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PREFACE

To Students and Parents:

Welcome to school year 2015-2016. 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 Muenster ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into 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 Muenster ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook which is posted at www.muensterisd.net or available as a hard copy in the principal’s office.

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

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.

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 building principal (Elementary, Lou Heers, or Junior High/High School, John York).

Also, please complete and return to your child’s campus the following required forms packet that will be sent home:

1. Acknowledgement of Electronic Distribution of Handbook and Code of Conduct
2. Acknowledgement of Information Contained in Handbook and Code of Conduct
3. Technology Acceptable Use Policy Agreement
4. Parental Consent for Student Email Account
5. Agreement for Participation in an Electronic/Printed Communications System
7. MISD Corporal Punishment
8. Consent/Opt-Out Form

[See Obtaining Information and Protecting Student Rights on page 3 and Directory Information on page 10 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 at http://www.tasb.org/policy/pol/private/049902/pol.cfm?DisplayPage=FL(LOCAL).pdf.
SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Muenster ISD 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.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child’s academic progress and contacting teachers as needed. [See Academic Counseling on page 21 and Academic Programs on page 14.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor (Kristi Schneider), or principal (Lou Heers, elementary, or John York, Junior High/High School), please call the school office at 940-759-2281 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences on page 49.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Lou Heers or John York.]
- Participating in campus parent organizations. Parent organizations include:
  - PTO
  - Athletic Boosters
  - Friends of the Muenster(FFA) and FFA Support Group
- 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 Steve Self, superintendent.
- 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 on page 42.]
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
Being aware of the school’s ongoing bullying and harassment prevention efforts.

- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

**Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Lou Heers and may be contacted at 940-759-2281.

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

**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.

[Also see *Removing a Student from Human Sexuality Instruction* on page 5 for additional information.]

**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 the like on the district’s Web site, in printed material, by video, or by any other method of mass communication. The district will also seek consent before displaying or publishing an original video or voice recording in this manner.

**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, and teaching materials and tests used in your child’s classroom.

[See *Student Records* on page 8.]

**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.
Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district’s parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district’s health education classes.

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.

Removing a Student from Human Sexuality Instruction

As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

The curriculum on human sexuality includes p.a.p.a.(Parenting and Paternity Awareness), an innovative program designed for secondary school students that deals with right, responsibility and realities of parenting. This program was developed and approved by TEA. The remainder of the instruction is abstinence based instruction.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC. Please see the campus principal for additional information.

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 on page 47 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.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

**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:

- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent, Steve Self for information. [See policy FDB.]

[See Bullying on page 15, and policy FFI(LOCAL).]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]

- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim doesn’t wish to transfer, the district will transfer the assailant in accordance with 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. [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.

Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at http://www.texasprojectfirst.org
- Partners Resource Network, at http://www.partnerstx.org

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Lou Heers, Elementary Principal, or John York, Junior High/High School Principal, at 940-759-2281.

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.

Students with Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be
formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

**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 related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.

Additional information may be found at [http://www.tea.state.tx.us/index2.aspx?id=7995](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 services providers and Child Protective Services (CPS) caseworkers or child welfare representatives in certain cases.

- Individuals or entities 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 custodian of all records for currently enrolled students at the assigned school. The principal 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 135 E. 7th St, Muenster, TX, 76252.

The addresses of the principals’ offices are: 135 E. 7th St, Muenster, TX, 76252 (JH/HS) or 912 N. Walnut Street, Muenster, TX 76252 (Elementary).

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 on page 49, and Student or Parent Complaints and Concerns on page 19 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 http://www.tasb.org/policy/pol/private/049902/pol.cfm?DisplayPage=FL(LOCAL).pdf.

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 on a later date established by the district. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” 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: athletic or academic programs, yearbook, website, marquee and newspaper articles.

For these specific school-sponsored purposes, the district would like to use your child’s information and include only those items listed as directory information for school-sponsored purposes in board policy FL(LOCAL). This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. A form is available for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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 Lou Heers (ext 620) or John York (ext 603) at 759-2281.

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. 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.

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;
- 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.

In addition, a junior or senior student’s absence for one day related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal at least
one week in advance, provides documentation from the college or university of the visit and makes up any work missed. This must be complete by March 20, 2016.

**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.

If the student is age 12-through 17 violates the compulsory attendance law, both the parents and students could be charged with a criminal offense. [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, which 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 policy at FEC.]

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

- All absences, whether excused or unexcused, must 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 attend 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 during second period on both elementary and secondary campuses. Students in grades 7-12 are also counted for attendance for credit during each period of the school day.

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

**Note for Absence**

All notes for absence must be turned in no later than the 2nd day after the student returns to school. If a student does not bring a note within the allotted time the absence will marked as unexcused. All students must have a note unless they have been on a field trip.

**Documentation after an Absence**

When a student is absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence, if a note is not brought to the office the absence will be marked unexcused. A note signed by the student, even with the parent’s permission, is not acceptable. Attending school for part of the day for a doctor/dentist visit will not be counted as an absence if a note from the doctor/dentist is brought to the office upon returning to school that same day.

**Doctor’s Note after an Absence for Illness**

Attending school for part of the day for a doctor/dentist visit will not be counted as an absence if a note from the doctor/dentist is brought to the office upon returning to school.

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 students absences may be considered unexcused and, if so, would be considered a 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 in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC(LOCAL).]

**Lengthy Student Absences** - Parents can contact the school notifying the appropriate campus secretary that their child is absent. The school will make an effort to obtain instructions from the teachers as to the student’s assignments that they have missed if the absence is going to be or has been for multiple days. This does not take the place of classroom instruction and is not a procedure that will provide the student with the instruction needed to master the subject(s) being taught.
Muenster ISD will make efforts to contact parents when a student has been absent for multiple days. 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.

**Pre-Arranged Absences** - Students that plan to be absent an entire day or days due to UIL activities (Athletic or Academic) must pick-up a ‘prearranged form’ from the appropriate campus office prior to the event. The student should have the teacher sign the form indicating that the student has been made aware of all assignments or tests that are due or are to be taken upon return. The teacher has discretion to schedule a make-up date for major tests. The form must be turned into the Principal’s office prior to the planned absence.

**Extracurricular Activities on the Day of Absence** - A student absent from school for reasons other than a documented health care appointment will not be allowed to participate in extracurricular school sponsored activities on that day or evening.

**Driver License Attendance Verification (VOE)**
For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student’s records for purposes of verifying 90 percent attendance for credit for the semester.

**ACADEMIC PROGRAMS**
The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see Academic Counseling on page 21 of this handbook and policies at EIF.]

**AWARDS AND HONORS**

*School Administrators must approve individual awards per subject area. Once the awards are approved, the coaches or teachers of each activity or sport will determine the recipient.*

**Attendance Award:**
The student cannot miss more than a total of 55 minutes in a school year that is not a school sponsored activity that requires off-campus participation.

