95-100	3 or less
90-94	2 or less
85-89	1 or less
80-84	No absences

Any unexcused absence during the semester will forfeit the exemption privilege for that semester. Missing class for a school related or sponsored event is not counted as an absence for exemption purposes. **Any suspension from school is considered an unexcused absence for purposes of the exemption policy. Placement in ISS will result in loss of the exemption privilege. Any student found to have committed academic dishonesty will forfeit the exemption privilege for that semester.** *The principal has the final decision as to the determination of excused or unexcused absences.* Students can be exempt only if they have been continuously enrolled at Milford ISD from the first day of the semester with no breaks in attendance. All students are required to be in attendance throughout the entire day if any final is to be taken for that day. The only exception will be for high school students who complete all exams and whose parent or guardian has made prior arrangements with the principal for early release. (Refer to Truancy Policy for a definition of excused/unexcused absences.)

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

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six (6) weeks.

At the end of the first three weeks of a grading period, students will be given a written progress report to take home to parents. If students receive a grade lower than 70 in any class or subject during a grading period, parents will be requested to schedule a conference with the teacher of that class or subject. Call the school at 972-493-2921 to schedule a conference. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and must be returned to the school within three (3) days.

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

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

### **STATE-MANDATED TESTS**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB.]

All cell phones must be left at home or turned in to the test administrator during TAKS testing.

### **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion.

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

#### **Grades 9-12:**

Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See EI]

#### **Grades 7-8:**

In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

- In order to be promoted to the 9<sup>th</sup> grade students must have performed satisfactorily on the reading and math Texas Assessment of Knowledge and Skills (TAKS) test.

#### **Grades 1-6:**

To be promoted from one grade level to the next, elementary students must attain a 70 average or better in each of the following: language arts, reading, and mathematics. If a student fails one of these subjects, the student will not be promoted. Students must also attain an overall average of 70 or above. The overall average shall be derived by averaging the final numerical grades for language arts, mathematics, reading, science, and social studies.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 TAKS test.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading TAKS test.

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

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

### ***OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS***

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the academic advisor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

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

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees, in accordance with policy, and:
- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District's medical advisor for treatment of the particular emergency; and
  - When the parent has previously provided written consent to emergency treatment on the District's form.

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

The student and parents must see the principal or principal's designee if the student has been prescribed asthma medication for use during the school day.

[For further information, see policies at FFAC.]

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]

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

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

## ***STUDENT RECORDS***

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

The law specifies that certain general information about Milford ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it.

The district often needs to use student information for the following school-sponsored purposes: student recognition activities, yearbook or student newspaper, printed programs for school-sponsored activities, news releases to local media (including electronic media). For these specific school-sponsored purposes, the district would like to use your child's for the above listed activities. This information will not be released to the public without the consent of the parent or eligible student. Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above. Please refer to Appendix I – Signature Packet – of this handbook for directory information consent.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **Directory Information Release Form** in the signature packet]

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. "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, and diagnosticians, and support staff), or 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 or 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 District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

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

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

The address of the Superintendent's office is:

P.O. Box 545, Milford Texas 76670.

The address of the principal's office is:

P.O. Box 545, Milford Texas 76670.

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

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

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

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

## ***COMPLAINTS AND CONCERNS***

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

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

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

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student 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 Superintendent or Superintendent's designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

### **Withdrawal from School**

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

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

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

## **SECTION II**

### **CURRICULUM-RELATED INFORMATION**

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

#### ***ACADEMIC PROGRAMS***

The academic advisor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2004–2005 and any year thereafter, most ninth graders will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. [See policy EIF.]

#### ***AWARDS AND HONORS***

The following awards and honors will be bestowed upon students selected by the teachers. Considerations in the selections shall include grades, attitude, attendance, leadership, citizenship, effort, and conduct.

##### **Class / Department Awards**

One student may be selected by the teacher of the class (for example: United States History). Teachers may wish and are encouraged to give awards in their classes.

##### **Honor Roll Recognition-six weeks**

The " A " Honor Roll shall consist of those students who have a six weeks grade of A (90-100) in every subject in which they are enrolled. The " A & B " Honor Roll shall consist of students who have 90 or above in at least one (or more) subject(s) and an 80 or above average in all other subjects in which they are enrolled.

##### **Honor Roll Recognition-Semester**

Semester Honor Rolls will consist of students who have received no grade lower than an A (90-100) for each six week grading period during the semester. A-B Honor Roll (80-100) will consist of no grades lower than a "B" and at least one grade of "A" for each six-week grading period during the semester.

