

Krueger Elementary

Student-Parent Handbook

2018 - 2019



MARION INDEPENDENT
SCHOOL DISTRICT

P.O. Box 189, Marion, Texas 78124
830-914-2803

Student Handbook

Norma Krueger Elementary

Primary Campus	Pre-K to 2 nd Grade
Karrer Campus	3 rd to 5 th Grade

2018 - 2019

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FORMS TO BE RETURNED

August 20, 2018

Dear Parents,

Welcome to a great Bulldog year! We hope you and your child had a rejuvenating summer.

A copy of the Norma Krueger Elementary Student Handbook, the Marion ISD Student Code of Conduct and the Marion ISD Acceptable Use of Computers and Networks Guidelines for 2018-19 is on the Marion ISD Website (www.marionisd.net) .

We are sending a booklet of forms to be looked at, completed, and returned to school as soon as possible. **PLEASE RETURN COMPLETED BOOKLET BY SEPTEMBER 5, 2018.**

Please look over carefully and make corrections on the registration form and then sign and return. We will then make the corrections in the computer.

The computer program we use has now been updated, and it will now allow us to choose which parent to put first as first contact.

Thanks,

Norma Krueger Elementary Office Staff

MARION INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Dr. Kevin Kunde, President

Craig Flathouse, Vice President

Eric Smith, Secretary

Mike Purcell, Member

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Laverne Vick, Member

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Nurse (RN)

Courtney Dallimore

cdallimore@marionisd.net

SCHOOL DIRECTORY

Norma Krueger faculty and staff e-mail addresses, web pages and voice mail numbers can be found on our web page at: www.marionisd.net

830-914-1060 Primary

830-914-1065 Karrer

Website:

<http://www.marionisd.net>

MISD Central Office

830-914-2803 ext. 100

Special Education Department

830-914-2803 ext. 110

Auxiliary Services

830-914-2803 ext. 140

Transportation/Bus

830-914-2803 ext. 140

Food Services

830-914-2803 ext. 135

SPANISH

830-914-2803 EXT. 200/501

ESPANOL

Marion Elementary PTSO 2018-2019

Parents Teachers Students Organization

2018-2019 Krueger Elementary PTSO Board Officers:

President Jill LeSage

1st Vice President Marisa Montgomery

2nd Vice President Dawn Bierstedt

Treasurer Nicole Hage

Secretary Rachelle Koehler

Chair committees

Karrer Teacher Liaison Katie Hunter

Primary Teacher Liaison Jennifer Hunter

Committee Helpers Priscilla Arambula and Karen Argust

Primary Campus Principal Rachel Robertson

Karrer Campus Principal Paul Goetzke

PREFACE

To Students and Parents:

Welcome to the 2018-2019 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Norma Krueger Elementary (Primary & Karrer) Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Marion ISD Student Code of Conduct, intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted at www.marionisd.net or available in the principal’s office.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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

Also, please complete and return to your child's campus the following required forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;
3. Consent/Opt-Out Form

[See Obtaining Information and Protecting Student Rights and Directory Information for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.marionisd.net .

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Norma Krueger Elementary Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. 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.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Programs**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or principal, please call the school office at 830-914-1060 (Primary) or 830-914-1065 (Karrer) for an appointment. The teacher will 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.**]
- Becoming a school volunteer. [For further information, see policies at GKG and contact school principal.]
- Participating in campus parent organizations. Parent organizations include: PTSO.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact school principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council.**]

- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

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(LEGAL).]

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any 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.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a 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.

Reviewing Instructional Materials

As a parent, you have a right 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.

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Website, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,

- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records.**]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video 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.

Removing a Student Temporarily from the Classroom

You may 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.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may 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** and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

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

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

School Safety Transfers

As a parent, you have a right:

Request the transfer of your child to another classroom or campus if your child has been determined by the principal to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.
- [See **Bullying**, and policy FDB and policy FFI(LOCAL).]
- 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 FDE(LOCAL).]
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

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

At the end of the first grading period following the multiple birth siblings' enrollment in school, if the principal of the school, in consultation with the teacher of each classroom in which the siblings are placed, determines that the requested classroom placement is disruptive to the school or detrimental to the students, the principal may determine the appropriate classroom placement of the siblings [See policy FDB(LEGAL).]

Parents of Students with Disabilities

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).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating

children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Referrals: **Laura Endicott/Counselor (830-914-2803, ext. 202)**

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

Laura Endicott/Counselor (830-914-2803, ext. 202)

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an

impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Laura Endicott/Counselor (830-914-2803, ext. 202)

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before the deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. 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 the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 211 W. Otto St., Marion, TX 78124.

The address(es) of the principals' offices are: Krueger Primary 306 S. Cunningham, Karrer Campus 213 W. Huebinger St. The mailing address for the District is P.O. Box 189, Marion, TX 78124.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** and **Student or Parent Complaints and Concerns** for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.marionisd.net.

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

Please note:

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

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

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 your child’s first day of instruction for this school year or within the first 10 school day. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in this handbook OR included in the forms packet.]

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: Athletics, newspaper, yearbook, awards and honors, graduation, and other extracurricular activities. [See Appendix II Use of Student Work in District Publications form]

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

See colored pages/Appendix A for elementary specific information.

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school office; Primary 830-914-2803 ext. 200 or Karrer 830-914-2803 ext. 500.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

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

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Is participating in an activity that is approved by our local school board and is under the direction of a professional staff member of our school district or an adjunct staff member.
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. **A note from the health-care provider must be submitted upon the student's return to campus.**
- For students in the conservatorship (custody) of the state,
Mental health or therapy appointments; or

Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

As listed in Section I at **Accommodations for Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. See page 24 for that section.

An absence of a student in grades 6-12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

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; 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.

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student’s parents, would be subject to penalties as a result of the student’s violation of state compulsory attendance law.

[See policy FEA(LEGAL).]

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to

determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

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

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

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

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

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 am.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Documentation after an Absence

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.

For all excused absences including medical, a parent or doctor’s note must be submitted to the attendance office within three days of the student’s absence. After three days, the absence will be documented as unexcused.

Students must be fever free for 24 hours to return to school without the aid of Tylenol, aspirin, etc.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

[See policy FEC(LOCAL).]

AWARDS AND HONORS [See Appendix A Elementary Specific information]

BULLYING

The district believes that all students learn best in an environment free from harassment/bullying 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 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 or disability. (See policy FFH)

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- results in harm to the student or the student's property,
- places a student in fear of physical harm or of damage to the student's property, or
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers.**]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website. www.marionisd.net

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

ANONYMOUS TIP LINE

Marion ISD is committed to partnering with our students, parents, and community to provide a safe and healthy environment for all students and staff. Recognizing that communication is a key element in this effort, Marion ISD has activated a tip line which can be accessed via our district and campus websites. This tip line allows users to provide information to the campus and district administrators either anonymously or by name if the user desires a response. A drop down menu includes “alcohol/drugs”, “bullying”, “fighting”, and “harm to self”. Users may also select “other” if their concern falls outside of the listed issues. Information provided will allow the administration to be aware of situations and potential concerns in a timely fashion so that inquiries and investigations can be conducted accordingly. To access the tip line on the district website, go to www.marionisd.net and look for QUICKLINKS on the left side. Click on “Quick Tip” and it will connect you to the system. The system can also be accessed under QUICKLINKS on each individual campus website. We will continue to welcome students, parents, and community members to share concerns directly with personnel via phone call, email, and in person.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.marionisd.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also

manages early intervention counseling programs. To find out what services may be available in your county, see

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

COMPLAINTS AND CONCERNS

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

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 these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her 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.

