

Marble Falls I.S.D. Elementary Student Handbook

2009 - 2010



Colt Elementary School (830) 693-3474
Highland Lakes Elementary School (830) 798-3650
Marble Falls Elementary School (830) 693-2385
Spicewood Elementary School (830) 798-3675

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PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort and we know that students, parents, teachers, and other school staff members all working together will make this a successful year for our students. The Marble Falls I.S.D. Student Handbook is designed to provide a resource for some basic information that you and your child will need during the school year. The handbook encompasses four campuses: **Colt Elementary, Highland Lakes Elementary, Marble Falls Elementary, and Spicewood Elementary.**

In an effort to make it easier to use, the handbook is divided into three sections:

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

Section II CURRICULUM-RELATED INFORMATION- to provide information to students and their parents about state assessments, grades, and extracurricular and other activities; and

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

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise. Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Marble Falls I.S.D. Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate book sent home to parents and posted at www.mfisd.txed.net or available in the principal's office.

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

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

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment form so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights on page 2**]

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the District policy is available for review on-line at www.mfisd.txed.net.

Mission Statement

The mission of Marble Falls Independent School District as the learning center of this community is to shape future generations to be productive citizens through the pursuit of excellence and equity in education.

2009-2010 District Goals

Marble Falls ISD has:

- Exemplary instructional programs which meet the needs of all students
- A safe, drug-free environment
- Facilities which provide equity in education and meet the needs of our district and community
- An effective means to communicate and involve parents and caregivers
- Interactive community and business partnerships and relationships
- Exemplary student performance

**2009-2010
Marble Falls I.S.D.
Board of Trustees**

President, Martin McLean
Vice-President, Karl Westerman
Secretary, Kevin Naumann
Trustee, Dr. Kelly Fox
Trustee, Tommy Chaney
Trustee, Rick Edwards
Trustee, Mike Savage

Unless otherwise provided in the notice for a meeting, school board meetings shall be held
at

Marble Falls Elementary Cafeteria
901 Ave. U
Marble Falls, Texas

Regular meetings of the school board shall be held on the
third Monday of each month @ 6:00 p.m.

When determined necessary and for the convenience of the Trustees,
the Board President may change the date or time of a regular meeting.
The notice for that meeting shall reflect the changed date and time.

Marble Falls Independent School District Administration

Central Office

Dr. Ryder Warren, Superintendent

Glenn Graham, Assistant Superintendent for Business and Finance

Amy Jacobs, Executive Director of Curriculum and Instruction

Karol French, Executive Director for Student Services

Dr. Susan Maughan, Executive Director for Special Services

Leslie Baty, Director of Elementary Education

Patti Cryer, District K-12 Gifted and Talented Coordinator

Rachel King, District K-12 Bilingual Coordinator

High School

Allen Roberts, High School Principal

Stan Whittle, High School Assistant Principal

John Klein, High School Assistant Principal

Bruce Peckover, High School Assistant Principal

Rhonda Etheridge, High School Assistant Principal

Middle School

John Schumacher, Middle School Principal

Clark Fields, Middle School Assistant Principal

Melissa Fields, Middle School Assistant Principal

Oscar Perez, Middle School Assistant Principal

Elementary Schools

Linda Romano, Colt Elementary School Principal

Edmund Lewis, Colt Elementary Assistant Principal

Andy Reddock, Marble Falls Elementary School Principal

Candice Kutac, Marble Falls Elementary Assistant Principal

Keith Powell, Highland Lakes Elementary School Principal

Stacy Lashbrook, Highland Lakes Elementary Assistant Principal

Michael Pittard, Spicewood Elementary School Principal

Mark Richert, Spicewood Elementary Assistant Principal

Marble Falls I.S.D. Elementary Campuses

Colt Elementary School
2200 Manzano Mile
Marble Falls TX 78654
(830)693-3474
Linda Romano, Principal

Marble Falls Elementary School
901 Ave. U
Marble Falls TX 78654
(830)693-2385
Andy Reddock, Principal

Highland Lakes Elementary School
8200 FM 1431
Granite Shoals TX 78654
(830)798-3650
Keith Powell, Principal

Spicewood Elementary School
1005 Spur 191
Spicewood TX 78669
(830)798-3675
Michael Pittard, Principal

Breakfast begins:
7:30 a.m.

Classes Begin:
8:00 a.m.