**Hustling Hornet Award:**
One Male and one Female student athlete will be chosen to receive the Hustling Hornet Award. The student must:

- Have maintained good academic standing for the school year
- Have lettered in at least two Varsity Sports
- Have upheld the Athletic Code of Conduct

**Letter Jackets:**

**Athletic Letter Jacket:**
Refer to the Athletic Handbook for lettering procedures in each sport. (for more information, contact the Athletic Director)

**Cheerleader Letter Jacket:**
Refer to the Cheerleading Handbook for lettering procedures. (For more information, contact the cheerleading coach)

**One Act Play Letter Jacket:**
A student may receive a letter during the first year of OAP competition if they meet the following requirements:

- The student must be a member of the OAP cast/crew and
- The play must advance past the first level of competition
- If the play does not advance, but the individual student(s) receives best actor/actress or honorable mention, those students will have fulfilled the qualification in 2 above.

**University Interscholastic League Letter Jacket:**

- A student may receive a letter jacket during the first year of competition by completing the following requirements:
  - Be a member of the High School Academic UIL team and advance to the regional level as an individual or as a member of a team. (not solely an alternate) and
  - Must enter more than one event at the district level.

**BULLYING & CYBERBULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and 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 if 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, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyber bullying.”

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 and or other related misconduct.

HB 1942, from the 82nd (2011) Legislative Session, is effective with the 2012–2013 school year. This bill revised not only the definition of bullying as shown, but also requires a heightened response by the district to allegations of bullying.

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 adjacent text has been expanded to state that the parents of both the perpetrator and the victim will be contacted in the event bullying is confirmed by a campus/district investigation and that the district will inform both sets of individuals, as well as any witnesses, of counseling options.
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 Dating Violence, Discrimination, Harassment and Retaliation on page 21. School Safety Transfers on page 6, Hazing on page 40, and policy FFI.]

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s Web site, www.muensterisd.net. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS
The district offers career and technical education programs in Family Consumer Science, Agriculture Sciences and Technology, Health Science, Finance, Career Development and Business Management and Information Technology. Admission to these programs is based on student choice, availability, and adherence to pre-requisites.

Muenster ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see Nondiscrimination Statement on page 46 for additional information regarding the district’s efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE
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 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 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, 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 sexual abuse:
http://www.tea.state.tx.us/index.aspx?id=2820
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](http://www.txabusehotline.org)).

**CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

**Eligibility Requirements for Valedictorian and Salutatorian honors:**
The High School Valedictorian and Salutatorian will be selected on the average of four years work as computed after the end of the fifth 6 weeks of their senior year.

The student must have been continuously enrolled in Muenster High School for four years. Grades in Physical Education, Athletics, Student Aide, and local credit electives will not be used in determining class rank.

**Course weighting system used to determine Grade Point Average for graduates of 2015 & after:**

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The assignment of courses to advanced, honors, or regular could be changed by the Superintendent, Principal, or Designee. (Ex. Introduction of a new course that the district has not offered). In this event, students will be notified prior to taking the course.

**Calculation of GPA:**

Convert all grades to a GPA as shown above based on their weight. Add each of the courses together and divide by the number of courses to determine GPA for each Semester. Students and Parents should contact the Counselor for further information about GPA.

[For further information, see policies at EIC.]

**CLOSED CAMPUS**

Muenster ISD operates under a closed campus district. Students are not allowed to leave campus without following the campus sign-out procedures. Students cannot go to their vehicles during the school day without the Principal’s permission. Students will **not** be allowed to leave campus during lunch. Due to being a closed campus, parents are not allowed to bring lunches to the cafeteria nor can a parent bring a lunch from an outside vendor (ex. Sonic, Subway, CC Pizza, etc.) to their child at school.

**CLASS SCHEDULES**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day’s schedule.

The tenth day of the semester is the last day for schedule changes. The student requesting a schedule change should set up an appointment with the counselor to discuss the schedule request. The Principal must approve all class schedule changes.
COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

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

*Beginning with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University’s enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2015 term, the University will be admitting the top seven percent of the high school’s graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

COLLEGE CREDIT COURSES

Students in grades 11–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or Advanced Placement (AP);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with North Central Texas College which may be offered on or off campus.
- Enrollment in courses taught at the following institutions in the district: North Central Texas College; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

English IV credit may be received by taking ENG 1301 & 1302 as a dual credit course.

Required dual credit courses will be applied to a student’s transcript. Other courses may be added if requested and will count towards GPA. **If a student requests a dual credit be placed on the official transcript it will not be removed and will count towards GPA.**

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the
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: http://www.tasb.org/policy/pol/private/049902/pol.cfm?DisplayPage=FL(LOCAL).pdf.

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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct is in place for the year immediately preceding the summer period shall apply.

Conduct Before and After School

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

Use of Hallways during Class Time

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

Corporal Punishment

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

Corporal Punishment will be governed by the following conditions:

- Muenster ISD will not administer Corporal Punishment without Parental consent. The Parent or Guardian will be asked to sign a Corporal Punishment release form at the beginning of the school year indicating whether they approve of Corporal Punishment.
- The Student will be made aware of the reason for the Corporal Punishment.
- Only the Muenster ISD Administrators may administer the punishment.
• The Instrument to be used will be approved by the Campus Principal.
• The punishment will be administered in the presence of one other District professional employee and out of the view of other students.
• No more than three (3) swats will be given to any student for any single infraction, this will be based on a progressive referrals.

**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**
[See Student Illnesses under Health Related Matter on page 40.]

**COUNSELING**

**Academic Counseling**
Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6–11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.
**Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should come to the high school office and make an appointment. [Also see Suicide Awareness on page 56.]

**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).]

**COURSE CREDIT**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed. End of Course test scores may be calculated to determine final grade if the state legislature determines this to be a requirement.

**CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the counselor and policy EHDB (LOCAL).]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2015–2016 school year include:

See the counselor for more information and/or to request or schedule an exam.

A student will earn course credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one
chosen by the district, the student’s parent will be responsible for the cost of the exam. [For further information, see policy EHDC (LOCAL).]

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

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

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

**Dating Violence**

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

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

**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.

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

**Sexual Harassment**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature such as comforting a child with a hug or taking a child’s hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.
Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

**Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments or unwarranted grade reduction. Retaliation does not include petty slights or annoyances.

**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.

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

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

**DISCRIMINATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 23.]

**DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see Extracurricular Activities, Clubs, and Organizations on page 29.]
If you have questions or wish to make a request that your child be enrolled in a TxEVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxEVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

**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, athletic and academic programs, etc.

The yearbook, The Hornet, is available to students.

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

[See Directory Information for School-Sponsored Purposes on page 10.]

*Non-school Materials...from students*

Students must obtain prior approval from the building 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated office window and hallways as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal’s decision in accordance with policy FNG(LOCAL). Any student who posts non-school 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 non-school 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 building principal for prior review. The building principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See 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 non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

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

All Dress and Grooming deemed by the Muenster ISD Administration to be inappropriate or distracting to the educational process is prohibited.