##### **Attendance**

Perfect attendance will be based upon a student being in attendance the entire day each day that school is in session. Students in attendance for any part of the day and leaving to go to a dentist or doctor appointment may still qualify for perfect attendance award if they bring a note from the doctor or dentist on their professional letterhead within the time limits described in the attendance section on this handbook.

#### ***CAREER AND TECHNOLOGY PROGRAMS***

The District offers career and technology programs in Agricultural Science and Technology, Agribusiness, and Business/Office Education.

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

#### ***CLASS RANK / TOP TEN PERCENT***

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the academic counselor for further information about the application process and deadlines.

Eligibility for valedictorian and salutatorian can be found in Board Policy EIC.

## **Other Scholarships and Grants**

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policies at EIC and EJ.]

## **CLASS SCHEDULES**

All changes to a student's class schedule must be approved by the parent, academic advisor, and principal. In some instances, the teacher must also approve the change. Changes must be completed by the tenth class day of the school year. Exceptions must be approved through the Administration.

## **COMPUTER RESOURCES**

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

Students and their parents should be aware that electronic communications, such as email and instant messaging, using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation. For further information, and specific District policy in this regard, contact the counselor. Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term.

[For further information, see policy EEJC.]

## **ACADEMIC COUNSELING**

Students and their parents are encouraged to talk with a school academic advisor to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policy FFE and FFG(EXHIBIT).]

## **CREDIT BY EXAM**

### **If a Student Has Taken the Course**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, and/or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

### **If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. Contact the counselor for the dates on which exams are scheduled during the 2008-2009 school year. The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test purchased by the parent from a State Board–approved university on a date other than the published dates. [For further information, see EEJB.]

### ***DISTANCE LEARNING***

Milford ISD does not offer any courses through distance learning.

### ***DUAL CREDIT COURSES / COLLEGE COURSES***

The District may enter into an agreement with a public junior college that allows the junior college to offer a course in which a student attending high school may enroll and for which the student may receive both course credit toward high school graduation requirements and course credit as a junior college student. Such a student will receive junior college credit if the student has been admitted to the junior college or subsequently is admitted to the junior college. For more information on course offerings or program requirements in this area, contact the academic counselor. Applications to take a Dual Credit Class may be picked up in the Principal's office. An application must be filled out before a student can receive the dual credit.

### ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Any student, regardless of race, creed, national origin, or sex, who wishes to join a school-sponsored organization (and remains a member of same) must conform to the constitution, by-laws, rules, and regulations of that organization, as well as any applicable rules contained in this handbook. (Also refer to TEC code)

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply **in addition** to any consequences specified by the organization. Policies for extra-curricular and co-curricular activities are found in separate documents, which will be given to interested students.

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

## Offices and Elections

Officer qualifications include:

- Must have maintained a "75" or better overall average in all academic courses during the year previous to serve as a class officer. P.E. classes will not be included in this overall average.
- Must not have been disciplined as a serious disciplinary problem during the year prior to election. (A student will be removed from office at any time he/she is found to have committed a "serious offense" as defined in the Student Code of Conduct.)

## GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Classification</u>
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## GRADUATION

### Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level tests will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography.

### Graduation Programs

The District offers the following graduation programs. The counselor can help you decide which program is best for you. See policy EIF.

#### Number of Credits

- |                                     |    |
|-------------------------------------|----|
| • Minimum Graduation Plan           | 24 |
| • Recommended High School Program   | 26 |
| • Distinguished Achievement Program | 26 |

Beginning in the 2004–2005 school year and every year thereafter, all students in grade 9 will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan would be granted only if an agreement were reached among:

- The student;
- The student's parent or person standing in parental relation; and
- The counselor or appropriate administrator.

All students entering the 9<sup>th</sup> grade in the 2007-2008 school year and every year thereafter will be required to take four years of science and four years of math in addition to the four years of English already required. Sequence of these courses must be within the requirements of the state and policies of the district.

### Certificates of Coursework Completion

A certificate of coursework completion **will not** be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

## **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

## **Graduation Activities**

Graduation is a component of education, but graduation is not a right similar to the right to receive an education. Graduation activities and ceremonies denote the completion of public secondary education signified by the awarding of a diploma. Students shall be required to have met all state and local requirements including verification of State required exit-level testing mastery as a prerequisite for receiving a diploma. Students who have failed to fulfill either the credit requirements or the exit -level test requirements shall not be permitted to participate in graduation exercises. Students who have met graduation requirements in any semester shall be eligible to participate in the spring graduation exercises or receive their diplomas privately.