Classes End:
3:30 p.m.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Marble Falls I.S.D. Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE

- Parental involvement page 1
- Grading guidelines page 5
- Report cards/progress reports and conferences page 5
- State-mandated tests page 6
- Medicine at school page 6
- Psychotropic drugs page 7
- Student records page 7
- Student or parent complaints and concerns page 9
- Release of students from school page 10
- Tardy Policy page 11

YOUR INVOLVEMENT AS A PARENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See **Counseling** on **page 18.**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call your child's school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards, Progress Reports, and Conferences** on **page 5.**]

- Becoming a school volunteer. For further information contact your child's school office.
- Participating in campus parent organizations.
- Offering to serve as a parent representative on the District-level or Campus-level planning committee assisting in the development of educational goals and plans to improve student
- Achievement. For further information, see policies at BQA and BQB, and contact your child's principal.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

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

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

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a

condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community of 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
 - State assessment instruments that have been administered to your child.

[See **Student Records** on page 7.]

- 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 **Pledges of Allegiance and a Minute of Silence** on page 42 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grade 3-12 to recite a portion of the text of the Declaration of Independence during Celebration Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policies FL(LEGAL) and LOCAL, FO(LEGAL) and the Student Code of Conduct.]
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal

offense while at school or on school grounds. [See policy FDD(LOCAL)]

- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

GRADING GUIDELINES

Achievement is reported to parents in a variety of ways, depending on the student's grade level.

PreK - Second: Developmental Report Cards identifying skill mastery

Third - Fifth:	90-100	A
	80-89	B
	70-79	C
	Below 70	F

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. (See **Working Together** on **page 1** for how to schedule a conference.)

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

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and progress reports must be signed by the parent and should be returned to the school.

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

Once again, the statewide assessment program is in transition. Students and parents will be informed of changes in the program affecting them as those changes are implemented. The current transition will eventually eliminate TAKS for high school students and implement instead a state-developed end-of-course examination in core curriculum courses. Students in grades 3-8 will continue to be assessed using TAKS.

MEDICINE AT SCHOOL

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

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

- In accordance with the guidelines developed with the district's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the district's form. A student with asthma may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed healthcare provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. [See policy FFAF]

PSYCHOTROPIC DRUGS

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

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

STEROIDS

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

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

STUDENT RECORDS

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to a student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The principal is custodian of all records for currently enrolled students at the assigned school and 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 2001 Broadway, Marble Falls, Texas 78654.

The addresses of the principals' offices are the following:

Colt Elementary
2200 Manzano Mile
Marble Falls, Texas 78654

Marble Falls Elementary
901 Ave. U
Marble Falls, Texas 78654

Highland Lakes Elementary
8200 Fm. Rd. 1431
Granite Shoals, Texas 78654

Spicewood Elementary
1005 Spur 191
Spicewood, Texas 78669

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 5 and **Student or Parent Complaints and Concerns** on page 9 for an overview of the process.]

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

Please Note:

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.

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year [or on another date established by the district.] All students will receive an acknowledgment form to be signed by parents during the first week of classes.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the Superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

Late Arrival to School

Tardiness to class results in **loss of academic learning time for ALL students**. Students not in classrooms by the 8:00 am bell are considered tardy. Arrival between 7:30 and 7:55 is preferred.

We ask that parents ensure that their child(ren) arrive to class on time and remain until the regular dismissal time. Any student who arrives after the designated time for class to begin is required to bring a written note to the office and pick up a tardy slip.

TARDY POLICY

Students arriving after the 8:00 am bell must go to the front office for a tardy slip. Students arriving late will not be admitted to class without this slip. Any student who arrives after the designated time for class to begin is required to bring a written note to the office and pick up a tardy slip.

1st and 2nd Tardies = Warning

3rd and 4th Tardies = Parent contacted by teacher

5th and 6th Tardies = Parent contacted by administrator

7th Tardy = Administrator conference with parent and student

8 or more Tardies = Parent must accompany student to office

* Disregard of Tardy Policy may result in a request for legal action according to compulsory attendance laws.

<u>Campus</u>	<u>Classes Begin</u>	<u>Classes End</u>
Colt Elementary	8:00 a.m.	3:30 p.m.
Spicewood Elementary	8:00 a.m.	3:30 p.m.
Marble Falls Elementary	8:00 a.m.	3:30 p.m.
Highland Lakes Elementary	8:00 a.m.	3:30 p.m.

Early Departure

We request that students remain at school until the final bell. Our teachers are instructing until the end of the school day. Calling for students to leave early interrupts closing activities which culminate a day of learning.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. 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 and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the cafeteria for any outstanding charges; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy will be placed in the student's permanent records.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents.

QUICK REFERENCE:

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

Awards and honors	page 13
Computer Technology Programs	page 13
Counseling	page 18
Credit by Exam	page 18
Promotion and Retention	page 19
Extracurricular Activities	page 20
Specials Programs	page 21
Summer School	page 22
Textbooks	page 23

General Curriculum Information

Marble Falls I.S.D. operates a PreK – 12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (PreK – 5), middle school (grades 6 – 8), and high school (grades 9 – 12).