SUGGESTED ATTIRE: clean, neat polos, T-shirts or button down shirts with jeans or slacks. All clothing should fit correctly being neither too small nor too large. Hair should be clean and neat.

Regarding Hair, the following are prohibited:
- Boy’s Hair extending below the top of the collar, over the eyebrows, and below the bottom of the ear (including sideburns).
- Drastic or unnatural hair coloring
- Ornaments that are entwined or braided into the hair such as feathers or beads
- Hair cut in a strip regardless of the length of the hair remaining, Razor Cuts or Designs
- All facial hair

Regarding Clothing, the following are prohibited:
- Shirts/blouses short enough to expose the midriff when the student’s arms are raised
- Mesh or see through blouses
- Scoop neck tops that are not at or near the collar bone girls only
- Camis that are visible above the neckline
- Extremely revealing or tight fit clothing
- Tank tops with straps less than 3 inches wide and below the collar bone girls only
- Clothing that reveals undergarments or is made in a way to look like an undergarment
- Shorts & Skorts -PK thru 6- will be allowed to wear shorts as long as the length is closer to the knee cap than mid-thigh in length.
- JH/HS-Capri pants will be allowed. The length will extend 2 inches below the bottom of the knee when standing. Shorts are not allowed.
- Skirts or Dresses that exceed more than a dollar bill width from the top of the knee. (In the case of a slit skirt or dress, the measurement is from the knee to the top of the slit.)
- All clothing, bags, backpacks, purses, or any student’s possession displayed with distracting, inappropriate, suggestive, negative, or distasteful words, phrases, or images. These include but are not limited to: drugs, alcohol, tobacco products, satanic symbols, profanity, daggers, or images depicting or promoting violence.
- All house shoes.
- Pants with holes that do not have an appropriate patch or that are excessively frayed.
- Pants with holes may not be worn with tights/leggings underneath.
- Leggings and Jeggings are not allowed, unless with dress of appropriate length.
- Writing across the back of pants.
- No Pajama’s, Sweatpants, or Wind Suits for JH/HS, unless required by a school team, club, or organization on approved/required days.
- Elementary PK-6 “may wear” sweatpants or wind suits.
- Sagging or excessively baggy pants.
- Shirts with arm holes wide enough to expose either undergarments or the chest area.
- Visible Tattoos

**Regarding accessories, the following are prohibited:**
- Earrings on Boys
- Facial, body, or tongue piercing to include but not limited to nose, eyebrow & lip rings, studs, bars, or spacers. (Does not include girls’ earrings)
- Sunglasses
- Hats, Headbands, Kerchiefs or Headgear
- Chains, regardless of how or where they are worn
- Pocket Knives

**Prohibited items listed above will be confiscated and given to the appropriate 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.

**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 student may pick up the confiscated telecommunications device from the principal’s office for a fee of $15. The third time a device is confiscated; a parent must pick up the device and pay the $15 fee.

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 on page 52 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, 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 on page 52 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.

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

**Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition 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, 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 and may, in certain circumstances, 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](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.

END-OF-COURSE (EOC) ASSESSMENTS

See Course Credit on page 22, Grading Guidelines on page 31, Graduation on page 34, and Standardized Testing on page 54.

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.

Participation in some of these activities may result in events that occur off campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the event. Exceptions are made with the approval of the activities coach or sponsor.

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 inter-district 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.uiltexas.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.

- All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions. Number of absences allowed by the district is listed in policy manual FM(local)

- An absence for participation in an activity that has not been approved will receive an unexcused absence.

- If a student is on a planned absence list and does not attend the activity they will receive an absence from school.

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 board 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 on page 52.]
Offices and Elections

Certain clubs, organizations, and performing groups may hold elections for student officers. These groups include: Student Council (elementary, junior high and high school), National Honor Society, FCCLA, Spanish Club, FFA.

Each class 7-12 shall have a President, Vice President, & a Secretary/Treasurer (combined position if desired). At the beginning of the school year, each class will elect class officers.

Any school activity office holder will be automatically dismissed for the remainder of the school year if his or her behavior results in a Discipline Assignment of DAEP or above.

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 purchase or rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- 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 on page 59.]
- 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.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent’s office. [For further information, see policies at FP.]
**FOOD, DRINKS, GUM**

All food and drinks (including gum and candy) must be consumed in the cafetorium. Bottles or cans should not be opened until students reach the cafetorium, and open cans or bottles should not be stored in the lockers. Any items that are not consumed in the cafetorium should be taken out of lockers at the end of the day. This helps to control problems with insect infestations. Water bottles will only be allowed if there is a medical order on file in the office.

**FUND-RAISING**

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

No Organization may sponsor over one (1) fund raising activity in any calendar year. The Campus Principal and the Superintendent must approve any exception in advance.

All fund raising proceeds must be turned into the Muenster ISD Business Manager in a timely manner.

**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.

**GRADE CLASSIFICATION**

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

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Grade 10 (Sophomore)</td>
</tr>
<tr>
<td>10</td>
<td>Grade 11 (Junior)</td>
</tr>
<tr>
<td>15</td>
<td>Grade 12 (Senior)</td>
</tr>
</tbody>
</table>

**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.

**Honor Roll Grades 1-12**

**Requirements:**

All classes except PE/Athletics, Academic Enrichment, Student Aide, and Studyhall will be used in determining the students who will be named to the Honor Roll.

Discipline Assignments of Saturday School, Corporal Punishment, Suspension (ISS & OCS), DAEP, & Expulsion will exclude the student from the Honor Roll.

Conduct determination by the teacher in each subject will be a determinate for inclusion on the honor roll. See Conduct for further explanation.

Grades in AP classes will not be adjusted per 6 weeks for determination of the students named to the Honor Roll. GPA for AP classes will be adjusted at the end of each semester.

- “A” Honor Roll: 6 week grades in each class of 90% or above.
• “A-B” Honor Roll: 6 week grades in each class of 80% or above.

**Conduct Grades 1-12**

**Student Conduct** determination by the teacher will be issued in each subject on the student’s report cards each 6 weeks. Excellent, Satisfactory, Needs Improvement, or Unsatisfactory (E, S, N, or U). The “N” (needs improvement) will not eliminate a student from being named to the honor roll. A “U” (unsatisfactory) is a conduct determinate that removes a student from being named to the honor roll for that particular 6 weeks grading period.

A teacher that determines a student’s conduct will be assigned a “U” without prior assignment of a “N” the preceding 6 weeks should equate this to a major classroom discipline issue and include a referral to the campus Principal.

A teacher that assigns a “U” will contact the parent and/or guardian.

**Academic Grades 1-12**

**Grades 1-6**

A student that receives below 75% in any subject will be required to attend tutorials for the remainder of the 6 weeks as assigned by the Teacher or Campus Principal. [See Working Together on page 2 for how to schedule a conference.]

A student’s grade must be based on factors as related to the Texas Essential Knowledge and Skills (TEKS). Late work policy will be as follows: assignments submitted 1 day late will receive a maximum grade of 70, assignments submitted 2 days late will receive a maximum grade of 50 and assignments not received after two days will be assigned a zero. In most cases, assignments given in advance of an absence are due upon return.