## **High School Graduation Dress Code**

The dress code for the high school commencement exercises shall be established by administration.

## **Graduation Expenses**

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

## ***HOMEWORK***

Homework is an essential component of the educational process. Homework is additional practice of the skills and concepts taught in the classroom. It is also a valuable tool for the teacher to assess the student's understanding of those skills and concepts.

Homework will be due on the date designated by the teacher.

## ***SPECIAL PROGRAMS***

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

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Marilee Byrne at 972-493-2911.

### ***STUDENT SPEAKERS***

The district provides students the opportunity to introduce the following school events: Football games; opening announcements and greetings for the school day. Students are eligible to introduce these events if they are in the highest two grade levels of the school and hold one of the following positions: class officers of the highest grade level in the school, captains of the football team, and NHS officers. Fifth grade students may lead the recitation of the pledges.

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

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

[See FNA(LOCAL)]

### ***SUMMER SCHOOL***

Contact the principal or academic advisor for information regarding summer school.

### ***TEXTBOOKS***

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

Textbooks issued by the school should be returned in the same condition as issued. Any student returning a textbook that has been damaged beyond normal wear and tear will be required to reimburse the school for a new textbook if it is determined that the damage is due to negligence or improper treatment of the textbook. If the damage is such that the book can still be used effectively, the student will be charged a percentage of the cost of the book as determined by the textbook coordinator.

### ***TUTORIALS***

Tutorials will be provided for students needing special/additional instruction. Additional information will be given by the academic advisor.

A student must attend tutorial sessions as required by the district. Transportation to school for tutorials shall be the responsibility of the student's family if scheduled at other than regular school time.

## SECTION III

# OTHER GENERAL INFORMATION AND REQUIREMENTS

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

### **ATTENDANCE**

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, **as well as any applicable accelerated instruction program, extended year program, or tutorial session**, unless the student is otherwise excused from attendance or legally exempt. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

State **law requires attendance in an accelerated reading instruction** program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school **without excuse on ten or more days or parts of days within a six-month period** in the same school year, or
- Is absent **without excuse on three or more days or parts of days within a four-week period.**
- If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law.
- Certain absences are considered excused absences: personal illness, or illness or death in the immediate family, weather or road conditions that make travel dangerous, and any other unusual circumstances acceptable to the principal or superintendent. When returning to school after an absence, a student **MUST** bring a note signed by the parent that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. Medical and dental appointments will be considered excused absences if the student brings a note from the doctor verifying the appointment. However, parents are expected to schedule these appointments so that they do not interfere with classes. **Absences for any other reasons will be considered unexcused absences, whether or not the student has the parent's permission to be absent.**

For an absence to be excused, a student **MUST** return to school with a note signed by a parent or a doctor stating the **reason** for the absence. The student will have three (3) school days to bring a note from the parent excusing the absence. **If the note is not turned in during the required time, the absence is**

**unexcused.** Students with more than 9 absences may be required to submit a doctor's note to the attendance committee. Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

Any time a student's absence exceeds three (4) consecutive days, the student shall present a statement from a physician or health clinic, or the school nurse verifying the illness or other condition. Students with absences due to illness will need a doctor's release prior to participation in that day's or evening's activities. Parents are also encouraged to call and ask for make-up work if the student is able to do it at home in cases where the student will be out of class for two (2) or more days.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Both excused and unexcused absences are used to calculate 90 percent attendance. 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 the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

- 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 temporary absence resulting from any cause acceptable to the teacher, administration, or Superintendent.
- A juvenile court proceeding documented by a probation officer. \*An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- Approved college visit
- The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

Students in grades PK - 8 are required to be in attendance for at least 90% of the days of classroom instruction offered in order to receive credit for the year. Students in grades 9 - 12 are required to be in attendance for at least 90% of the days during the 1st semester and at least 90% of the days during the 2nd semester in order to receive credit for a class. If a student is not in attendance for the correct number of days the student or parent has the right to appeal to the district attendance committee for credit. The district attendance committee has the authority to grant credit for classes missed because of extenuating circumstances. Appeals must be made in a timely manner. Appeal forms can be picked up from the appropriate principal's office.