CONTAGIOUS 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 contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

Counseling

Personal Counseling

A Campus Counselor and a Social Worker with Communities in Schools are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. They may also make available information about the community resources to address concerns. A student who wishes to meet with the Campus Counselor should contact Laura Endicott (830--2803, ext. 202). If a student would like to meet with the social worker, please contact Melissa Avalos (830-914-2803 ext. 545).

Psychological Exams, Tests, or Treatment

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 policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in

the principal's office and in the superintendent's office [or on the district's Website www.marionisd.net].

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

Two types of prohibited harassment are described below:

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or

negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

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

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

DISCRIMINATION

[See **Discrimination, Harassment, and Retaliation.**]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school yearbook is available to students for purchase as well as individual and group pictures.

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

[See **Directory Information for School-Sponsored Purposes.**]

Non School Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of 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 within two school days.

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

Non School Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support

organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, 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 superintendent for prior review. The superintendent 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 policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

- Students shall not wear "oversized" clothing (pants and shirts), including baggy jeans, pants, and shorts. The waist of the student's pants should be worn at the student's waistline. The bottom of girl's shirts must overlap the top of their shorts, pants or skirts.
- Shorts, skorts, dresses and skirts must be neatly hemmed and conservative and modest in appearance and must be no shorter than mid-thigh.
- Leggings, jeggings, work-out tights, yoga pants or other related type attire may only be worn if the shirt is of reasonable length.
- Dress tops, blouses, and shirts shall not have low front neckline; the back shall be no lower than the armpits and the armhole size shall be appropriate. Tank tops, spaghetti strap shirts, shirts with torn or cut out sleeves, halter tops, strapless dresses, revealing sundress, midriffs, and shrinks are not permitted. The midriff and undergarments must not be exposed when the student goes through the normal activities of a school day (bending, stretching, and reaching). Dress and blouse straps must be at least **2" wide**.
- Sheer tops may be worn if a school appropriate shirt is worn underneath.
- Students **must wear shoes** at all times. Steel-toed shoes, cleats, house shoes and taps are not allowed. Students are expected to be in appropriate attire for physical education. **Tennis shoes are required for P.E. and playground safety.**
- Students may not wear headgear (hats, caps, headscarves, etc.) on the school campus during the regular school day (7:45 a.m.- 3:05 p.m.) Hats are permitted on running club days, other designated days, at extracurricular or approved special school events. At all times, hats will be worn appropriately with the bill facing forward.

- Clothing with any writing, picture, emblem, symbol, or depiction of obscenity, sex, violence, blood, Satan, death, cults, or gore is not permitted.
- Clothing or accessories depicting alcoholic beverages, illicit drugs and/or tobacco products will not be permitted on the school campus or at school related activities. Any clothing symbolic of membership in a gang or secret organization is forbidden.
- Body piercing adornments are not allowed at school with the exception of earrings in the ear.
- Studded gloves, spikes, and/or chains will not be worn as they present a safety hazard. Wrist bands or rings which could injure others are not allowed.
- Dark glasses shall not be permitted unless prescribed by a physician.
- Any form of hairstyle which is disruptive in appearance or interferes with the purpose of the conduct of school is not permitted. Hair will be neat, well-groomed and of a natural color.
- Anything deemed to be a distraction by the campus principal.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

It is recommended that parents mark all items of clothing with the student's name for identification. Each year a number of articles of clothing, including expensive jackets are turned in to the office and never claimed.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, ipads or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook)

regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—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 22 absences. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non Curriculum-Related Groups**.]

FEES

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

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

- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay.

Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

Returned Checks

Marion ISD will accept personal checks as long as there is not a check on file for Non-Sufficient Funds (NSF). The school district has contracted with Envision Payment Solutions for the collection of all returned checks. Once Marion ISD is notified by Envision Payment Solutions of a NSF check, the district will discontinue accepting checks from the individual for the remainder of the year. Only cash, money order or a cashier's check will be accepted. **Any individual having NSF checks with the school district for two or more consecutive years will be permanently placed on a cash only basis.**

In addition, all students residing in that household will have their food service account blocked from accepting checks. All future payments for food service must be made with cash, money order, and cashier's check or online through NutriKids. NutriKids provides parents a convenient, easy and secure online prepayment service to deposit money into their child's school meal account at any time.

If you are aware that a check you have written will be returned, please do not contact the school or district offices. All checks returned to Marion ISD for insufficient funds are sent directly from the district's depository bank account to Envision Payment Solutions. You will be contacted by Envision Payment Solutions for payment arrangements. If you wish to contact them directly you may do so at:

Envision Payment Solutions

P.O. Box 157

Suwanee, GA 30024-0157

(877) 290-5640

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GENDER-BASED HARASSMENT

[See **Discrimination, Harassment, and Retaliation**]

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

1. All grades shall reflect student performance and progress.
2. Academic grades shall not be altered because of behavior.
3. No single grade shall count more than 20% of the grading period or semester average.
4. Evaluations shall be ongoing.
5. Grading procedures shall be clear and concise.
6. There shall be a sufficient variety of student work upon which to base a grade. Ex: daily work, homework, quizzes, projects, reports, tests, etc.
7. In full-year courses, the two semester grades are averaged to determine the final year average.
8. Fine Arts grades shall include both objective and subjective assessment, such as performance, knowledge/skills and creative expression.
9. A rubric or checklist shall be used for evaluating any assignment that are primarily subjective grades, e.g. writing assignments, projects, etc.
10. Special Education students' grades shall reflect IEP modifications.
11. Limited English Proficient students' grades shall reflect LPAC modifications.

Also see **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines. [See Appendix A for Elementary Grading Policy]

HARASSMENT

[See **Discrimination, Harassment, and Retaliation.**]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid

another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular

food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.ts.us/schoolhealth/lice.shtm>.

Physical Activity for Students in Elementary School

In accordance with policies at EHAB, EHAC, EHBG, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary, school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the Marion ISD School nurse. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

Other Health-Related Matters

If a child has a special health problem, such as asthma, diabetes, seizures, severe food allergies, or requires special medical procedures, the parent/physician is asked to complete a special health action plan form annually. This form is available in the clinic

or your child's physician's office, and will state the required medication, P.E. limitations, and/or emergency care and actions necessary while at school. Having an asthma, diabetic, food allergy, or seizure action plan will enable the nurse to more effectively care for your child in accordance with the physician's plan of care.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the school principal or PE teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

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

Tobacco Prohibited

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

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Mrs. Kelly Walters, the district's Superintendent at 830-914-2803 ext. 105.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Joe Allen, the district's IPM coordinator, at 830-914-2803 ext. 140.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Karen Townsley at ktownsley@marionisd.net or 830-914-2803 ext. 340.