Pre-Kindergarten Program

A free full day pre-kindergarten program is available for children who are at least four years old on or before September 1 and who are eligible because:

1. They cannot speak or understand English;
2. They are homeless as defined by federal law;
3. They are educationally disadvantaged;
4. They are the child of an active duty member of the armed forces, including a National Guard Member ordered to active duty;
5. They are the child of a member of the armed forces, including a National

- Guard Member, who was injured or killed while on active duty; or
6. They are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding.

If you think your child or children are eligible, please contact the principal of the school in your attendance zone.

AWARDS AND HONORS

Each campus will recognize students who excel in academics, citizenship, and/or attendance.

Each six weeks, students in grades 1-5 receive recognition for the following:

- “All A” honor roll
- “A & B” honor roll
- Perfect Attendance by Six Weeks
- Citizenship

Students who compete in the District U.I.L. competition also receive special recognition. Ribbons are handed out for field day events in May.

COMPUTER TECHNOLOGY PROGRAMS

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a **teacher’s supervision for approved instructional purposes only**. Students and parents will be asked to sign a student agreement in this handbook regarding appropriate use of these resources; violations of this agreement prompt termination of privileges and other disciplinary action. [For additional information, see policy CQ (LOCAL)].

Student Acceptable Use Policy for the MFISD Electronic Communications System Network (MESCNET-Internet Access)

Educational Purpose

- The MFISD Electronic Communications System Network has been established for limited educational purpose. The term “educational purpose” includes classroom activities, student career development, and limited high-quality self-discovery activities.
- The MFISD Electronic Communications System Network has **not** been established as a public access service or a public forum. MFISD has the right to place reasonable restrictions on the material you access or post through the system.
- You may **not** use the MFISD Electronic Communications System Network for commercial purposes. This means you may not offer, provide, or

purchase products or services through the MFISD Electronic Communications System Network.

- You may **not** use the MFISD Electronic Communications System Network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues should this communication be a part of your curriculum requirements.

Network Access

Students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.

Unacceptable Uses

The following uses of the MFISD Electronic Communications System Network are considered unacceptable:

Inappropriate Usage

- This is a professional tool. It should never transmit or receive inappropriate messages, jokes, cartoons, dialogue or “chat.”
- Restrictions against inappropriate language apply to public messages and private messages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause damage or danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

Parents and students will be asked to sign the acknowledgement for internet use that will be sent home with each student on the first day of class. The student agrees to the following:

INTERNET CONTRACT

Using the computer and its access to the World Wide Web in the classroom, in the library, and in the computer lab is an educational privilege. I realize that irresponsible use will result in termination of this privilege. I accept the following guidelines for appropriate use:

I will not visit sites that contain items that are illegal, defamatory, pornographic, or otherwise offensive.

I will observe the rules and laws regarding copyright and plagiarism.

I agree to help keep the network available to my fellow students by refraining from time-consuming downloads of large files.

I will never give out personal information such as home address, telephone number, or the name and location of my school without my teacher's permission. I will not engage in personal contact/conversation with other users through "chat rooms," etc.

I will report to my teacher any information I come across that makes me feel uncomfortable.

I agree to follow any other rules for Internet and e-mail use that my school or school district has established.

Illegal Activities

- You will not attempt to gain unauthorized access to the MFISD Electronic Communications System Network or to any other computer system through the MFISD Electronic Communications System Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the MFISD Electronic Communications System Network

to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

Respecting Resource Limits

- You will use the system only for education and career development activities and limited, high-quality enrichment activities.
- You will not download any files unless your teacher has instructed you to do so.

Plagiarism and Copyright Infringement

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask your teacher.

Inappropriate Access of Material

- You will not use the MFISD Electronic Communications System Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If you mistakenly access inappropriate information, you should immediately notify your teacher. This will protect you against a claim that you have intentionally violated this policy.

WEB USAGE

BACKGROUND INFORMATION: In order to comply with the Child Internet Protection Act (CIPA) the district must obtain parental permission to disclose information about your child or to post student work on the campus/district web site. **Without your consent, the district will not be able to apply these guidelines to your child.** An acknowledgement form will be sent home with each elementary student on the first day of class.

YOUR RIGHTS

Search and Seizure

- Routine maintenance and monitoring of the MFISD Electronic Communications System Network may lead to discovery that you have violated this policy, the Code of Conduct, or the law. [See policy EFE (LOCAL) CQ (LOCAL).]
- An individual search may be conducted if there is reasonable suspicion that you have violated this policy, the Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MFISD Electronic Communications System Network.
- In the event there is a claim that you have violated this User Policy in your use of the MFISD Electronic Communications System, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator (or will be provided with notice and opportunity to be heard in the manner set forth in due process.)