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

In the case of sudden illness, parents are requested to call the school before 8:00 a.m. on the day the student stays home so that all concerned will be informed.

Students absent from school without permission of parent(s) or guardian(s), or absent from class without the Administration's permission, shall be considered truant and shall be subject to disciplinary action.

**PLEASE NOTE:**

Students who are absent from school, excused, must be in attendance at least one half of the school day to participate in any school related activities on that day. Any exceptions must be approved in advance by the Administration. 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, within two school days, that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted. **When students are absent any period or any day for any reason, they must report to the office before 7:50 a.m. for an "Admit Slip" the next day.**

**Make-up Work**

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 project or assignment in accordance with time lines approved by the principal and previously communicated to students.

A student will request, with the parent's signature, to do advance make-up work. Such make-up work must be approved by the Administration and must be returned by the due date set by the teacher. Such requests must be made in a reasonable time prior to the anticipated absence so that the work could possibly be completed prior to absence.

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

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. [See policy EIAB]

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

The time allowed for the make-up work to be handed in will be one day for each day missed. Example--if you missed 4 class days because of illness, you will be allowed 4 school days or classes to hand in your make-up work. (There can be extenuating circumstances). Six weeks and semester exams shall not be given early unless approved by the teacher and administration. Students who are absent from school for an unexcused absence will not be allowed to participate in school related activities on that day or evening. Students with absences due to illness will need a doctor's release prior to participation in that day's or evening's activities.

Students who must leave school during the day must bring a note from their parent that morning. Students who become ill during the school day should, with the teacher's permission, report to the school office. The principal/designee will decide whether or not the student should be sent home and will notify the student's parent.

Doctor's notes for lengthy, serious, or chronic illnesses must be updated periodically.

All student absences must be cleared within guidelines set forth by the administration or the student will not be promoted to the next grade level.

**DAEP of In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including distance learning, or summer school. Work must be made up according to guidelines and timelines established by the administration.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete work according to guidelines and timelines established by the teacher of the class and/or the administration.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the principal's office.

**A special note:** The state of Texas requires that the school principal certify that any student applying for a driver's permit or license was in attendance at least eighty (80) full days the semester before the student is old enough to apply for the permit.

## **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, is essential to the maintenance of facilities, safety, order, and discipline. Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all students. Students are to be well groomed and dressed appropriately each day.

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes 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.

### **Articles Not Permitted**

The following articles are prohibited on the grounds of the District: knives of any size, including pocket knives, clubs or weapons of any type, dice or playing cards.

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

Students are not permitted to possess such items as, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, headphones, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. **Cell phones will not be turned on, used, or displayed. Cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited.** Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee of \$5.00 will be charged. A parent must pick up the phone.

### **Cheating**

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will also be considered cheating and the student shall be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have a reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

## Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:

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

## Self Defense

The privilege of self defense is limited. A claim of self defense in the use of physical force (including fighting and/or assault) will not exempt a student from discipline when:

- a. The student provokes, invites, or encourages the use of physical force by another person.
- b. The student had an opportunity to retreat from the situation or otherwise avoid the use of physical force and did not do so.
- c. The student had an opportunity to inform a school official of the threatened use of force and did not do so.
- d. The student uses physical force after the other party abandons or attempts to abandon a fight or confrontation.

## Social Events

School rules apply to school social events. 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 social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### JUNIOR- SENIOR PROM --

The following guidelines will be used in regards to the Junior-Senior Prom:

1. The prom will be sponsored by the Junior class.
2. The class members will sponsor a fund raising event in the fall to help defray costs of the Prom. Any extra profit will become part of the prom fund. ????
3. The money paid for tickets and any extra money earned in the fundraiser will be the total operating budget for that year.
4. The prom committee will be responsible for planning, organizing, and implementing the prom. These students will report to their classes for input into planning, organizational, and implementation decisions, as well as provide progress reports from time to time. They will also keep the administration informed of decisions.

5. Anyone leaving prom before the official end of the event will not be readmitted.

The sponsors of the prom committee will attend the prom at no charge, as well as the superintendent, principal, and the president of the Board of Trustees. All others will pay an amount to be set by the sponsors in order to attend.

### **Teacher Authority**

Any teacher in the District has authority over any student at any time during school hours or at school-sponsored events. Failure to follow instructions, or the showing of disrespect for a teacher is considered to be disruptive behavior and will be handled according to district policy.