HOMEWORK

Objectives of homework:

1. To develop self-motivation, self-discipline, responsibility, and independence.
2. To improve skills in a subject area.
3. To reinforce knowledge and skills.
4. To increase knowledge learned in the classroom.
5. To prepare for classroom instruction.
6. To practice and improve reading skills and fluency with nightly reading.
7. To enrich School experiences.
8. To help the student organize and condense information needed to master a test on the subject matter.
9. To involve parents in the learning process of their children.

Parents can be a positive member of the home/school team by:

1. Helping their children set a regular study time each day, free of other responsibilities, and keeping with that commitment.
2. Providing a place to work and study that is quiet, properly lighted and equipped with necessary basic materials.
3. Limiting television viewing and avoiding television or radio listening during study time.
4. Showing interest in their children's independent study work by encouraging them to do their best. Listen to children read and read to them nightly.
5. Encouraging children to complete assignments independently but helping as needed.
6. Discussing and reviewing independent study assignments with their children in order to become aware of what they are studying.
7. Providing feedback to the teacher or building administrator regarding concerns.

Teachers can be a positive member of the home/school team by:

1. Only assigning independent study to re-enforce knowledge and skills mastered in the classroom.
2. Grade level teams working together to develop a schedule of independent study that does not excessively overlap from subject to subject.
3. Grade level teams effectively communicating to parents independent study schedules.

IMMUNIZATION

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

The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred

prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

- All appropriate district personnel in regards to a student who is required to register as a sex offender.
[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKEUP WORK

Makeup Work Because of Absence

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

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

DAEP Makeup Work

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

In-school Suspension (ISS) Makeup Work

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

MEDICINE AT SCHOOL

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

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

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

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

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

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.]

NONDISCRIMINATION STATEMENT

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Kelly Walters Superintendent, 211 W. Otto St., Marion, TX 78124 830-914-2803 ext. 105
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Julie Brown, 215 W. Otto., Marion, TX 78124 830-914-2803 ext. 110

- All other concerns regarding discrimination: See Kelly Walters, Superintendent, 211 W. Otto St., Marion, TX 78124 830-914-2803 ext. 105
- [See policies FB(LOCAL) and FFH(LOCAL).]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Students are screened in Pre-K, K, 1st, 3rd, 5th and 7th grades for vision and hearing. All transfer students from out of state are screened for vision and hearing. Students will be referred by a note to the parent/guardian for assessment by a qualified physician for any concerns.

Students are screened in 6th and 9th grades for Scoliosis (curvature of the spine). A letter is mailed to the home to parents providing information. Any concerns may be discussed with the school nurse.

A screening for Acanthosis Nigricans is performed in 1st, 3rd, 5th, and 7th grades. Acanthosis Nigricans is an indicator of insulin resistance and may indicate Type 2 diabetes (or be a precursor to Type 2 diabetes.)

The school nurse has information about all of the above for any parents/guardians requests.

Students are screened according to mandated school health programs set by the Texas Department of Health and the State Board of Education.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.**]

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

PRAYER

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

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, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1st – 5th, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (TEKS Texas Essential Knowledge and Skills) for all subject areas and a grade of 70 or above in reading, language arts, mathematics, and either science or social studies. For further information refer to policies EIE (local).

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See **Standardized Testing**]

Parents of a student in grades 3–8 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. 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 and the student must complete additional special instruction before beginning the next grade level. 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 policies at 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.

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.

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 the end of every grading period.

At the end of the first three weeks of a grading period parents will be given a written progress report of their child’s performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be required to sign the progress report and return it to the teacher of that class or subject. At the end of the second three weeks of a grading period, parents will be given a second written progress report of their child’s performance. If the

student receives a grade lower than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student’s relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See policy EIA(LOCAL) and Appendix A for Elementary Grading Policy.]

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 unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

Progress Report Dates	Progress Report Dates	Report Card Dates
September 12, 2018	October 3, 2018	October 17, 2018
November 7, 2018	December 5, 2018	January 7, 2019
January 30, 2019	February 20, 2019	March 20, 2019
April 10, 2019	May 1, 2019	May 29, 2019

txConnect Parent Portal

The portal allows parents of student in grades 1-12 to access their children’s grades and attendance from any place with Internet access. Teachers will be maintaining their gradebooks on a weekly basis to be up-to-date at noon each following Monday.

Parents will need a **Portal ID** to log on to the new **txConnect Parent Portal**. Beginning Tuesday, September 3, 2018 Portal ID’s may be requested by the parent in person, mail, email, or over the phone. The Parent’s user name and password are not removed; they remain the same for the next school year.

Norma Krueger Elementary, Primary campus contact:
 Betty Brietzke 830-914-2803 ext. 201 bbrietzke@marionisd.net

Norma Krueger Elementary, Karrer Elem. Campus contact:

Parents with students on several campuses will be able to have one account for the entire family.

Note: a separate student portal ID number must be requested from each campus.

The registration process is self-administered, which means the parents can choose a user name and password. There will be an automated reset if passwords become lost or forgotten. It is best to keep your username and password written down and in a safe place.

A Parent Guide to the Parent Portal is available for help at the Marion I.S.D. website:

www.marionisd.net

RETALIATION

[Discrimination, Harassment, and Retaliation]

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 others 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 the school year begins, 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

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

Our school has expanded the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

More information can be found at <http://iloveguys.org>

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 may have to rely on 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

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

If the District is forced to dismiss school early or if school is to be canceled due to inclement weather, the District will attempt to advise the radio/television stations listed below.

KWED Radio, Seguin (1580 AM)	KXTN Radio, San Antonio (107.5 FM)
KGNB Radio, New Braunfels (92.1 FM)	KKYX Radio, San Antonio (680 AM)
Y100 Radio, San Antonio (100.3 FM)	WOAI-TV, San Antonio (Channel 4)
KSAT-TV San Antonio (Channel 12)	KENS-TV, San Antonio (Channel 5)

Parents who hear of school closing are advised to contact the school office at 914-2803 extensions 200 primary or 500 Karrer for verification.

SCHOOL FACILITIES

Use by Students Before and After School

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

The following areas are open to students before school, beginning at 7:15 a.m.

- cafeteria
- gym, primary (library passes are given by classroom teachers or by those in the gym)
- Hallway and Playground (Karrer only)

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

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

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 established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a 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 School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student’s participation is confidential. See school office to apply.

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

Cafeteria Breakfast and Lunch Prices

Breakfast	PreK - 12	\$1.50
Breakfast	Staff & Visitors 65 & Older	\$1.80
Breakfast	Reduced Meals	\$0.30
Breakfast	Visitors	\$2.10
Lunch	PreK - 2	\$2.20
Lunch	3 – 5	\$2.50

Lunch	6 – 12	\$2.95
Lunch	Reduced Meal	\$0.40
Lunch	Staff	\$3.00
Lunch	Visitors 65 & older	\$3.30
Lunch	Visitors	\$4.25

New-Changes to the Charge Limit

Charge limits are a courtesy provided by Marion ISD and is not required by the Texas Department of Agriculture or the United States Department of Agriculture.