LIMITATION OF LIABILITY

- The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data, personal liability or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

- You are responsible for notifying your teacher if your computer station is damaged or experiencing problems.

COUNSELING

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should ask his/her classroom teacher to arrange such a meeting.

The guidance counselors are trained to help students in many ways. Guidance and counseling concerns include:

- 1) helping children cope with major changes in their lives;
- 2) helping children be happy and productive students;
- 3) helping children identify their strengths and weaknesses and develop a plan to work toward their full potential;
- 4) helping children develop positive relations with fellow students, teachers, and parents;
- 5) helping children develop good problem-solving and decision-making skills.

A student/counselor relationship can be started through an informal referral by teachers, parents, administrators, and/or other students. Parents should call the school office for more information or to talk with the school guidance counselor.

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

subject. To receive credit, a student must score at least 70 on the exam.

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

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

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

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

A student will be permitted to take an exam to advance to a higher grade for which the student has no prior instruction. The dates on which exams are scheduled during the 2009-2010 school year include:

Fall	<u>Registration Dates</u>	<u>Test Date</u>
	August 27, 2009	October 8, 2009
	September 24, 2009	November 5, 2009
	October 29, 2009	December 10, 2009
Spring	<u>Registration Dates</u>	<u>Test Date</u>
	December 17, 2009	February 4, 2010
	January 28, 2010	March 11, 2010
	February 18, 2010	April 8, 2010

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

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

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, at certain grade levels a

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as

honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the choir may establish standards of behavior—including consequences for misbehavior—that are more strict than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

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

SPECIAL PROGRAMS

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 academic or behavior 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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

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

Contact Person: Brenda Ratliff

Phone Number: (830) 798-3517

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL)]

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 school counselor or campus principal.

SUMMER SCHOOL

Please contact your child's principal or counselor concerning summer school options.

TEXTBOOKS

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

SECTION III GENERAL INFORMATION AND REQUIREMENTS

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

QUICK REFERENCE:

Where to look when you need information about...

- Attendance page 24
- Make Up Work page 27
- Communicable diseases/conditions page 28
- Health Related Matters page 30
- Freedom from Discrimination page 31
- Conduct page 33
- Disruptions page 35
- Law enforcement agencies page 36
- Distribution of published materials or documents page 38
- Dress and grooming page 39
- Student fees page 40
- Fund-raising page 41
- Immunization page 41
- Physical examinations/health screenings page 42
- Pledges of allegiance and a minute of silence page 42
- Prayer page 42

• Safety	page 42
• Emergency school-closings information	page 43
• School facilities	page 44
• Searches	page 46
• Transportation	page 47
• Video Cameras	page 49
• Visitors to the school	page 52

ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school as well as any applicable accelerated instructional programs, extended year programs, or tutorial sessions unless the student is otherwise legally exempt or excused. Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their eighteenth birthday shall attend school for the entire period the program is offered, unless exempted as indicated below. Students enrolled in PreKindergarten or Kindergarten shall attend school [see FEA (LEGAL)].

If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement

committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

If absences are not excused the student and/or parent are subject to prosecution under section 25.0934 of the Texas Education Code. This is a Class “C” misdemeanor and punishable by up to a \$500 fine. An excused absence is defined as a documented medical absence, a recognized religious holiday, exceptions as outlined by school board policy and exceptions approved by each campus’ attendance committee. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy.

Religious Holidays

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances

Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student’s appearance in court.

Citizenship/Naturalization Activities

Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student’s participation.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the

student can regain credit.

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

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

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

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

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

Local Attendance Procedures

- When a child is absent, a parent should call the school office **before 10:00 a.m.** to report the child's name, grade, and reason for the absence. In those rare circumstances when a student must be absent from school, the student, upon returning to school, **must bring a note** signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.
- When a student's absence for personal illness exceeds three (3) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or condition requiring the student's extended absence from school. [FEC LOCAL]
- The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition for classifying the absence as one for which there are extenuating circumstances.
- **A student absent from school for any other reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.**
- A student who must leave school during the day must bring a note from his/her parent that morning. Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Students who begin class or return to class after a documented health care appointment are given a **special medical absence IF** the parents bring documentation of the appointment to the attendance clerk the day of the appointment or the following day.

Make-up Work

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

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

A student who does not make up assigned work within the time allotted by the

teacher will receive a grade of zero for the assignment.

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

DAEP or In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than DAEP, will have an opportunity to complete, before the beginning of the next school year, the course/grade the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available. [See policy FEA]

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

COMMUNICABLE DISEASES / CONDITIONS

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

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

Bacterial Meningitis

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

What is meningitis?