### **Telephone Use**

Students will use the telephone in the office. They are not to be given permission to leave class to use the phone. The office personnel will not call a student from class to take a phone call unless it is a clearly identified emergency.

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

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

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

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

### **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; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination 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, taunting, teasing (even when presented as "jokes"), or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; aggressive conduct such as theft or damage to property; or 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.

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

For requesting transfers refer to policies FDB and FDD.

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

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

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

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

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

## **NON-DISCRIMINATION**

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex : Don Clingenpeel, Superintendent, 972-493-2921.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mark Jackson, 972-493-2921.
- All other concerns: See the Principal, Marilee Byrne, 973-493-2921.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- 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 custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

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

The school newspaper and the yearbook are available to students.

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

### **Student Non-school Materials**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with 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-student/Non-school Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with policy GF(LOCAL).

The front office is designated as the location for approved non-school materials to be placed for voluntary viewing by other students.

## ***DRESS AND GROOMING***

The District's dress code is established to teach grooming and hygiene, self respect, prevent educational disruptions, avoid safety hazards, and teach respect for authority. In addition, dress and grooming standards shall promote community values and good citizenship, enhance a safe orderly educational environment, and shall not infringe on any individual's religious beliefs or protected free speech. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **The District prohibits any clothing or grooming that in the Administration's judgment may cause disruption of or interference with normal school operations.**

The following modes of dress or grooming are prohibited.

### **Clothing**

- Clothing, including tee shirts and jewelry, which displays music groups, sex, violence, drugs, tobacco, profanity, professional wrestling, alcohol, death (including but not limited to skulls and/or skulls and crossbones), or that promote hate and/or violence, or any other slogan or words deemed inappropriate by the administration.
- Gang-related clothing/dress/ornaments
- Black Gothic attire
- Tall T's
- Shorts, skorts, skirts shorter than fingertip length with arms in a normal position (i.e. arms hanging naturally as student is standing straight and upright). Slits or holes in clothing that reveal bare skin or underwear must not violate the fingertip rule.

- Shirts or blouses will cover the upper torso (chest, lower back, stomach) in such a manner that skin will not be visible when standing, sitting, walking, or reaching. **Note: An acceptable test to determine appropriateness of the garment will be to ask the student to extend the arms over the head. The garment will be determined to be in violation if the stomach, sides, or lower back are visible with the arms raised over the head.**
- Sagging pants are not permitted.
- Sloppy or torn clothing
- Trench coats or dusters
- Underwear as outerwear or exposed underwear or nightwear
- Exposed midriff or cleavage
- See-through clothing (e.g. thin, sheer, or mesh)
- Sleeveless shirts or blouses that are not hemmed or that reveal the torso
- Spaghetti straps, halter-tops, tank tops, unbuttoned shirts and blouses (unless worn over appropriate garments such as an appropriate tee shirt) Note: All outer shirts must conform to the standard for appropriate length.
- Any school issued attire for UIL competition
- Oversize, overlong, or excessively baggy pants or pants with oversized pockets (pants with pant legs that conceal the shoes are inappropriate)
- Unfastened overalls, suspenders, or belts
- Leggings, leotards, or hosiery will not be worn as outer garment with only a shirt. They must be worn with dresses, skirts, or shorts of appropriate length
- Pajamas
- House shoes of any type
- Skate shoes or cleats
- Bare feet
- Chains on clothing or wallets, or as necklaces
- Any inappropriately worn or mode of clothing that is disruptive (e.g. spandex clothing, tops or pants that are too tight.
- Any Flip-flop style footwear. (Elementary only due to safety issues during P.E. and recess.)

### **Grooming**

- Sunglasses (regardless of where they are worn, and sweatbands)
- Head coverings of any kind (Religious considerations will be made on an individual basis)
- Hairstyles that are disruptive (spikes, Mohawks, etc.)
- Non-natural colored hair (green, blue, purple, orange, cherry red, etc.)
- Sideburns below the ear lobe
- Body piercing jewelry (other than jewelry in ears)
- Drug-related items, or jewelry with any type of weapons or drug/drug paraphernalia on them
- Heavy or spiked jewelry (e.g. dog collars, heavy chains, spiked bracelets, etc.)
- Glitter, stickers, writing or drawing on the body
- Visible tattoos (whether real, fake, hemp or ink drawn)
- Band-aids, plastic spacers, stickers, etc. to conceal body piercing

Students are to be clean-shaven. Mustaches and goatees that are well groomed and of reasonable length, as determined by the principal, shall be permitted, excepting for handlebar mustaches. Full beards are not permitted.