Only daily work completed independently, without peer, parent, or teacher assistance should be recorded in the grade book or counted towards the six week grade.

**Standard Six weeks grading format: (Grades 1-6)**

- 7 Daily Grades- Completed with the teacher’s supervision. (Daily grades test the weekly objectives and State requirements)
- 1 Project- Book report, notebook, map, etc...
- 1 Participation Grade- Contribute to class discussion, pay attention, and complete homework assignments neatly and on time.
- 2 Test Grades- Chapter, unit, etc…
- 11 grades will be recorded. The lowest daily grade is eliminated.
- Major Grades (Ex. Tests, Major Projects, Research Papers, Book Reports, etc…) make up 50% of the 6 weeks grade.
- Daily Grades (Class work, Homework, etc…) make up 50% of the 6 weeks grade.

**Semester Average Format: (Grades 1-6)**

Average the 3 six week grades. Divide by 3. Fractions of 0.5 and over will be rounded up to the next whole number.

**Grades 7 – 12**
The Teacher or Campus Principal can assign a student to tutorials if the student receives a grade lower than 70 in any class or subject. A mandatory morning tutorial can be assigned at least once a week in the course that the student did not achieve at least a 70% at the 6 weeks grading period.

Semester exams will be given in all subjects. This includes any subject for which a student receives either state or local credit. A grade of 70% is considered passing.

Only daily work completed independently, without peer, parent, or teacher assistance has to be recorded in the grade book or counted toward the 6 weeks grade. Check marks may be placed in the grade book as a means of keeping track of daily work completed; however, the checks will not be included in the 6 weeks grade.

A student’s grade must be based on factors as related to the Texas Essential Knowledge and Skills (TEKS).

**LATE WORK POLICY:**

- 1 day late assignments will receive a maximum grade of 70
- 2 days late assignments will receive a maximum grade of 50
- More than two days late assignments will be assigned a zero

*In most cases, assignments given in advance of an absence are due upon return.*

**Standard Six weeks grading format: (Grades 7-12)**

- At least 11 grades will be recorded per grading period.
- Major Grades (Ex. Tests, Major Projects, Research Papers, Book Reports, etc…) at least two per grading period.
- At least 9 daily grades (Class work, Homework, etc…)

Major Grades (Tests, Major Projects, Research Papers, etc…) make up 60% of the 6 weeks grade.

Daily Grades (Class work, Homework, Book Reports, etc…) make up 40% of the 6 weeks grade.

**Semester Grading Format: (Grades 7-12)**

80% of the Semester grade is the average of the 3 six week grades. Fractions of 0.5 and over will be rounded up to the next whole number. 20% of the Semester grade is the semester exam. Fractions of 0.5 and over will be rounded up to the next whole number.

**Transfer Credit Letter Grades:**

Students transferring into the district shall receive the numerical grades that were earned in courses at another school. Letter grades shall be recorded as follows:

- A=95  B=85  C=75  D=70  F=60

**“Incomplete” designation for a course:**

If the student has not completed the work necessary to complete the course, the grade is recorded as an “I” (Incomplete). The student has one week to complete and turn in the work necessary to remove the “I”. The incomplete grade may be treated as a failing grade for the purposes of ‘no pass no play’. The student with an “I” in a course would remain eligible if they were already eligible for seven days after the end of the grading period. If the student was already ineligible, they would remain ineligible until the incomplete becomes a passing grade.
Also see Report Cards/Progress Reports and Conferences on page 49 for additional information on grading guidelines. See Graduation below, Course Credit on page 22, and Standardized Testing on page 54 for additional information regarding EOC assessments.

**GRADUATION**

**Requirements for a Diploma for a Student Enrolled in High School Prior to the 2014-2015 School Year**

To receive a high school diploma from the district, a student who was enrolled in high school prior to the 2014–15 school year must successfully:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.

Also see Standardized Testing on page 49 for more information.

**Requirements for a Diploma Beginning with the 2014–15 School Year**

Beginning with students who enter grade 9 in the 2014–15 school year, as well as any currently enrolled high school student who decides to graduate under the new foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

**Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.
Also see **Standardized Testing** on page 54 for more information.

**Minimum, Recommended, and Advanced/Distinguished Achievement Graduation Programs**

For students who were enrolled in high school prior to the 2014–15 school year, the district offers the graduation programs listed in this section. Students enrolled in high school prior to the 2014–15 school year also have the option to pursue the foundation graduation program as described below. Note that permission to enroll in the Minimum Program as described in this section will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the school counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

All students who were enrolled in high school prior to the 2014–15 school year must meet the following credit and course requirements for graduation under the programs listed or may choose to pursue the foundation graduation program as described on pages 36-37:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Minimum Program</th>
<th>Recommended Program</th>
<th>Advanced/ Distinguished Achievement Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>2 or 3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies, including Economics</td>
<td>3 or 4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Speech</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Language other than English</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Locally required courses</td>
<td>credit in</td>
<td>credit in</td>
<td>credit in</td>
</tr>
<tr>
<td>Electives**</td>
<td>6.5 credits</td>
<td>5.5 credits</td>
<td>4.5 credits</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td>Completion of 4 Advanced Measures***</td>
</tr>
<tr>
<td>TOTAL</td>
<td>22 credits</td>
<td>26 credits</td>
<td>26 credits</td>
</tr>
</tbody>
</table>

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

** State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple...
options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

*** A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.

Test data where a student receives:

- A score of three or above on an Advanced Placement (AP) exam;
- A score of four or above on an International Baccalaureate (IB) exam; or
- A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.

College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

**Foundation Graduation Program**

Every student in a Texas public school who enters grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on pages 37-38. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgments are available for outstanding performance in bilingualism and bi-literacy; in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.
A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Number of credits Foundation Graduation Program</th>
<th>Number of credits Foundation Graduation Program with an Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>4*</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies, including Economics</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education**</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Language other than English***</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Locally required courses</td>
<td>credit in</td>
<td>credit in</td>
</tr>
<tr>
<td>Electives</td>
<td>credit in</td>
<td>credit in</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td><strong>Available Endorsements</strong>*:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science, Technology, Engineering, and Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business and Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multidisciplinary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 22 credits 26 credits

* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student’s transcript and diploma and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.

** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

*** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**** A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.
**Personal Graduation Plans for Students Under The Foundation Graduation Program**

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student’s personal graduation plan will denote an appropriate course sequence based on the student’s choice of endorsement.

A student may amend his or her personal graduation plan after this initial confirmation. The school will send written notice of any such amendment made by the student to the student’s parent.

OR

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

**Available Course Options for all Graduation Programs**

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Also see **Grading Guidelines** above and **Standardized Testing** on page 54 for more information.

1. Test data where a student receives:
   a. A score of three or above on an Advanced Placement (AP) exam;
   b. A score of four or above on an International Baccalaureate (IB) exam; or
   c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.

2. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.
Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student’s ARD committee will determine whether the general EOC assessment is an accurate measure of the student’s achievement and progress or whether an alternative assessment is more appropriate. STAAR Accommodated and STAAR Alternate are the alternative assessments currently allowed by the state. [See STANDARDIZED TESTING for additional information.] If a student takes the STAAR Accommodated or STAAR Alternate assessment, the student’s ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student’s final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Graduation Activities

Graduation activities will include:

- Graduation Rehearsal
- Senior Lunch
- Graduation ceremony

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on exit-level tests will not be allowed to participate in graduation activities.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who represent the top four academically ranked graduates or National Honor Society offices will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

In addition to the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see Student Speakers on page 55.]

[See FNA (LOCAL).]
Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See Student Fees on page 30.]

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program’s eligibility requirements.

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

HARASSMENT

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 23.]

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 on page 15 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness

State law specifically the district to provide information about bacterial meningitis.

- What is meningitis?

  Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasite and Fungal meningitis are very rare. Bacterial meningitis is very serious, and may involve complicated medical, surgical, pharmaceutical and life support management.

- 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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing)

  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.

  There are vaccines available to offer protection from some from some of the bacteria that causes bacterial meningitis. 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](http://www.cdc.gov), and the Department of State Health Services, [http://www.dshs.state.tx.us/](http://www.dshs.state.tx.us/).

  *Please note that, the TDHS requires at least one meningitis vaccination between grade 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12 with booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within a 5 year period prior to enrolling in and taking courses at an institution of higher education.

  Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus. Also refer to Immunizations, below, for more information.
Food Allergies

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district’s food allergy management plan can be accessed at www.muensterisd.net. Also see policy FFAF.

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 6 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will engage in at least 30 minutes of moderate or vigorous physical activity per day for four semesters or at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

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

School Health Advisory Council (SHAC)

During the preceding school year, the district’s School Health Advisory Council held four meetings. Additional information regarding the district’s School Health Advisory Council is available from the superintendent. [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.

[See Removing a Student from Human Sexuality Instruction on page 5 for additional information.]

Other Health-Related Matters

Physical Fitness Assessment

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

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time and while attending an off campus activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products by students including electronic cigarettes 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’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the transportation director office. If you have any questions, please contact Susie Fleitman 759-2281 x 631.
**Pest Management Plan**

As a part of our commitment to provide your child with a safe, pest-free learning environment, the Muenster School Independent District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Muenster ISD property are made only by trained and licensed technicians. Should you have questions about this district’s pest management program or which to be notified in advance of pesticide applications, you may contact our IPM coordinator: Susie Fleitman, (940) 759-2281 x 631 or susie@muensterisd.net

**HOMELESS STUDENTS**

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Kristi Schneider, at 759-2281 x 602.

**HOMEWORK**

[See Grading Guidelines on page 31]

**ILLNESS**

[See Student Illness under Health Related Matters on page 40]

**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/defaults.aspx](https://webds.dshs.state.tx.us/immco/defaults.aspx) The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, pertussis, measles, rubella (German measles), mumps, (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.

**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.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

**LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statues and state rules 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 be required 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. [For further information, see policy EIAB (LOCAL).]

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

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

**DAEP Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, 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**

The district will not purchase medication to give to students. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy 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.

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 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.

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 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 policy at FFAC.]

Nondiscrimination Statement

In its efforts to promote nondiscrimination, Muenster 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 Steve Self, Superintendent, 135 E 7th St. Muenster, TX 76252, phone # 940-759-2281 x601.
• ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kristi Schneider, 135 E. 7th St. Muenster, TX 76252, phone # 940-759-2281 x602.
• All other concerns regarding discrimination: See the superintendent, Steve Self, 135 E 7th St. Muenster, TX 76252, phone # 940-759-2281 x601 [See policies FB(LOCAL) and FFH(LOCAL).]
NONTRADITIONAL ACADEMIC PROGRAMS
[See Requirements for a Diploma on page 34.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS
Physical Examinations are required for participation in the University of Interscholastic League Athletics. In addition, the school nurse conducts several health screenings: Eyes, Ears, & Scoliosis, etc.

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 on page 5.]

The state law requires that 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. [refer to EIE(LOCAL)]

In grades 1-12, promotion is based on

| GRADES 1-6 | In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, and science. |
| GRADES 7-8 | In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. |
| GRADES 9-12 | Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See EI] |
| STUDENTS WITH DISABILITIES | Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee. |
| LIMITED ENGLISH | In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to |
PROFICIENCY STUDENTS allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in the primary language.

2. Assessment using ESL methodologies.

3. Assessment with multiple varied instruments. [See EHBE]

A student in grades 9-12 will be advanced a grade level based on the number of courses credit earned, 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.

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.

With the exception of the 2011–2012 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.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL).] For a student receiving special education services, the student’s IEP may serve as the student’s PGP and would therefore be developed by the student’s ARD committee.

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 least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child’s performance in any course is below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent may be requested to schedule a conference with the teacher of that class or subject. [See Working Together on page 2 for how to schedule a conference.]

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 Grading Guidelines on page 31.]

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 five days at the elementary level.

RETAILIATION
[See Dating Violence, Discrimination, Harassment, and Retaliation on page 23.]

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 is expected to:

- 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.

**Preparedness Drills: Evacuation Severe Weather and Other Emergencies**

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

**Fire Drill Bells**
- 3 bells leave the building
- 1 bell halt; stand at attention
- 2 bells return to the classroom

**Tornado Drill Bells**
- 1 continuous bell move quietly but quickly to the designated locations
- 2 bells return to the classroom

**Fire Drills**
1. Immediately upon hearing the fire drill signal alarm, students and the teacher in any classroom should form a single file line. The line should move quickly and without conversation out of the building not stopping until they were at least 100 feet from the building.
2. The teacher will notify the class of the proper exit location at the time of the alarm and will accompany the class to and from the building.
3. In the event the exit is blocked, the first person to the exit should raise their right hand above their head, which in turn will be throughout the line. All members of that line will immediately proceed to the nearest exit, which is not blocked taking care not to cross the line of another group of students.

**Storm or Disaster Drills**
The signal is a long, uninterrupted sound of the alarm. Upon hearing this alarm, the students are to move quickly and quietly to their designated shelter areas. The students are to assume a protective position with hands over the head and the body in a crouch. Students should maintain this position until the return signal of two sounds of the alarm is heard.

**Severe Weather Procedures**
- The following procedures will be followed in grades PreK-12 when severe weather threatens the school day:
- All students will be kept in their respective buildings and in close proximity to their shelter location used during the severe weather drills
- Parents wishing to pick up their child will have to go into the building and get them with the notification of the Campus Principal or Designee.
- No Buses will load or transport students
- The severe weather will be closely monitored by the MISD Central Administration.
- Students will not be dismissed until the severe weather no longer threatens the school unless a Parent picks up their children.