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one

or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

Where can you get more information?

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

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

In accordance with EHAB, EHAC, [and FFA], the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. For information regarding the district's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council

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

Fitness Screening

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

Other Health Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the front office of each school. If you have any questions, please contact the district Maintenance Director at (830) 693-2046.

Pest Control Information

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the district Maintenance Director at (830) 693-2046. Further information regarding application of pesticides may also be obtained from the district Maintenance Director.

Freedom from Discrimination

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included on the district website.

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in

nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Reporting Procedures:

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

Investigation of Reported Harassment

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

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

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

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

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

Marble Falls I.S.D. 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: Dr. Susan Maughan, Director of Special Services. (830) 798-3516.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Susan Maughan, Director of Special Services. (830) 798-3516.
- All other concerns: See the Dr. Ryder Warren, Superintendent. (830) 693-4357.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Karol French, Director of Student Services. (830) 798-3502.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Karol French, Director of Student Services. (830) 798-3502.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Student Fees on page 24 and contact Dr. Susan Maughan, Director of Special Services. (830) 798-3516.

Conduct

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior - both on and off campus - and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

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

Corporal Punishment

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

Corporal Punishment

A student who violates the Student Code of Conduct shall be subject to disciplinary action. Parents must submit this form to request permission/denial of permission to use corporal punishment as a disciplinary measure.

CORPORAL PUNISHMENT	Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:
GUIDELINES	<ol style="list-style-type: none"> 1. The student shall be told the reason corporal punishment is being administered. 2. Corporal punishment shall be administered only by the principal, assistant principal, or a teacher in the presence of a building administrator. 3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee. 4. Corporal punishment shall be administered in the presence of one other District professional or paraprofessional employee and in a designated place out of view of other students.
PARENT REQUEST	The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

Disruptions

As identified by law, disruptions include the following:

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

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

Students are not permitted to use such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging during school hours, unless prior permission has been obtained from the principal. Without permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items at the end of the day for students to take home or whether parents will be contacted to pick up the items.

For safety purposes, the District permits students to possess cell phones that do not have camera and text messaging capabilities: however, cell phones must remain turned off during the instructional day, including during testing.

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, 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.

LAW ENFORCEMENT AGENCIES

Questioning of Students

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

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 Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

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

Notification of Law Violations

The District is required by state law to notify:

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

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

Nonschool Materials from students

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

The principal has designated the school office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policy FNAA.]

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

Nonschool Materials from others

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

Prior review will not be required for:

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

sponsored meeting intended for adults and held after school hours.

- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum- related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

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

General Guidelines

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 principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District specifically prohibits pictures, emblems, or writings that:

- 1) are lewd, offensive, vulgar, or obscene.
- 2) advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL).

The homeroom/classroom teacher is responsible for determining if the apparel worn to school adheres to the dress code requirements. Any school personnel may determine that clothing has been altered during the course of the school day after consulting with the homeroom teacher. If this occurs, the student is subject to disciplinary action. **Specifically, the following rules governing dress and grooming shall be observed:**

- 1) Clothing and decorations (buttons, etc.) with obscene messages and/or advertisements for prohibited materials shall not be worn.
- 2) Clothes are to be worn only as originally designed by the manufacturer.
- 3) The midriff must be covered.
- 4) Tank tops, spaghetti straps and muscle shirts will not be permitted.

- 5) Shoes must be worn at all times, laced if needed, and with the foot fully inserted into the shoe. No flip-flop sandals allowed. Shoes with metal taps or rollers are not allowed. **Tennis shoes must be worn in PE in order to participate safely.**
- 6) Cleanliness shall be expected at all times.
- 7) Hair shall be kept clean and well groomed.
- 8) Students may wear shorts that are mid-thigh or longer in length.
- 9) Hats, caps, bandanas, sunglasses or sweatbands may **not** be worn.
- 10) **Clothes should be worn at the appropriate body size – no very loose or “baggy” clothes or tight-fitting clothes.**
- 11) Shirts and blouses shall be buttoned except at the collar.
- 12) Pants or shorts shall be worn on the waist without underwear exposed.
- 13) Unusual hair styles, such as “rat tails,” unnatural hair coloring (pink, green, etc.), and extremes in makeup will not be allowed.
- 14) Piercings for females are acceptable in ears only with a maximum of 2 per earlobe. Males with ear piercings will remove jewelry for the duration of the school day (none to be worn on campus).
- 15) Tattoos are NOT permitted (permanent or temporary).