The above standards are meant to promote community values and enhance an order educational environment, and shall not infringe on any individual's religious beliefs or protected free speech. School

personnel shall maintain the authority to accommodate an individual's religious or free speech expressions or beliefs.

**\*\*\*NOTE:** If Administration determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or can accept temporary clothing (if available) that is appropriate and provided by the school. Students will not be sent home to change clothing, shave, etc., except in rare circumstances. Repeated violations will result in more serious disciplinary action in accordance with the Code of Conduct Category II procedures. **Administration will make final determination as to any behavior or clothing that is deemed to be disruptive or inappropriate.**

The Administration, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity by the Administration or sponsor and may be subject to other disciplinary action.

## ***STUDENT FEES***

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

- Extracurricular activities which are subject to additional charges if the school administration deems necessary.
- Costs for materials for a class project that the student will keep.
- Damage to laboratory equipment due to abuse or failure to follow proper procedures.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental, maintenance and uniform maintenance.
- Fees for lost or damaged musical instruments, books, tapes, CD's
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost or damaged textbooks.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Saturday School.

- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. 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 Superintendent. [For further information, see policy FP.]

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies FJ and GE.]

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, 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. A separate form must be provided for each student for whom the parent is seeking an exemption.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox), and pneumococcal conjugate. Other immunizations may be required as per new state mandates. The school nurse/nurse's aid can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Not in sbec model

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

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.]

## **HEALTH**

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held one meeting. Additional information regarding the district's School Health Advisory Council is available from the Assistant Principal.

### **Physical Examinations/Health Screenings**

Not in sbec model

All students entering District schools for the first time in any grade level shall provide evidence of having received a tuberculosis skin test since the fourth birthday.

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first year of the high school competition. In other years, students shall complete a medical appraisal form. Students may be required to have a physical examination based on the answers to the appraisal form.

The District may provide additional screening as District and community resources permit. Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies. The student's health record shall include a statement of the referral and any follow-up contact that may be done.

## **Physical Activity for Students**

The district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in grades 6-8 shall engage in at least 30 minutes of moderate or vigorous physical activity per day. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

## **Contagious Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse/nurse's aid or the principal's office can provide information from the Texas Department of Health regarding these diseases. Students with head lice are not allowed to attend school until documentation of proper treatment is supplied to the school office. Absences incurred as a result of the student having head lice are considered unexcused for attendance purposes. This will not apply to the day the student is sent home from school because of head lice. Students running fever of 100 degrees or higher MUST not remain at school. Parents will be notified and expected to pick up their children promptly.

Parents of a student with a communicable or contagious disease should phone the school nurse/nurse's aid or principal so that other students who might have been exposed to the disease can be alerted.

## **Bacterial Meningitis**

State law requires the District to provide the information on the on Meningitis:

### **WHAT IS MENINGITIS?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is 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/nurse's aid, 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/>.

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

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [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.

## **SAFETY**

### **Accident Prevention**

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

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

### **Accident Insurance**

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

### **Asbestos**

The district is committed to providing a safe environment. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

### **Drills: Fire, Tornado, and Other Emergencies**

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

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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.).

### **Emergency School-Closing Information**

The Superintendent shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval of a revised annual calendar as soon as feasible. The district may close school all or part of the day for bad weather or other emergency conditions. When this happens we will make available through as many media outlets as possible the information.

## **SCHOOL FACILITIES**

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the Superintendent's office. Charges are not permitted unless previous arrangements have been made with the business office.

In compliance with state law, **parents or legal guardians are the only persons allowed to bring food into the school for their child.** In all cases, the parent or guardian will check in at the office for a visitor's pass prior to entering the eating area. The district follows the federal and state guidelines regarding foods of

minimal nutritional value being served or sole on school premises during the school day. [For more information, see policy CO(LEGAL).]

### **Closed Campus**

Milford ISD is a closed campus. Therefore, students are not permitted to leave campus during the lunch period without administrative permission.

### **Campus Cleanliness**

All have a personal responsibility to preserve the beauty and orderliness of the campus and facilities. Any conduct that would mar the above (vandalism and/ or littering) will not be condoned and, where needed, will be met with appropriate disciplinary action. This applies to the cafeteria also. Students are to leave their dining areas as they found them. Any accidental spills are to be cleaned by the student(s) responsible.