Charging is not encouraged by Marion ISD, but on those rare occasions that your child will not have money, we have a charge limit of \$5.00. If your child exceeds this limit, they will be offered an alternative meal consisting of a peanut butter sandwich and a milk and \$.75 will be charged to your child’s cafeteria account.

Please ensure your child has enough money to eat by utilizing <https://www.myschoolbucks.com>

Or paying at any of the school cafeterias or the Child Nutrition Office located at 303 West Huebinger Street (New Karrer Building). We do not allow charging of any a-la-carte items – only reimbursable meals.

Primary through High School – charge limit is set at \$5.00

Library

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

Monday – Friday 7:15 am – 2:55 pm

Meetings of Noncurriculum-Related Groups

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

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

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

Students' desks 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.

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

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

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around 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. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Metal Detectors

[For further information, see policy FNF(LOCAL).]

Drug-Testing

[For further information, see policy FNF(LOCAL).]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school principal 830-914-2803 Primary ext. 200 or Karrer ext. 500.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

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.

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact school principal, who has been designated as the district's liaison for children in the conservatorship of the state, Primary Campus at ext. 200 or Karrer Campus at ext. 500 with any questions.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- www.texassuicideprevention.org
- <http://www.dshs.state.tx.us/mhservices-search/>

SUMMER SCHOOL

A student who does not meet District standards or policies for promotion on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level (fails a subject or fails any section of the State of Texas Assessments of Academic

Readiness or STAAR) will be eligible to attend summer school. Students must successfully complete summer school requirements (showing adequate progress as determined by established criteria) before they can be promoted or placed into the next grade for the following year. (EIE LEGAL) Summer school is an intense effort on the part of the District to help students master

the skills necessary for success in the next grade level. If basic promotion requirements were not met, a child can be retained. Parents concerned about their child's grades should contact the teacher and/or the principal at 914-2803, ext. 200 Primary or 500 Karrer.

STAAR (State of Texas Assessments of Academic Readiness)

See **Standardized Testing**

TARDINESS

Tardiness interrupts your child's learning opportunities. Students who are tardy miss out on the planning of the day, messages, and instruction. It is difficult to catch up from entering the classroom late. Classes at Krueger Elementary, Primary and Karrer Campuses, begin at 7:40 a.m. Students that are not present on the campus at 7:45 a.m. will be counted tardy. If your child is late, the parent **MUST** sign their child into the campus in the front office. Successive tardies may result in disciplinary action.

TEXTBOOKS AND TECHNOLOGICAL EQUIPMENT

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. Technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

If you are interested in your child transferring into the district you may pick up a request for transfer form in the school office or at district website at www.marionisd.net . These must be approved by the superintendent and campus administrator.

[See **School Safety Transfers** and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**, for other transfer options.]

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.

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 and on the district's Website.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Marion ISD Transportation Dept. at 830-914-2803 ext. 140.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

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.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

Visitors will be required to give the office their picture ID before receiving a visitor's badge. Upon returning the visitors badge, their ID will be returned to the individual.

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

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

Cafeteria Visitor Rules:

- Visitors eating lunch with their child can no longer take another student outside to eat with them.
- Visitors not eating outside with their child will need to stay with that child's class as they go through the lunch line, but may sit at an unoccupied table, if available. You **cannot** move from table to table, this disrupts the other classes.
- Visitors are not allowed to share food with other children. This is a food allergy concern.

WITHDRAWING FROM SCHOOL

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

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

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

Appendix A – Elementary Specific Information



Marion Independent School District Elementary Grading Policy

Board Policy

EIA (Legal) Grading Policy

The District shall adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. The District grading policy:

1. Must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment;
2. May not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and
3. May allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Education Code 28.0216

EIA (Local) Guidelines for Grading

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The district shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Grading Philosophy

Grading is the process by which a teacher assesses student learning and progress towards mastery of course objectives as aligned with the Texas Essential Knowledge and Skills (TEKS). Using the TEKS, the teacher will use a variety of assessments (tests, projects, classroom activities, and other instructional activities) to provide students with multiple opportunities to

demonstrate mastery. The grade a student earns in a class should represent the student's mastery of the course objectives and focus them to ultimately take responsibility for their own learning.

Weight of Grades

The weight of grades will be divided into two categories for the purpose of determining grading period averages:

Major Grades = 60%

Minor Grades = 40%

Teachers have the flexibility to determine which graded items fit into each category and will outline those specifics in their classroom syllabus and on their teacher webpage at the beginning of the school year.

No single grade, major or minor, shall count for more than 20% of a student's quarterly grade average. There must be at least one major grade every three weeks and one minor grade every week.

Please note: The above recommendations represent the minimum requirements, and teachers may provide additional assessments and assignments at their discretion.

Homework

Homework is a means of teaching the necessary skills of independent study and learning outside the classroom without immediate teacher supervision. Homework includes all assignments that the teacher expects all students to complete outside of class and should be designed to help students master the content. Formative assessments (minor grades) should be comprised of a variety of assessments, and may include homework assignments. When a student demonstrates mastery of the TEKS on major assessments, homework alone should not be the cause of a failing grade.

Re-teach/Re-test

- If the majority of the class fails to demonstrate mastery of TEKS on a summative assessment, the teacher will provide an opportunity for whole class re-teaching and re-testing during class time for specific TEKS. The higher of the two grades will be recorded.
- When less than the majority of a class has failed any summative assessment, individual students must be provided the opportunity to make-up or redo the assessment for which the student received a failing grade. Before any reassessment occurs, a student will receive appropriate remediation. The grade on the reassessment will be recorded as no

higher than 90% of the re-test grade. (For example: 100%=90, 90%=81, 80%=72, 70%=63). If mastery is not demonstrated, the higher grade will be recorded.

- Grades derived from the Accelerated Reading program will be exempt from the retest policies.
- A student may be allowed a reasonable opportunity to make-up or redo a class assignment (minor grade) for which a student received a failing grade.
- Teachers may provide established times for tutoring opportunities and post these times on teacher websites, class syllabus and in classroom.

Grading Overview

- Grades shall be posted in a timely manner no later than five instructional days from date received with exception given for major projects.
- Teachers shall make reasonable efforts to personally contact by phone or email parents/guardians of students who have missing assignments or are in jeopardy of failing.
- Tests administered or projects due within the last three days of a grading period will be calculated in the following grading period.

Makeup Work

Students with excused or extracurricular absences must be allowed to make up the work they have missed. All work missed will be made up within a reasonable time period, to be determined by the teacher. Minimum guidelines allow students one day to complete work for each day missed. A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment. In the case of assignments which have been assigned far in advance with a specific due date and the student is absent the day the assignment is due, the student must turn in the assignment immediately on his/her return to the class regardless of number of days missed.

Late Work – General Courses

Procedures and penalties for turning in work after the due date is determined by the teacher based on campus or grade level grading procedures. Teachers will clearly outline their late work policy to students and parents at the beginning of the school year on their teacher web site, classroom and in their class syllabus.