Dress Code Violations and Consequences

When a teacher determines that a student is not following the dress code, the student will be sent to the office with a note specifying the problem. If the administration determines that a student’s grooming violates the dress code, the student shall be given the opportunity to correct the problem at school. If the problem can not be corrected, the student will contact the parent. If the parent is unable to bring acceptable clothing, the student will be placed in I.S.S. (in-school suspension) until the problem can be corrected. Students who alter their clothing after having been approved will be subject to disciplinary action. Repeated offenses may result in more serious disciplinary action.

Determination as to what is neat, clean, decent, modest, appropriate, and in good taste shall always be open to question. The principal or designee shall make such determination in an objective, impartial, and consistent manner. The principal’s judgment in these matters shall be final.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own school supplies including:

- Costs for materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Field trip fees.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Our P.T.O. will sponsor most of these activities with prior approval from the principal. [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. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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.

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 would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health Web site:

http://www.dshs.state.tx.us/immunize/school/school_info.shtm]

The immunization requirements now include an exemption from immunizations for reasons of conscience, including a religious belief. To claim exclusion for

reasons of conscience, including a religious belief, the child's parent must present a signed affidavit form to the school. The affidavit will be valid for a two-year period.

HEALTH SCREENINGS

School health screenings are provided to students by the school to reduce correctable health problems that may interfere with learning. Vision and hearing screenings are done yearly for our students. A parent who notices that his/her child appears to be having difficulty seeing or hearing well is encouraged to notify the school nurse or the student's teacher.

PLEDGES OF ALLEGIANCE

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

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

Pledge of Allegiance (U.S. Flag):

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Pledge of Allegiance (Texas Flag):

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

PRAYER

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

SAFETY

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the

cooperation of students is essential to ensuring school safety. A student should:

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

If the school should not be held due to bad weather, the information will be broadcast over the following radio and television stations:

KHLB RADIO 1340 AM
KHLB RADIO 106.9 FM
KBAY RADIO 92.5 FM
KXAM-TV Channel 14

KTBC-TV Channel 42
KVUE-TV Channel 24
KXAN-TV Channel 3

The school will periodically send messages via telephone using the *Alert Now* messaging system.

SCHOOL FACILITIES

Use by Students Before and After School

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

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

- Colt Elementary School: cafeteria, gym
- Spicewood Elementary School: cafeteria
- Marble Falls Elementary School: cafeteria, gym
- Highland Lakes Elementary School: cafeteria, gym
- Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Information about this program can be obtained from the school office.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

All students eat lunch at school in the cafeteria. Students may buy their lunches or bring them from home. Lunches may be paid for in the cafeteria Monday mornings. Students may pay for one day at a time during lunch or for several days on Mondays. Records are kept electronically. Prices will be the same as last year and are as follows:

Breakfast prices:

Students- \$.80 (regular)
Students- \$.30 (reduced)
Adults - \$1.10

Lunch Prices:

Students- \$ 1.60 (regular)
Students- \$.40 (reduced)
Adults - \$ 2.50

Breakfast will be served from 7:30- 8:00 a.m. daily. Lunch times will depend on your child's schedule. Parents and other adults are welcome to eat lunch with their children in the cafeteria.

Snacks

Snacks and drinks are available in the cafeteria. We strongly encourage non-carbonated drinks. No food or drinks may be taken from the cafeteria unless the principal grants permission for extenuating circumstances.

Cafeteria Rules

- Enter and exit the cafeteria quietly.
- Use quiet voices in the cafeteria.
- Raise your hand if you need some assistance.
- Please practice good manners.
- Eat only your own food. Do not share or ask anyone for someone else's

food.

- Clean up your space before you leave.
- Stay in your seat until directed to leave.

Online Meal Accounts

Click on MyNutrikids.com icon on the MFISD home page @ www.mfisd.txed.net.

Set-up account by entering email address and password

Click on “my kids” tab

Click “add a child”

Enter student ID number

Student’s name, first and last

Click on “make a deposit” tab

Enter amount in the box for the child’s account

Click calculate

Click continue, then enter all personal information, confirm and complete transaction

NOTE:

1. A convenience fee of \$1.75 will be added to the bill for each transaction.
2. Credit cards are next day and check cards will be 5 to 7 days.

Vandalism

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

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned

desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Trained Dogs

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

Notice to students and parents:

- Trained dogs may sniff lockers at any time.
- Trained dogs may sniff vehicles parked on school property at any time.
- Trained dogs may sniff classrooms and other common areas at any time when students are not present.
- If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

Parent Notification

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

TRANSPORTATION

School-Sponsored Trips

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

by the parent. This request must be approved by a principal.

Private Transportation

The following policy is hereby adopted by the Marble Falls Independent School District Board of Trustees regarding private transportation of children to and from school activities.