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

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

### **Use of Hallways**

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

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school day with a teacher permit. The library will be closed from 11:30 am to 12:00 pm daily.

### **Loitering On Campus**

No person (student or otherwise) is to remain on school grounds any longer than is absolutely necessary following the close of the school day or following a night-time school activity (athletic contest, school meeting, etc.). Students found in violation of this policy shall be subject to appropriate school disciplinary action.

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

For purposes of the Equal Access Act, the board has decided against allowing non-curriculum related student groups to meet on school premises during non-instructional time.

Any student group wishing to meet on school premises during non-instructional time shall have a faculty sponsor and shall have demonstrated to the Principal and the Superintendent that it's subject matter and purposes are systematically related to the school's curriculum in a manner provided by Board Policy FM.

### **Pest Control Information**

The District periodically applies pesticides that comply with state and federal guidelines inside buildings by certified pest control companies. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the principal's office.

### **School Trips**

All school trips will follow the handbook, school, and legal rules especially when school money is used or if that money is raised during school hours, at school events, or deposited in school accounts.

## **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 on or off school property. See the Student Code of Conduct for information regarding disciplinary sanctions.

## **Use of School By Students Before and After School**

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

- The cafeteria is open to students before school beginning at 7:25 a.m.

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

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

## **Vandalism**

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

## **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. **Contents from these machines may not be taken out of the cafeteria.** Empty cans and bottles should always be placed in the proper receptacles.

## **SEARCHES**

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

## **Students' Desks and Lockers**

Students will be assigned lockers at the beginning of the school year and will keep the locker throughout the year, unless reassigned by the administration. Lockers are school property and remain under the control and jurisdiction of the school, even when assigned to individual students. Students have full responsibility for the upkeep and security of lockers. The school reserves the right to inspect all lockers.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Students must provide a key and/or the combination to the office. Failure to provide the office with a key or combination may result in the lock being cut off.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The school will perform random locker inspections as deemed necessary by the administration.

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

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. See also the Student Code of Conduct. Students must provide a valid driver's license and proof of financial responsibility (insurance) in order to bring a vehicle onto district property. All vehicles must display proper registration and inspection stickers. Students will park only in

designated parking areas. Any individual operating a vehicle in an unsafe manner, as determined by administration, will be denied privilege of bringing their vehicle on school grounds.

### **Trained Dogs**

Check out difference between ours and sbec model

In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District may use specially trained dogs to sniff out concealed contraband, drugs or alcohol on school property. The dog handler selected shall use nonaggressive dogs trained to alert to illicit substances.

Visits to school are unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property.

If the dog alerts to a particular locker, a car, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a car, the students will be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses, the parents will be notified.

The dogs shall not be used for random sweep searches of students. The dog will be allowed to sniff an individual student only if there is reasonable cause to believe that the student possesses illicit substances. If the dog alerts to a student, the student's outer garments shall be subject to search. The student's outer garments shall be subject to search by authorized personnel. If the student refuses, the parents and authorities will be notified.

Students shall be notified at the beginning of each school year that:

1. The lockers remain under the jurisdiction of the District even though possessed by the students and are subject to a sniff search at any time. Students are responsible for anything found in their lockers.
2. All cars parked in school parking lots will be subject to a sniff search at any time. Students are responsible for anything found in their cars.
3. Students will be subject to a sniff search if there is reasonable cause to believe that the students possess illegal substances.
4. Classroom and other common areas are subject to a sniff search at any time when students are not present.
5. If any prohibited substances are found, the student may be subject to appropriate disciplinary action, including removal and or expulsion.

The student's parent(s) or guardian will be notified if prohibited substances are found in searches conducted.

### **STEROIDS**

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

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

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

### **TRANSPORTATION**

#### **School-Sponsored**

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

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

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and

stops or to designate an alternate pickup or drop-off location, you may contact the school by calling 972-493-2911.

Bus routes and any subsequent changes are posted at the school.

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

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

- Follow the driver's directions at all times and treat him/her with respect.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.
- Obey any other rule the driver or administration will implement for student safety.

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

### ***VIDEOTAPING OF STUDENTS***

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

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

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

#### **General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. Visitor's must sign in on the appropriate forms, and display the visitor's pass in plain sight.