The table below represents the *maximum* penalty that may be imposed for turning in late work:

1 Day Late	10 point deduction
2 Days Late	20 point deduction
3 Days Late	30 point deduction
4 or more Days	No credit given - Grade of 0

Course Syllabus

All elementary teachers are required to prepare, post on teacher website, and distribute a class syllabus for students during the first week of the class. The syllabus is designed to give students and parents/guardians an overview of the class. Each teacher may develop his/her own format of a class syllabus, but the following items must be included:

- Teacher name and contact information
- Outline of major class units, themes, or projects
- Conference period
- Teacher grading criteria and homework expectations (in compliance with MISD Grading Policy)
- Late Work Procedures
- Classroom Rules and Expectations
- Retesting and Correction Procedures

BUSES AND CARS

Cars MUST drop students off in the car driveways in the back of the primary (playground road approaching from Otto Street) and Karrer students MUST be dropped in the driveway on Otto beginning at 7:15 a.m. The Marion Police have asked that we instruct cars to proceed down LaVernia to Otto, turning right to drop at Karrer or continuing along Otto around the corner to the gated driveway at the primary. Staff will be on duty to receive students. The afternoon procedure is the same, with one exception. Parents will be issued a car tag with their child's name on it to hang on the rearview mirror of the car. If a car does not have this car tag displayed, then the student will NOT be released. The car will have to continue through the car line and pick up their student in the front office.

While proceeding through the car line, please respond to those on duty to move forward, stop, etc. We have procedures to keep your children safe and know you will want their safety as well. Please stay in your car and follow the instructions of the staff and Safety Patrol students on duty. There are marked loading areas. You may be asked to pull up to allow more cars in the driveway. As you enter and leave school property, stop at the street and be watchful of walkers and bike riders. **Reminder:** Students under the age of 15 are required by law to be in a safety belt or belted in a safety seat when in an automobile in the front or back seats. We will not put a student in the back of a pick-up. Students are required by law to be in a booster seat until either age 8, weigh 80 pounds or are 4 ft. 9 in. tall. Those under 40 pounds are to be in full car seats.

Buses load and unload in the driveways on Cunningham and Huebinger.

It will help us and your child if you will establish how he or she is to go home each day, and if that changes, send a note to the school office or call ext. 200 (Primary) or 500 (Karrer) at 914-2803 before 1:00 p.m. Please help us avoid many end of the day phone calls and sometimes confusion for the student. Students ride the bus according to their home address or day care. Students needing to ride a different bus must have (1) a note from the parent stating extenuating circumstance and (2) office approval.

Primary Playground Rules and Expectations

The following behaviors are not allowed:

- Physically hurting people
- Abusive language
- Throwing objects such as sand, gravel, sticks, or rocks
- Disruptive behavior
- No games involving tackling, grabbing, or climbing on another person
- Climbing on trees, fences, or railings
- Pulling leaves or branches off trees

The following are not permitted on the playground:

- Any shoes other than tennis shoes
- Food, drinks, or gum
- Skateboards, roller skates, or inline skates
- Portable radios, headsets, or video games
- Hard baseballs, hard footballs, wood or metal bats
- No more than 2 basketballs on the basketball court

Swings:

- Sit on swings, do not lie on your stomach or stand on them
- Swing straight only, no twisting or swinging sideways
- Never jump off a swing
- Do not twist swing seats to make the swing higher
- Do not run in swing area

Slides:

- Go down the slide one at a time
- Slide down feet first and sitting up, never head first, on your back or stomach
- Do not jump off or climb on the outside of slide
- Once on slide, go down and get off right way
- Do not stand at the bottom of the slide
- Never climb up the slide itself to get to the top

Climbing equipment

- Don't touch or push anyone else

No jumping off of any climbing equipment

No “Chicken Fighting” ever

Stay well behind the person in front of you

Karrer Playground Rules and Expectations

The following behaviors are not allowed:

- Physically hurting people
- Abusive language
- Throwing objects such as sand, gravel, sticks, or rocks
- Disruptive behavior
- No games involving tackling, grabbing, or climbing on another person
- Climbing on trees, fences, or railings
- Pulling leaves or branches off trees

The following are not permitted on the playground:

- Any shoes other than tennis shoes
- Food, drinks, or gum
- Skateboards, roller skates, or inline skates
- Portable radios, headsets, or video games
- Hard baseballs, footballs, wood or metal bats
- No more than 2 basketballs on the basketball court

Swings:

- Sit on swings, do not lie on your stomach or stand on them
- Swing straight only, no twisting or swinging sideways
- Never jump off a swing
- Do not twist swing seats to make the swing higher
- Do not run in swing area

Slides:

- Go down the slide one at a time
- Slide down feet first and sitting up, never head first, on your back or stomach
- Do not jump off or climb on the outside of slide
- Once on slide, go down and get off right way
- Do not stand at the bottom of the slide
- Never climb up the slide itself to get to the top

Climbing equipment:

- Don't touch or push anyone else

No jumping off of any climbing equipment

No “Chicken Fighting” ever

Stay well behind the person in front of you

Leg Raise Bench:

Do not sit or stand on posts

Sit on bench and raise legs over poles

Chin Up Bar:

For chin ups only

No swinging, climbing, or sitting on bars

Balance Beam:

No pushing or holding on to other students while they are on the beam

No sitting or blocking beam

No lying under beam

Push Up Bars

For push ups only

Do not sit or stand on bars

Push ups may be done with hands or feet on bar

Tilted Body Curl Bench

For sit ups or leg lifts

Do not sit above the bar

Climbing Wall

Only 2 people on each side

No climbing over the wall

Athletic Activity Attendance

Students **are expected** to follow these guidelines when attending any athletic event:

1. Loitering on school property is prohibited by school board policy and state law and will be enforced. Upon leaving the game area, students are to leave school grounds.
2. Spectator areas inside the football field have been clearly defined—do not cross fences or roped off areas. Students may not view the game from the track, sideline, inside the track or in the end zone.
3. There is no longer an area for spectators to play inside the football field or gym area.
4. Students are not allowed to leave the game area and return. To re-enter after leaving students must pay a second time.
5. Students are strongly encouraged to take a seat with their parents in the bleacher area and view the game from that location.
6. When in doubt, follow the directions of the administration and law enforcement officials present at the games.

SPECIAL PROGRAMS

Communities in Schools – A nationwide network of state and local offices providing supportive social work services to you and families. Their mission is to facilitate the connection of needed community resources with schools to help students learn and stay in school.

Dyslexic Program – Students who have extreme difficulty in learning to read will be screened and observed to determine if they show dyslexic tendencies. If it is determined that a child shows significant tendencies and would benefit from special reading programming they will be served in the Dyslexia program on campus.

G.T. - (Gifted and Talented Education) This program provides an array of learning opportunities for students K-5. It provides a continuum of learning experiences that leads to the development of advanced level products and performances.

E.S.L. – Students who have limited English proficiency will receive needed help and language instruction. The goal is for students to transition into English.

SCHOOL ACTIVITIES

Award Night – (in May) Primary Campus will give awards for All A Honor Roll, All A and B Honor Roll, Perfect Attendance, Accelerated Reader, and Super E Conduct. Karrer Campus will give awards for Perfect Attendance, Accelerated Reader, All A Honor Roll, and All A and B Honor Roll.