1. Each person who wishes to provide private transportation of students to and from school activities shall produce documentation of the following:
 - proof of insurance including liability insurance of \$100,000 per person and \$300,000 per occurrence, Personal Injury Protection in the amount of \$2,500 and uninsured/underinsured motorist coverage;
 - a photocopy of a current Texas Driver's License;
 - a driving history report from the Department of Public Safety covering the preceding five years.
2. Each person who provides private transportation to and from school activities shall:
 - Obey all traffic laws;
 - Obey all traffic signs;
 - Provide a vehicle that has a safety belt for each student riding in the vehicle;
 - Require each student to wear the safety belt at all times during the trip;
 - Store all solid objects inside the trunk or, if in the passenger compartment, below head level;
 - Personally check all tires for safe condition and proper inflation prior to each trip;
 - Personally check headlights, taillights, brake lights, turn signals, and horn for proper operation prior to each trip;
 - Complete a safety compliance form (available in the office) and file it with the building principal prior to departure on each trip.
3. Each child to be transported shall have a "Permission and Liability Waiver" (available in the office) signed by the child's parent(s) on file with the principal's office.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the school office of the Marble Falls Director of Transportation, George Hamilton, at (830) 798-2300.

- Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely.
- When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.
- Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

The Transportation Director has an attachment at the back of the handbook regarding procedures, rules, and consequences for behavior infractions while using District transportation, along with a parent acknowledgement form.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses. 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.

Marble Falls I.S.D. Transportation Department

Dear Parents and Students:

In order to make this year a pleasant and safe one, please read and discuss with your child/children the following rules pertaining to riding the school bus.

1. Students should be at their assigned bus stop five minutes prior to the scheduled arrival of the school bus. Parents are responsible for their children's action while waiting on the school bus to arrive.

2. Students should stand back 10 feet from where the bus stops and wait for the bus to come to a complete stop. Children crossing the highway should wait for the bus to come to a complete stop, also waiting until all traffic comes to a complete stop. When the bus driver signals, the student should cross 15 feet in front of the bus so the driver can see the student at all times.
3. After students have boarded the bus and sat down, they should remain in their assigned seats until the bus arrives at their campus or home. Students should always remain in their assigned seats until the bus comes to a complete stop.
4. Students will observe the same conduct as in the classroom while on the bus.
5. Eating, drinking and chewing gum will not be allowed while riding the school bus on a regular route.
6. ANIMALS, INCLUDING SCHOOL PROJECTS, WILL NOT BE ALLOWED ON THE SCHOOL BUS AT ANY TIME.
7. The use of tobacco, drugs, and alcohol are prohibited on the school bus by state law and school board policy.
8. Always keep head, hands, and feet to yourself and inside the school bus.
9. Students should be courteous and help keep the inside of the school bus clean.
10. Profane language will not be allowed while riding the school bus.
11. Vandalism to any part of the school bus will result in immediate suspension of bus privileges and will require restitution before the student will be allowed back on the school bus.
12. The carrying of a weapon of any kind is prohibited by state law and school board policy and will result in immediate suspension of bus privileges.
13. Acts of affection such as hugging and kissing will not be allowed on the school bus.
14. The bus driver has a right to and is required by MFISD to assign seats. Students riding the school bus will ride in their assigned seats at all time.
15. The following list of violations will result in an immediate bus suspension of at least 10 days: use of tobacco, fighting, disrespect to the driver, obscenity or profanity, carrying a weapon, use of alcohol and sexual harassment.
16. STUDENTS DENIED BUS RIDING PRIVILEGES ARE NOT ALLOWED ON ANY DISTRICT BUS DURING THE SUSPENSION PERIOD.
17. Parents/legal guardian/other adults are not permitted to board the school bus and discuss problems with students and/or the bus driver. Should the

need arise to speak to the bus driver, please call the transportation office at (830) 798-2300 to set up an appointments to speak to the bus driver and his/her supervisor. If any unauthorized adult tries to board the bus or shouts obscenities, or threatens the bus driver or any student on the bus, the local law enforcement agency will be contacted and charges filed. THE ONLY EXCEPTION TO WHO MAY BOARD THE BUS IS EMERGENCY PERSONNEL IF THE NEED ARISES!!!

18. Marble Falls ISD Transportation Department will no longer allow students to go anywhere on the route except home to school and school to home. Only eligible riders will be allowed to ride the bus. (This includes going to grandparents, aunts, uncles, friends, babysitters, etc.) This means where they are picked up in the morning is where they will be dropped off in the afternoon on a daily basis.
19. These and other rules are found in the Marble Falls I.S.D. Student Code of Conduct.

BUS DISCIPLINE CONSEQUENCES

- **FIRST OFFENSE**

The driver will counsel the student and use some sort of on-bus discipline. The bus driver will document the incident and will send a copy home to the parents for signature.