**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 or if the campus must restrict access due to a security threat.

**SCHOOL FACILITIES**

**Use by Students Before and After School**

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

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

- cafetorium/elementary breakfast and all secondary students
- elementary gym/activity room

Unless the teacher or sponsor overseeing an 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, unless a student is involved in an activity under the supervision of a teacher or authorized employee or adult, or unless student is granted permission to remain on campus in accordance with policy FNAB, 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.

**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. Forms are sent home at the beginning the year to be completed or you may see the superintendent’s secretary to apply. This form must be completed every year.

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).]

**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 7:45am to 3:45pm (4:00pm if in use)
• Closed for lunch from 12-12:35 pm

Library materials are checked out for a two week period but may be renewed (an exception may occur if a teacher requests the books to be put on reserve when returned). Although encyclopedias are not available for checkout, a copy machine is available in the library for students to use for school purposes.

Students in Pre-K through Sixth grade attend the library as a class on a weekly basis. The Pre-K and Kindergarten students may check out one book and the First thru Sixth grade students may check out two books at each visit. Previously checked out books must be returned prior to students checking out books. Additional books may be checked out if they are necessary for school assignments. Checkouts are not limited to weekly class attendance. Students may visit the library anytime during the day, with teacher approval, or before and after school hours to return and check out library material.

Junior high and high school students are not on a fixed library schedule and may attend the library as needed, pending teacher approval, or before and after school hours. There is not a set limit on the number of books that can be checked out (subject to teacher recommendation or librarian’s discretion).

Students must pay for books that are damaged beyond repair and lost books. If a book is overdue for one month, the book will be considered “lost”. Students must pay for any lost books but the money will be refunded, not including late fees, if a lost book is returned in good condition.

Fourth grade students thru high school students will be fined 10 cents per day per item for overdue school days only. Weekends and holidays are not included. Students will not be allowed to check out library materials until fines for late fees or lost books are paid. Returning library materials on time is the student’s responsibility.

Computers are available to students on a first come/first serve basis. An exception occurs when a teacher signs up his/her class for a library visit that includes the library computers. A student’s length of time on a computer may depend on other student’s needs. The Library Media Center Computer Lab is available on a flexible schedule and teachers may sign up for class usage on a first come/first serve basis. When the lab is not in use by a class, the computers may be available for student usage, which does not include game playing.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-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 and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and hall lockers. Do not bring valuable items or money to be stored in your locker.

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

**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 district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student’s parent will be contacted. If a search is also refused by the student’s parents, the district will turn the matter over to law enforcement. The district may in certain circumstances, contact law enforcement even if permission to search is granted. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Students should park in front of the gym or cafeterium parking lot. The parking in front of the elementary school, high school and junior high school is for staff and visitors only.

**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**
Muenster ISD maintains the right to use metal detecting devices at entrances and exits in an effort to maintain a safe school environment. [For further information, see policy FNF (LOCAL).]

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html). [For further information, see policy FNF(LOCAL). Also see Steroids on page 55.]

**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 building principal.

STANDARDIZED TESTING

❖ SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

Students in grades 9 thru 11 may have the opportunity to take the corresponding preparation assessments at a decreased cost. Please check with the counselor for details.

❖ 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 on page 47 for additional information.

STAAR Accommodated, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student’s ARD committee.

STAAR Alternate 2, for students receiving special education services who meet certain state-established criteria, 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.

❖ End-of-Course (EOC) Assessments for Students in Grades 9–12

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I & English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.
There will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate, for students receiving special education services who meet certain criteria established by the state, will be available for eligible students, as determined by the student’s ARD committee.

A student’s ARD committee will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student’s personal graduation plan.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2015 administrations. Also see Course Credit on page 22, Grading Guidelines on page 31, and Graduation on page 34 for additional information.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

STEROIDS

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

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

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

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events:

- Football games
- Veteran’s Day Ceremony
- Graduation
- Awards Ceremonies
- Homecoming

Students are eligible to introduce these events if they are

- NHS members,
- Student council officers
• Class officers of the highest grade level in the school
• Captains of the football team, basketball team or cheerleaders
• School sponsored club officers

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the building principal. ELIGIBILITY AND SELECTION at policy FNA (LOCAL).

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king.

[See policy FNA (LOCAL).]

**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:

- [http://www.dshs.state.tx.us/mhservices-search/](http://www.dshs.state.tx.us/mhservices-search/)

**SUMMER SCHOOL**

Muenster ISD does not guarantee that summer school will be offered in our District. Students and Parents that wish to inquire about the availability of Summer School can contact the Campus Principal or Counselor.

**TARDINESS**

A student who arrives late to class will be sent directly to the administrative office to receive a tardy slip. The principal or designee will determine whether the tardy is excused or unexcused at elementary. At the secondary level the students will be marked tardy by the teacher and the office will have an electronic record.

A student who is tardy to class by more than 15 minutes (1/3 of the class period) will be considered absent for that class.

A student who receives three unexcused tardies in a six weeks grading period will be assigned a detention. More than three unexcused tardies within a six weeks grading period will result in further disciplinary action such as Saturday School or Truancy Court.

**TECHNOLOGY ACCEPTABLE USE POLICY**

Muenster Independent School District is committed to providing our students with the best education possible and preparing them to compete in the world market. One resource that promises to play a major role in this goal is the development of technology in the classroom. Muenster ISD has implemented networked computer systems in order to provide our students and staff with access to a world of information, including institutional and government resources, electronic mail, real-time communication, and the internet.

Muenster ISD takes measures to filter and monitor resources and information accessed through its data systems. Although a conscious effort will be made by professionals to prevent access to materials that are inappropriate for the educational setting, no safeguard is foolproof. *The user is ultimately responsible for not seeking or initiating access to inappropriate material.*
The following guidelines and expectations apply to all persons using the technology resources of Muenster ISD. The district provides access to available technology to its employees and students, collectively known as users. The use of these resources is a privilege. Violations of these guidelines or any other inappropriate use will result in loss of technology privileges and/or disciplinary action.

Acceptable Use Policy Terms and Conditions

Inappropriate Material – Users are prohibited from accessing or transmitting any inappropriate, obscene, threatening, or copyrighted material.

Your Network Account – Each user will be supplied with an account at Muenster ISD. Users are responsible for the use of their computer account and the activities performed under this account. This means that if you give someone your password, YOU are responsible for anything that happens as a result.

Social Networking sites, Chat Rooms/Blogs/Instant Messaging – Users are prohibited from participating in any chat rooms, newsgroups, web logs (Blogs), instant messaging services, or social networking sites. This includes, but is not limited to Facebook, Twitter, Pinterest, Google+, Instagram, and other similar sites.

Games – Users are prohibited from playing non-educational games.

Privacy - Users must respect the privacy of others. Users shall not obtain copies of or modify files, passwords, or data that belongs to anyone else. No one should represent himself/herself as someone else by using another’s account. No one should forward personal material without prior consent. All use of the Muenster ISD network and Internet services may be monitored by network administrators at any time to ensure proper use and maintain system integrity.

Networked Devices – Users are prohibited from connecting any device to our network that has been utilized on any network outside of Muenster ISD (this includes any wireless internet connection). Example devices are laptops, PCs, phones, PDAs, and digital music players.