Choir, Programs, Performances – Through our music department, different groups of children have a variety of opportunities to participate in productions throughout the year. Watch for parent notes to learn more details.

Background checks - Parents must have a background check done before they can volunteer to help with any event at school including, but not limited to, Field Day, Texas Day, Bubble Day, Field Trips and Classroom Parties.

Field Day/ Texas Day/ Bubble Day - We have several special events through the year that involve various grades and activities. Bubble Day, which is outdoor water fun, is the equivalent of Field Day for Kinder through 2nd grade. We will inform you of those by parent newsletter as they come up. Students in grades 3-5 will enjoy Field Day in May.

Field Trips – Off campus field trips may be scheduled occasionally when the activity or place to be visited satisfies state curriculum requirements. The school district administration will have final approval of field trips.

Classroom Parties: Students are allowed three parties per year. These are coordinated by the classroom teacher assisted by parents (see P.T.S.O. pages). If you plan to attend the party, you **MUST** have a background check completed before entering the classroom. These are special occasions for the students in the class and should not have the attention taken away from them and classmates **by children** outside their class. Please make arrangements for younger siblings during this special time. The three parties that a class has each year are considered “sugar” days. Strict guidelines limiting student sugar intake is **NOT** limited on these three days. **Snacks MUST be purchased from a store (health inspected kitchen) to be brought to classroom parties.**

Birthdays: Birthday parties are not allowed at school. Students may bring a snack to share with the class with advance permission from the teacher, but cakes and celebrations are not allowed. Balloons should not be sent to school (florist) to be taken home on the school bus. The balloons are a safety concern since they block the vision of the bus driver. Birthday party invitations may be distributed at school only if they meet one of the following criteria:

- (1). Invitation for every student in the classroom.
- (2). Invitation for every boy in the classroom.
- (3). Invitation for every girl in the classroom.

If the invitations include part of a class, but do not include all of one of these groups, then the invitations may not be distributed at school. Also, invitations may **NOT** be distributed to various students in classrooms other than the birthday student’s classroom. **Again, snacks MUST be purchased from a store (health inspected kitchen).**

Post Office – The elementary campuses have a Post Office system. We participate in Wee Deliver (U.S.P.O. program). Students participate by holding various jobs and by being postal system customers. Each child has a school address and is encouraged to write and mail to

friends around school. The intent is to encourage reading and writing for all students and job responsibility for older students.

Health and Safety Night –P.T.S.O. coordinates a Health and Safety Night. This is traditionally held on the same night as the Science Fair. This is a family night to learn about various kinds of safety that especially effect children. It is free to all and is a great event for whole families to share.

Safety Patrol – Students in 5th grade have the opportunity to apply to be safety patrols and serve the campus and community by helping younger students safely arrive and depart from school each day by car or bus. Most students consider it an honor. Students must maintain grades and acceptable behavior.

Super Stars – At the Primary Campus Super Stars may be chosen from each class each week. The Super Star for the week may have parents and/or grandparents as their guests. Students may bring pictures of themselves to display. We will make every effort to make students feel special and appreciated. Please help us by coming to visit when your child is a Super Star! Students are expected to continue to follow school rules when they have guests.

MISCELLANEOUS

Fidget Spinners – Spinners can be a distraction during instructional time. For this reason, they are not allowed at school. If your child has a spinner, it must be kept in their backpack at all times.

STUDENT CODE OF CONDUCT ON SCHOOL BUS MARION INDEPENDENT SCHOOL DISTRICT



It is a well-documented fact that school buses provide the safest form of transportation for students to and from school. At MARION I.S.D., we invest both time and financial resources to keep our bus fleet in a well maintained and safe operating condition and we selectively hire and train qualified individuals to drive our buses.

We believe that the transportation service we provide is vital in assisting parents to meet their busy commitments. It helps our school district qualify for additional state funding, which might be lost if students did not have a reliable way of getting to school. It also reduces the amount of traffic on our congested streets.

We strive to make the transportation operation as safe as possible. Students and parents play a major role in the safety of the operation. We are convinced that good student behavior on school buses is an essential ingredient in maintaining a safe operation. The Student Code of Conduct on School Buses is a statement of bus safety rules and procedures, which must be followed by students whenever they ride the bus. Students who endanger themselves or others will be held accountable. They are subject to a loss of bus riding privileges, when warranted.

BUS SAFETY RULES AND PROCEDURES

- 1) Cooperate with the bus driver at all times. Do not argue or show disrespect.
- 2) Be courteous to other students and adults.
- 3) Observe classroom conduct and keep noise to a minimum.
- 4) Use only appropriate language. Profanity is not allowed.
- 5) Refrain from making unacceptable gestures.
- 6) State law requires that students stay seated on the bus.
- 7) Keep feet and other parts of your body out of the aisle.
- 8) Never throw anything inside the bus or out of the bus window.
- 9) Help keep the bus clean. Place trash in the appropriate container on the bus.
- 10) Flammable materials are not permitted on the bus.
- 11) Tobacco products, alcoholic beverages, soft drinks, drugs, cigarette lighters, matches, etc. are not allowed on the bus.

- 12) Knives or weapons of any kind cannot be carried on the bus.
- 13) Skateboards are not permitted.
- 14) Any other item which may cause a safety problem is not allowed on the bus.
- 15) Keep all parts of your body inside the bus at all times.
- 16) Keep your hands to yourself. Do not bother other passengers or their property.
- 17) Threats, hitting, fighting, pushing, or shoving anyone on the bus is not allowed.
- 18) Physical intimidation (bullying) and sexual harassment cannot be tolerated. Let the bus driver know immediately if this occurs, even if you are not directly involved.
- 19) Students may not tamper with or damage the bus or associated equipment.
- 20) Students may not open the rear or side emergency doors unless instructed by the bus driver.
- 21) It is unlawful for ANYONE to interfere with the operation of a school bus.

All of us in the Transportation Department want the bus-riding experience to be as safe and pleasant as possible for both students and drivers. We ask for your help in making that happen. I want to thank both students and parents for their cooperation and support.

Director of Transportation

Administration of Prescription Medication(s) to students at school:

Prescription medication must be in an original container with a label containing the student's name, medication name, route of administration, frequency of administration, and dose of the medication. The prescription information from the doctor, as well as a Medication Permission form signed by the parent or guardian must be completed and on file before the student is allowed to take the medication at school. The Permission for Medication form may be obtained from the Nurse's office or the School office. Anytime the dosage or prescription changes, a new copy of the prescription information must be presented to the Nurse's or health aide's office. Unless the doctor specifically states that a medication is to be given during school hours, the medication should be given at home. Medications cannot be sent home with the student.

Over the Counter Medication:

Over the Counter medication must be accompanied by a Medication Permission form signed by the parent or guardian. Over the counter medication must be brought in by the parent or guardian. Students caught carrying medications at school will be subject to disciplinary action. **THE SCHOOL DOES NOT SUPPLY MEDICATION FOR STUDENTS.** All medications will be kept locked up in the nurse's or health aide's office. Over the counter medication must be in the original container and be labeled with the student's name. The student will not be allowed to take more than the recommended dosage on the label unless there is a doctor's note on file allowing for increased dosage. Students will not be allowed to take expired medications. Please check labels to make sure they are current.