- **SECOND OFFENSE**

The driver will fill out a bus discipline referral and forward it to the transportation office for review. The transportation director or designee will sign the referral and will forward it to the campus administrator in charge of discipline for action. This referral will carry a 3 to 10 day suspension, depending on the severity.

- **SERIOUS OFFENSES**

Fighting, profanity, drug, alcohol, obscene gestures, disrespect toward the driver, weapons, insubordination will result in an automatic 10 day suspension.

NO STUDENT WILL BE ALLOWED BACK ON THE BUS UNTIL HE/SHE COMPLETES THE SUSPENSION PERIOD.

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 front office to present a photo I.D. and obtain a visitor's badge. This badge must be worn while on campus. Upon leaving, visitors must return badge to the office.**

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

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

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there

were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

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

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parents or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the

special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

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

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

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

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

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstance, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether

self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

*** Please complete this form and return it to your child's homeroom teacher.**

**Marble Falls I.S.D.
Elementary Parent Acknowledgement and Signature Form
2009-2010**

Student Name: _____ Campus: _____

Student ID #: _____ Grade: _____ Date: _____

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option of receiving the Marble Falls I.S.D. 2009-2010 Elementary Student Handbook electronically @ www.mfisd.txed.net or by contacting the front office of my child's school to request a paper copy.

I understand that the handbook contains information that my child and I may need during the school year. If I have any questions regarding this handbook, I should direct those questions to the principal of my child's campus at:

Colt Elementary School (830) 693-3474
Highland Lakes Elementary School (830) 798-3650
Marble Falls Elementary School (830) 693-2385
Spicewood Elementary School (830) 798-3675

Parent Signature

Date

Acknowledgment of Electronic Distribution of Student Code of Conduct

The Marble Falls ISD Board of Trustees officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student. My child and I have been offered the option of receiving the Marble Falls I.S.D. 2009-2010 Student Code of Conduct electronically @ www.mfisd.txed.net (Parent/Public Info) or by contacting the front office of my child's school to request a paper copy.

We acknowledge that we have received the MFISD Student Code of Conduct for the 2009-2010 school year, and that we are responsible for reading and understanding the rules and other information contained in the Student Code of Conduct.

Parent Signature

Date

Student Signature

Date

Directory Information [FL (LOCAL)]

Category I – For school-sponsored purposes (ex. yearbook, newsletters, local newspapers), directory information includes: student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, degrees, honors, awards, attendance, grade level, most recent school attended, participation in officially recognized activities and sports, weight and height (if athlete). Check the appropriate box:

I **DO** **DO NOT** give the district permission to use the information in the above list for school-sponsored activities.

Category II – For all other purposes (ex. lists to outside vendors) includes: Student's name, address, and telephone listing. Check the appropriate box:

I **DO** **DO NOT** give the district permission to use the information in the above list for all other purposes.

*** Please complete this form and return it to your child's homeroom teacher.**

Web Release – No individual pictures will be posted on the web pages. Group pictures of 3 or more students may be posted, without identification of the individual students. All of the student's posted work must contain the student's copyrighted notice using the student's first name and last initial. (Check one box below)

_____ **YES**, I agree to the above web page standard guidelines.

_____ **NO**, I do **NOT** agree to the above web page standard guidelines.

Internet Contract – (see page 15 of student handbook for explanation)

This student has my permission to use the World Wide Web and internet in the classroom, computer lab, and library. (Check one box below)

_____ **YES**

_____ **NO**

Transportation – (see page 49-51 of student handbook for explanation)

(Initial in space below)

_____ I have read and understand the MFISD transportation rules.

_____ I have read and understand the MFISD bus discipline rules.

Tardy Policy – (see page 11 of student handbook for explanation)

Students arriving after the 8:00 am bell must go to the front office for a tardy slip. Students arriving late will not be admitted to class without this slip. Any student who arrives after the designated time for class to begin is required to bring a written note to the office and pick up a tardy slip.

(Initial in space below)

_____ I have read and understand the elementary tardy policy.

Corporal Punishment – (see page 34 of student handbook for explanation)

A student who violates the Student Code of Conduct shall be subject to disciplinary action. Parents must initial this section to request permission/ denial of permission to use corporal punishment as a disciplinary measure. [The MFISD Corporal Punishment Policy FO(LOCAL) may also be found on the district website by selecting School Board Policy on the left side of the home page.]

I **DO** **DO NOT** consent to the use of corporal punishment as a disciplinary measure for my child as outlined in the Student Code of Conduct and District Policy FO(LOCAL).

I have reviewed and completed the Marble Falls I.S.D. elementary student acknowledgement form with my student.

Parent Signature

Date

Student Signature

Date