Software Licensing - All users must respect the legal protection provided by copyright laws to programs, books, articles, and data. Installation and/or use of unlicensed software will not be permitted under any circumstance.

Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

a. Be polite - Never send, or encourage others to send, abusive messages.
b. Use appropriate language - You are a representative of Muenster ISD. Never swear, use vulgarities, threaten, or use any other inappropriate language.
c. Privacy - Do not reveal any personal information such as a home address or personal phone number of yourself or others.
d. Password - Do not reveal your password to anyone.
e. Electronic Mail - E-mail is not guaranteed to be private. Only send messages that you would not be ashamed for the whole school to see. While using the district’s e-mail, users should conduct themselves appropriately and in a manner befitting an employee of Muenster ISD.
f. Disruptions - Do not use the network in any way that would disrupt use of the network by others.
g. Wastefulness – Do not waste limited resources such as disk space, network bandwidth, and printer consumables. Be considerate of other users and the cost to the school district at all times.

Forgery and Plagiarism– Forgery or attempted forgery of electronic mail messages and data is prohibited. Attempts to read, delete, copy, or modify the electronic mail or data of other system users is
prohibited. Interference with the ability of other system users or use of another person’s user ID and/or password is prohibited. Plagiarism and cheating using technology is also prohibited.

**Services** – Muenster ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District’s system is provided on an “as is, as available” basis. Muenster ISD will not be responsible for damages suffered while on this system. Muenster ISD specifically denies any responsibility for the accuracy of information obtained through its electronic services.

**Security** – If users identify a security problem, it is their responsibility to notify the personnel in the Technology Department at once. Users should not demonstrate the problem to others. Any user identified as a security risk will be denied access to the information system.

**Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. Deliberate attempts to degrade or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Such prohibited includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

**Equipment Checkout** – Technology equipment (laptops, calculators) that is checked out by individuals is the sole responsibility of that individual and is bound by all district policies. Any hardware and/or software damage that occurs while in the possession of the individual due to neglect or misuse will be repaired and/or replaced at the individual’s expense. No software or hardware modifications/installations by the individual will be allowed unless permission is first obtained from the Muenster ISD Technology Department.

**Disclaimer of Liability** – Muenster ISD shall not be liable for users’ inappropriate use of technology, violations of copyright restrictions or other laws, users’ mistakes or negligence, and costs incurred by users. Muenster ISD filters Internet traffic; however, accuracy, appropriateness, or usability of information found cannot be insured.

**Personal Responsibility** - As a representative of this school, administrators, faculty, and students will accept personal responsibility for reporting any misuse of the network to a technology staff member.

**Personal Use** – The district realizes that from time to time the user may make incidental personal use of the Muenster ISD system technology resources. Such use may not consume more than a trivial amount of technology resources and cannot interfere with employee productivity or student education.

Just as everyone in the school system is expected to use physical resources at Muenster ISD responsibly, we are also expected to help protect technology resources at Muenster. Protecting the networks is not the sole responsibility of Muenster ISD system administrators any more than taking care of books is totally the responsibility of librarians. In order to receive a computer account and Internet access, please read and sign the attached agreement and return it to the appropriate campus office.

**Internet Safety Policy**

**Introduction**

It is the policy of Muenster ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].
Definitions of Terms:

TECHNOLOGY PROTECTION MEASURE
The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
   a) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
   b) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   c) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material
To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Muenster ISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the Muenster ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

The Superintendent or designated representatives will provide age-appropriate training for students who use the Muenster ISD’s Internet facilities. The training provided will be designed to promote MISD’s commitment to:
a. The standards and acceptable use of Internet services as set forth in the MISD’s Internet Safety Policy;

b. Student safety with regard to:
   i. safety on the Internet;
   ii. appropriate behavior while on online, in chat rooms, and on social networking web sites, including, but not limited to Facebook, Twitter and other similar sites, and:
   iii. cyber-bullying awareness and response.

c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption
This Internet Safety Policy was adopted by the Muenster ISD Board of Trustees at a public meeting, following normal public notice, on May 14, 2014.

TEXTBOOKS, ELECTRONIC 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. Electronic textbooks and 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

Parents of students that are considering transferring to Muenster ISD should:

- Contact the MISD Administration Office.
- Complete initial entrance documents and submit information regarding the child’s performance at their current school.

The Transfer Committee will review the information and submit a decision to the Campus Principal. The Superintendent or Campus Principal has final authority as to the acceptance of a transfer student. Transfers can be revoked at any time the Administration deems it is in the best interest of the District.

[See School Safety Transfers, on page 6, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services, on page 6, 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. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception for this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.
Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

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 Susie Fleitman, 940-759-2281 x631 for information.

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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and visitors should be prepared to show identification.

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. Even if the visit is approved prior to the visitors arrival, the individual must check in at the main office first.

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

Visitors Participating in Special Programs for Students

The district may invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

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.
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 district wide 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 in grades 11 & 12 and required for all entering grade 9 and each year of high school and also 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 Accommodated is an alternative state-mandated assessment based on achievement standards that is administered to eligible students receiving special education services, as determined by the student’s ARD committee.

STAAR Alternate 2 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 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.
Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct

My child and I have been offered the option to receive a paper copy of or to electronically access at http://www.muensterisd.net the Muenster ISD Student Handbook and the Student Code of Conduct for 2015-2016.

I have chosen to:

☐ Receive a paper copy of the Student Handbook and the Student Code of Conduct.

☐ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal at Muenster Elementary, Lou Heers, @ 940-759-2281 x620, or to the principal at Muenster Junior High/High School, John York @ 940-759-2281 x603.

Printed name of student: 

Signature of student: 

Signature of parent: 

Date: 

Acknowledgment of Information Contained in Student Handbook and Student Code of Conduct

My child and I have read the Muenster ISD Student Handbook and Student Code of Conduct for the 2015-2016 school year.

Print name of student: 

Signature of student: 

Signature of parent: 

Date: 

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Technology Acceptable Use Policy Agreement

USER (STUDENT)

I understand and will abide by the above Muenster ISD Acceptable Use Policy for network use. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal actions may be taken.

Student Printed Name: ______________________________________________________

Student Signature (required): ________________________________
Date: __________

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Muenster ISD Acceptable Use Policy for network access. I understand that this access is designed for educational purposes. I also recognize that it is impossible to restrict access to all controversial materials and will not hold Muenster ISD, its employees, or any institutions affiliated with them responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child’s use is not in the school setting. I understand this access enables my son/daughter powerful opportunities and responsibilities.

Parent or Guardian Signature (required): ________________________________
Date: _______

As a student at Muenster ISD, there will be occasions when your child will have the opportunity to be recognized on the district’s web pages. I give my permission to publish my child’s picture (without a last name) on the district’s web pages. I also give permission to publish my child’s first and last name (without a picture) on the district’s web pages.