ALL MEDICATION NOT PICKED UP AT THE END OF THE SCHOOL YEAR WILL BE DESTROYED.

Inhalers:

Prescription inhalers must have a Medication Permission form signed by the parent or guardian if they are to be kept in the nurse's or health aide's office. A student is allowed to carry his/her inhaler only if there is a Permission to Carry Inhaler form on file in the nurse's office and student demonstrates ability and maturity. These forms may be obtained from the nurse's office or the school office. Sharing of inhalers is prohibited. Each student requiring the use of an inhaler should have an *Asthma Action Plan* on file in the nurse's or health aide's office.

School Based Health Clinic:

The Methodist School Based Health Center is located on the Marion ISD campus. The clinic services are available to all Marion ISD students and their siblings age 19 and under. Phone number for the clinic is (830) 914-2803 ext. 111. If your child receives an immunization at the clinic, they must bring a copy of the immunization record to the nurse's office or the school office so their record can be updated. The

Health Clinic is open on Monday, Wednesday, and Fridays and the Dental Clinic is open on Monday - Thursday.

Immunizations:

The School Nurse/Aide has the responsibility to maintain health records on all students. Immunizations are important to the student to prevent disease and be compliant with Texas State Law and Marion ISD policy for school admission.

Students not in compliance with Texas State Law and the Marion ISD policy on the first day of class for the school year will not be given a class schedule, the parent will be called, and they may not return to school until their immunizations are current. Please contact school nurse or health aide for specific age immunization requirement.

As a courtesy, the school nurse/aide sends out reminders during the school year for needed upcoming immunizations.

**NOTICE TO PARENTS AND STUDENTS
REGARDING DRUG FREE AND GUN FREE SCHOOLS**

The Marion ISD believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale, possession, or distribution of alcohol, tobacco or illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with the code of conduct is mandatory, and students shall be disciplined if they are found to have violated the code of conduct.

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol-and drug related offenses. Students may be suspended for up to six school days or expelled for a period of time ranging from seven school days to the end of the school year; in addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set in the district's policies at FOA(L), FOD, and FOD(L). The campus principal will be glad to provide you access to a copy of these policies.

Depending on the nature and severity of a drug or alcohol related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The campus principal or counselor can provide you with information about rehabilitation and reentry programs that are available in our community or within reasonable access of our community.

On November 29, 1990, the President signed the Crime Control Act of 1990. Included in this comprehensive legislation is the "Gun-Free School Zones Act of 1990." This law makes it a Federal Offense for an individual to knowingly possess a firearm in a school zone. The term school zone means the grounds of a public, parochial or private school institution or within 1,000 feet from such grounds. A violation of this statute subjects one to imprisonment up to 5 years and/or a fine of up \$250,000.00 and/or supervised term of release.

Additionally, the Crime Control Act of 1990, instituted amendments to supplement the Drug-Free Schools and Communities Act of 1986. In an effort to curb the alarming trend of drug use among young people, Congress has enacted legislation making it a Federal offense to possess controlled substance(s) with intent to distribute them on school property

or within 1,000 feet of school property. Severe penalties of imprisonment and fines are applicable to such offenses.

Dear Parents:

Your child has the opportunity to use Marion Independent School District's computer network system. He or she needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's computer network, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the Acceptable Use of Computers and Networks Guidelines and discuss these requirements together. Inappropriate system use may result in the loss of the privilege to use this educational tool. A copy of the District's Acceptable Use of Computers and Networks Guidelines is located in this handbook. You and your child must return the signed Student Code of Conduct form indicating that you have read and understood the District's Acceptable Use and Internet Safety Guidelines.

Please note that the Internet is an association of diverse communication and information networks. Though all training in the use of the District's telecommunications network will emphasize the ethical use of this resource, it is possible that your child may run across areas of adult content and some material you might find objectionable. The District takes reasonable steps to preclude access to objectionable sites through electronic filtering and classroom management; however, it may not be possible in some cases.

After you have read and signed the agreement form, Marion ISD will expect that you are in full agreement with these guidelines and wish your child to have use of the Internet for educational purposes. If you do not want your student to have access to the Internet you must notify the principal in writing.

Please remember that your child may have his work or picture published on our district website. By signing the campus record of receipt you understand that this and other directory information may be published. Together, we can communicate that with technology opportunities comes responsibility.

Sincerely,

**Rachel Robertson
Principal**

**Paul Goetzke
Principal**

MARION ISD
ACCEPTABLE USE OF COMPUTERS, ELECTRONIC MEDIA AND NETWORKS
POLICY (AUP)

All provisions of the Acceptable Use of Computers, Electronic Media and Networks Policy apply to use of all District facilities and equipment. Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g. YouTube), editorial comments posted on the Internet, and social networking sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications. (Policy CQ)

Use of Computers and Networks:

The following guidelines regarding the acceptable use of computers and networks shall apply to all District employees, volunteers, and students, and to all patrons of the Marion ISD Community Library. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
2. Users shall not let other persons (other than authorized staff members) use their name, log-on, password, or files for any reason.
3. Users shall not use or try to discover another user's password.
4. Users will have access to District computers and networks primarily for academic and administrative purposes. Limited personal use is permitted if the use:
 - a. Use does not violate the Acceptable Use Policy
 - b. Imposes no tangible cost to the District
 - c. Does not burden the District computer or network resources. This includes streaming video, bypassing content filter and/or firewall via proxy services, online non-instructional games, downloading software, and social networking sites.
 - d. Has no adverse effect on an employee's performance or on a student's academic performance.
 - e. Does not include activities for personal profit.
5. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.

6. Users must comply with all copyright laws.
7. Users shall not copy, change, or transfer any software or documentation without written permission from the Campus/District Technology Coordinator.
8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code destined to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
9. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats. Users shall not deliberately access or attempt to access, create, or transmit any obscene or objectionable information, language, or images, including swearing, vulgarity, and ethnic or racial slurs. Users shall not deliberately access or attempt to access inappropriate web pages or sites.
10. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
11. Users shall not alter or tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or Campus/District Technology Coordinator.
12. Users shall not take home technology equipment (hardware) without written permission of the Campus or District Technology Coordinator. Users will not take software home.
13. Users may use personally owned equipment for academic use in compliance with District policy and guidelines. Marion ISD is not in any way responsible for personal equipment.

Student Responsibility for Using the Internet:

Due to the nature of materials that are available through the Internet, students will be expected to adhere at all times to the following rules.

1. No student may access the Internet without the permission of the teacher, librarian, or other supervisor.
2. Students will be given a password by the Campus Technology Coordinator for an individual account with access to the District's network. Passwords are not to be shared for any reason.
3. If students inadvertently access obscene, pornographic, objectionable, or otherwise inappropriate materials, they are to immediately notify the classroom teacher or the room monitor.

4. Students may use e-mail through the Marion ISD computer network for educational purposes, only under direct supervision of a teacher.