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

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

**Visitors Participating in Special Programs for Students**

On designated days, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## Milford ISD

### ***COMPUTER RESOURCES / ACCEPTABLE USE POLICY (AUP) for STUDENTS***

Milford ISD is pleased to offer our students access to computer resources and electronic networks such as the Internet. **These computer resources are a privilege, not a right.** This access will increase learning opportunities by allowing students to explore thousands of current information sources from around the world. These resources are to be used to support District educational goals. The district has taken precautions to restrict access to controversial information with the use of filtering software. Although it is impossible to control all materials, the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with District educational goals. The District has established the following guidelines for Acceptable Use and asks that students and their parents read and discuss them together.

Prior to using District computers, the student and the student's parent must sign and return the District *Student Acceptable Use Policy (AUP) Signature Page* located in the Appendix I Handbook Signature Packet acknowledging their understanding of the Acceptable Use Policy, responsibilities, and the consequences of violating the agreement.

**Definitions:** For the purposes of this document, the word ***inappropriate*** shall be defined as those things that are:

- Sexually explicit or graphic
- Promoting and/or advocating violence
- Promoting and/or advocating destruction of property
- Promoting and/or advocating hatred directed toward any one group or ethnic background
- Any other activity which is deemed inappropriate by the teacher and/or administration and is communicated to the students as being inappropriate use of the computers.

The word ***appropriate*** refers to those activities which teachers and/or administrators identify as supporting the District's educational goals and learning objectives.

#### **Rules of Acceptable Use:**

##### A. General Use:

- Only students who have returned a signed AUP signature page which gives parental permission, and who are under direct supervision of designated District instructional employees are permitted to use a District computer.
- Students may not use any network account except their own.
- Students are prohibited from changing any computer settings and/or configurations.
- Students may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities, or from the Internet onto school computers or networks.
- Students are not allowed to open computer cases (CPU's) or make modifications to computers.
- Students may access ONLY the folders specifically assigned to them.
- Students are prohibited from storing information in their folders or on individual hard drives or on floppy disks which is not directly related to educational projects and assignments given by teachers and/or administrators.
- Students are prohibited from accessing unauthorized drives.

- Students must comply with all instructions and requests by a teacher or administrator concerning the use of the computers.
- Students are expected to report violations of the AUP to teachers and/or administrators.

**B. Internet/Electronic Communications Use:**

- Students are expected to understand that electronic communications are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use.
- Students are expected to use network etiquette by communicating politely and using appropriate language.
- Students are to visit only Internet sites which are appropriate for students and support District learning objectives.
- Students are to notify their teacher immediately if they should encounter any material or electronic communication that is inappropriate.
- Students may use email and the Internet ONLY in conjunction with educational assignments and/or projects as directed by a teacher and/or administrators.
- Students must not respond to any electronic messages that are inappropriate.
- Students must never agree to get together with anyone they "meet" online.
- Students are prohibited from pretending to be someone else; transmitting and/or displaying obscene messages or pictures (pornography).
- Students are prohibited from revealing their own name, personal addresses and/or telephone numbers, except to request college information.
- Students are prohibited from revealing names, personal addresses and/or phone numbers of others.
- Students should use only their first names in communications outside the District.
- Students may not access or download any programs, files, or information without permission from a teacher.
- All Web pages created for the MISD Web site must be submitted to the designated campus Web Master for approval, and can be posted only by the campus Web Master.

**C. Computer Ethics:**

- Students are expected to observe copyright law in their use of electronic media.
- Students are prohibited from using computers and the network in a way that would harm another person or disrupt use by others (hacking, uploading/creating viruses, downloading large files without permission, intruding on the files or electronic work of others, and/or committing any type of electronic or physical vandalism/ theft).
- Students are prohibited from using District electronic media for commercial activities and/or political lobbying.

**Consequences:**

Any infraction of the Student Acceptable Use Policy shall be reported immediately by the teacher to the Principal and the Technology Coordinator.

Violation of the Rules of Acceptable Use may result in disciplinary action, possibly including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the teacher and administration.
- In school suspension
- Suspension
- Placement at an Alternative Education Setting
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

**Disclaimer of Liability:**

The District shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

***APPENDIX I - Forms requiring signatures***

Please see separate signature packet labeled "Appendix I Milford ISD 2008-2009 Handbook - Appendix I Signature Packet."

## Milford ISD

### ***Notification of Rights under FERPA***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family of Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Milford ISD

### ***Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)***

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Milford ISD will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Milford ISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Milford ISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Milford ISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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