Parent or Guardian Signature (optional): ________________________________
Date: _______

If parents or guardians are interested in further information, please call your campus administration office.
Muenster ISD Parental Consent for Student Email Account
(This form is required for any student under the age of 13)

Muenster ISD will provide students in select grade levels with an opportunity to learn and practice various 21st Century skills needed to prepare them for success. MISD currently provides Google Apps for Education which provides the tools necessary to enrich their productivity, creativity and technology skills.

The school will be providing students with their own Muenster ISD email accounts (first.last@muensterisd.org). It is MISD’s goal to teach our students the appropriate and effective use of electronic mail (e-mail), cloud storage (Google Drive, Dropbox, OneDrive, etc.), Google Apps and other online resources. These tools will allow them to create and manage their electronic portfolio and enable them to collaborate with their teachers and peers.

To engage in these activities, the students need an email account. The Children’s Online Privacy Protection Act (COPPA) rules (visit http://www.coppa.org/comply.htm) require Muenster ISD to request a parental consent for a child under age 13 to have an email account.

To help protect our Muenster ISD students, parents/guardians may request their child’s login information at any time and it is highly recommend that all of your child’s e-mail accounts be monitored. Your child’s teachers will also have access to their student accounts. If you have any questions, please contact Jeff Presnall, Technology Director, at jpresnall@muensterisd.net or 940.759.2281 ext. 652.

I have read the terms of the above “Muenster ISD Parental Consent for Student Email Account,” and I consent to allowing my child to be issued a Muenster ISD provided email account.

Student Name: ___________________________________________________________________

Age: _________    Grade: _________

Parent Name: ___________________________________________________________________

________________________________________________________________________________

Parent Signature and Date
Agreement for Participation in an Electronic/Printed Communications System

By signing below, and checking the boxes for each technology/printed activity, the student agrees to follow the provisions set forth in the attached policies, and understands that violation of these provisions may result in suspension or revocation of system. This access agreement must be renewed each academic year.

STUDENT USE OF TECHNOLOGY AGREEMENT

______________________________________________________________   ________________________
Student Name (Printed)          Grade

______________________________________________________________   ________________________
Student Signature               Date

☐ USE OF COMPUTER
☐ USE OF INTERNET
☐ PERMISSION TO PUT STUDENT PICTURES ON THE MISD WEB SITE
☐ PERMISSION TO PUT SAMPLES OF CLASS WORK AND/OR PROJECTS ON THE MISD WEB SITE
☐ PERMISSION TO IDENTIFY STUDENT BY NAME IN PICTURES, WORK, OR PROJECTS ON THE MISD WEB SITE
☐ PERMISSION TO IDENTIFY STUDENT BY NAME IN PICTURES, VIDEO IMAGE, WORK, OR PROJECTS IN SCHOOL REPALTED PUBLICATIONS (including yearbook & sports programs)

PARENT OR GUARDIAN: USE OF INTERNET/PRINTED MATERIAL AGREEMENT

By signing below, and checking the boxes for each technology/printed activity, the parent agrees to support the provisions set forth in the attached policies, and understands that violation of these provisions may result in suspension or revocation of system privileges for their student.

In consideration for the privilege of having access to and using the District’s electronic communications system and public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the type of damage identified in the District’s policy and administrative regulations.

______________________________________________________________
Parent Name (Printed)

______________________________________________________________   ________________________
Parent or Guardian Signature           Date

☐ USE OF COMPUTER
☐ USE OF INTERNET
☐ PERMISSION TO PUT STUDENT PICTURES ON THE MISD WEB SITE
☐ PERMISSION TO PUT VIDEOS OF STUDENTS ON THE MISD WEB SITE
☐ PERMISSION TO PUT SAMPLES OF CLASS WORK AND/OR PROJECTS ON THE MISD WEB SITE
☐ PERMISSION TO IDENTIFY STUDENT BY NAME IN PICTURES, WORK, OR PROJECTS ON THE MISD WEB SITE
☐ PERMISSION TO IDENTIFY STUDENT BY NAME IN PICTURES, VIDEO IMAGE, WORK, OR PROJECTS IN SCHOOL REPALTED PUBLICATIONS (including yearbook & sports programs)
2015-2016 Notice of Disclosure of Student Directory Information

Each year Muenster ISD must notify parents and students concerning disclosure of student directory information under the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA), which gives parents the right to privacy of student record information, is a federal law which applies to public schools and state or local education agencies that receive federal educational funds. Parents must make a decision and inform the District as to whether they consent or do not consent to the release of directory information.

Certain information about District’s students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent, guardian, or eligible student objects to the release of the directory information about the student. If you do not want Muenster ISD to disclose directory information from your child’s education records without your prior consent, you must notify the District in writing by September 4, 2015. Muenster ISD has designated the following as directory information: student’s name, address, telephone number, e-mail address, date and place of birth, grade level, photographs, most recent educational institution attended, dates of attendance, major fields of study, participation in officially recognized activities and sports, weight and height of athletic participants, honors and awards received.

Please Note: If you object to the disclosure of directory information, Muenster ISD will not be able to include such information in student directories, student yearbooks or District publications (such as athletic game programs, concert programs, commencement programs, group or individual photos, cable school news segments, MISD website, broadcast media including District podcasts, web videos, blogs or other electronic communications, or District press releases to broadcast media, newspapers or other publications). You also may provide your consent to the release of such information for only such purposes in the space provided below. If you consent to the release of all directory information, it can be used for such purposes.

CHECK ONE BOX ONLY (Failure to check any box or return this form will be treated as consent to release directory information.):

☐ I consent to the release of directory information.

☐ I consent to the release of directory information for limited school-sponsored purposes only, including student directories, student yearbooks and District publications.

☐ I object to the release of all directory information.

For High School: Release of Information to Military Recruiters or Institutions of Higher Education.
Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301, et.seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student’s information disclosed without the parent’s prior written consent. If you do not wish to have your student’s information released, please check the box below.

☐ I object to the release of my student’s name, address, and telephone number to a military recruiter.

☐ I object to the release of my student’s name, address, and telephone number to an institution of higher education.

_________________________________________________________________________________
Student Name (Printed) Date

_________________________________________________________________________________
Parent Name (Printed) Parent Signature Date

This form must be returned to the campus no later than September 4, 2015.

SIGNATURE REQUIRED ON THIS PAGE

Return to Student’s Campus
Muenster ISD Code of Conduct includes corporal punishment as a disciplinary option. Administration will notify the parent when corporal punishment has been administered. In addition, the following form must be on file in the principal’s office.

I do_______ do not_______ wish for my child to be considered for corporal punishment.

Student Name_____________________________________ Grade________________

Parent Name______________________________________

Parent Signature___________________________________ Date ________________
Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) your child’s participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as “protected information survey” that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and to certain physical exams and screenings.

Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

At this time there are no scheduled surveys, however, if the need for a survey arises, the district will notify you.

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to building principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to your child.

Your signature indicates you have received notice of the survey consent/opt-out option. You will be notified if a survey is scheduled.

__________________________________________
(Student name)

__________________________________________
(Parent signature)

__________________________________________
(Date)