Vandalism Prohibited:

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

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software.

Internet Safety:

As provided for in the Children's Internet Protection Act of 2000 Marion ISD has filtering devices and software to preclude access to objectionable sites as defined by the federal Children's Internet Protection Act through electronic filtering and classroom management, however, it may not be possible in some cases. For more information visit: <http://www.fcc.gov/cgb/consumerfacts/cipa.html>.

Privacy:

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user should have any expectation of privacy regarding such materials.

Failure to Follow Policy:

The use of the Marion ISD computer network system and Internet connection is a privilege, not a right, and may be revoked. A user who commits acts of misconduct may be subject to any or all disciplinary actions depending on the severity as determined by the building principal. In addition, violation of state and/or other applicable federal laws is subject to criminal prosecution.

Warranties:

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided in this plan. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) arising out of the user's use of the computer network or Internet. The user or, if the user is a minor, the user's parents agree to cooperate with the District in the event of the initiation of an investigation.

Students under the age of 18 must have the signature of a parent or guardian who has read this document.

MARION ISD WEB PAGES

The Marion ISD web site is established to provide a learning experience for staff and students, and an opportunity to communicate the learning activities of the Marion ISD schools and educational services.

The Superintendent or designee will appoint a district webmaster, responsible for the official district website and monitoring of all district web activity. Content guidelines for the official district and campus web materials, as well as procedures for the placement and removal of such materials will be developed by the MISD Technology Committee. The content of the district web sites must support and promote the mission of Marion ISD.

Staff and students who design pages for the district / campus web site are expected to abide by these procedures in addition to the District's Acceptable Use of Computer, Electronic Media and Network Policy and copyright laws of the United States. Files hosted on the Marion ISD web servers and hyperlinks from these files should not contain information that is in violation of (or promotes the violation of) any district policy or regulation nor any local, state, or federal regulation or law.

Marion ISD is not responsible for contents on external sites or servers.

INSTRUCTION and PROCEDURE:

The Marion ISD schools will establish district and campus web sites hosted on district web servers. These procedures provide direction and establish criteria for web site development, maintenance, and supervision.

A. DISTRICT WEB SITE

1. The district will establish a web site. Material appropriate for placement on the web site shall include: district information, campus information, teacher or class information, approved student projects, extracurricular organization information and

Marion ISD Education Services activities. Personal, non-educational information will not be allowed on the web site.

2. The Superintendent or designee will appoint a district webmaster, responsible for maintaining the official district web site and monitoring all district web activity. The district technology committee will develop style and content guidelines for official district and campus web materials, and develop procedures for the placement and removal of such materials.

3. Content of the district web site must support and promote the mission of Marion ISD. The district and campus webmasters will be responsible for monitoring all web pages on the district and campus web sites. Inappropriate and questionable content will be deleted. Request for reinstatement of materials on the web site will initially be made to the campus webmaster. Challenges to the web site content by district staff, parents, or community members will be processed based on Board policy. (EFA)

B. CAMPUS WEB SITES

1. The campus principal will appoint and supervise a campus webmaster who is responsible for managing the campus web site and monitoring class, teachers, and extracurricular web pages. All official school material will be consistent with the district style and content guidelines and pre-approved by the campus webmaster. Content of campus web sites must support and promote the mission of Marion ISD. The campus webmaster and principal may develop guidelines unique to their school's mission with assistance from the Campus Technology Committee.

2. When a parent or non-certified staff member prepares material for a web site, a campus web master must oversee the content and operation.

3. Campus sites will include a directory of staff members and their e-mail addresses.

4. This disclaimer must be present on all campus main navigation pages: Marion ISD is not responsible for contents on external sites or servers.

C. TEACHER WEB PAGES

Teachers will establish web pages that support curriculum and instruction related activities and provide a resource for other teachers. Teachers will be responsible for maintaining the content of their classroom and/or educational resource sites. Teacher web pages will not be considered official material, but will be developed in such a manner as to support and promote the mission of Marion ISD. Guidelines for development of web pages will be followed. Student web pages resulting from class projects will be posted on the respective teacher's web page. Each campus webmaster

will oversee teacher designed web pages. Teachers are required to report all significant changes to their web site to the campus web master.

1. Students may create a limited number of web pages as part of a class activity with teacher supervision. Material presented on a student designed web page must meet the educational objectives of the class activity.

2. Removal of material that fails to meet established educational objectives, the district Web Page Guidelines or that is in violation of a provision of the Acceptable Use Policy or District Student Code of Conduct will not be considered a violation of a student's right to free speech.

3. Student web pages for class projects must include the following notice: This is a student web page. Opinions expressed on this page shall not be attributed to Marion ISD or [campus name].

4. The classroom teacher and campus webmaster must approve the content of class project web pages. Student web pages will be removed periodically. At no time will students directly post files.

5. All links to external sites (those outside MISD) must be evaluated thoroughly for appropriateness. This disclaimer must be present on all teacher main navigation pages: Marion ISD is not responsible for contents on external sites or servers.

D. SUPPORT SERVICES WEB PAGES

Support services staff may work with the district webmaster to develop web pages that provide a resource for educational or professional use. Staff will be responsible for maintaining their resource sites. Support services pages will not be considered official documents, but will be developed in a manner, which is consistent with, and supports district guidelines.

E. EXTRACURRICULAR ORGANIZATION WEB PAGES

1. With the approval of the campus principal School Board sanctioned extracurricular organizations may establish web pages that must follow all District AUP and Web Page Guidelines. Material presented on these web pages must relate specifically to organization activities. The campus webmaster will oversee the content of these web pages.

2. Sanctioned organization web pages must include the following notice: This is an extracurricular organization web page. Opinions expressed on this page will not be attributed to Marion ISD or [school name].

3. An official representative from each extracurricular organization posting to Marion ISD web servers must sign a Web Page Guidelines agreement form.

F. WEB PAGE REQUIREMENTS

1. District Acceptable Use of Computers and Network Policy, Web Page Guidelines, and School Board policies govern materials placed on the Marion ISD web page(s).

2. Web pages will be designed using guidelines established by the District's Technology Committee. The guidelines are part of this plan.

3. Web pages shall NOT contain addresses, phone numbers, or other personal identifying information of ANY students. Last names of Pre-Kindergarten through fifth grade students will NOT be used.

4. Procedure for the display of original student work, photographs or videos of any identifiable student or staff member on the district's web site shall be consistent with Board policy and release of directory information as specified in student handbooks or with written consent by parents.

5. The web page shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption. Unauthorized use of copyrighted material is prohibited. Individuals must maintain a file of written copyright permissions.

6. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

7. Students may retain the right to the material they create that is posted on the web. The copyright on materials created by staff using district equipment and/or district time is property of Marion ISD.

8. Pages that contain time-sensitive information such as calendars and school events must be updated regularly to insure current, accurate information and viable links.

9. All web pages will have a link to return users to the appropriate home page (campus and / or district home page).

10. All links to external sites (those not in MISD) should be thoroughly researched for appropriateness.

11. Individuals posting to the Marion ISD web site will be responsible for creating their own backup copies.

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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

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

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

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

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

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

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

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

