

**Kingsville Independent School District**

**Memorial Middle School**

**Student-Parent Handbook**

**2009-2010**



**KINGSVILLE INDEPENDENT SCHOOL DISTRICT**

**POST OFFICE BOX 871**

**KINGSVILLE, TX. 78364**

School Board meetings are held every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month and are held in the Administration Building Board Room at 7:00 p.m. Agendas are posted on the front door of the Administration Building, 72 hours before the scheduled meeting.

**CENTRAL ADMINISTRATION STAFF**

**Emilio Castro, Superintendent of Schools**

**Jennifer L. Kent, Chief Academic Officer**

**Karen Griffith, Chief Administrative Officer**

**MEMORIAL MIDDLE SCHOOL STAFF**

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**Billy Watson, Assistant Principal**

**Velma Flores, Secretary**

**Michelle Cortez, Receptionist**

**Laura Guerra, Counselor**

**Oralia Sanchez, At-Risk Counselor**

**Nondiscrimination:** The Kingsville I. S. D. does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

**No discriminación:** El Distrito Escolar Independiente de Kingsville no discrimina en base a la edad, raza, religión, color de piel, nacionalidad, sexo, y discapacidad al proporcionar servicios educativos, actividades, y programas, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964, como ha sido amendada; el Título IX de las Enmiendas Educativas de 1972; y la Sección 504 del Acta de Rehabilitación de 1973, como ha sido amendada.

PREFACE.....	6
Services for the Homeless and for Title I Participants .....	8
Services for Students with Disabilities .....	8
SECTION I IMPORTANT INFORMATION FOR PARENTS .....	9
QUICK REFERENCE:.....	9
PARENTAL INVOLVEMENT.....	9
Working Together.....	9
Obtaining Information and Protecting Student Rights.....	10
“Opting Out” of Surveys and Activities .....	10
As a parent, you also have a right:.....	11
GRADING GUIDELINES .....	12
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES .....	13
STATE-MANDATED TESTS .....	13
PROMOTION AND RETENTION.....	14
OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS .....	15
STUDENT RECORDS.....	15
STUDENT OR PARENT COMPLAINTS AND CONCERNS.....	16
RELEASE OF STUDENTS FROM SCHOOL .....	17
Late Arrival to School.....	17
Withdrawing from School.....	17
SECTION II CURRICULUM-RELATED INFORMATION.....	18
QUICK REFERENCE:.....	18
ACADEMIC PROGRAMS .....	18
AWARDS AND HONORS .....	18
CLASS SCHEDULES.....	18
COMPUTER RESOURCES.....	18
COUNSELING.....	19
Academic Counseling .....	19
Personal Counseling.....	19
CREDIT BY EXAM—If a Student Has Taken the Course.....	19
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	19
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....	20
Cheerleader try outs eligibility criteria .....	21

Students with Disabilities .....	21
HOMEWORK.....	21
SPECIAL PROGRAMS .....	22
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education.....	22
TEXTBOOKS.....	22
SECTION III GENERAL INFORMATION AND REQUIREMENTS .....	23
QUICK REFERENCE:.....	23
ATTENDANCE.....	24
Compulsory Attendance.....	24
Attendance for Credit.....	24
Driver License Attendance Verification .....	25
MAKEUP WORK .....	25
Routine and In-Depth Makeup Work Assignments.....	25
DAEP or In-School Suspension Makeup Work.....	26
COMMUNICABLE DISEASES / CONDITIONS .....	26
Bacterial Meningitis.....	26
HEALTH-RELATED MATTERS .....	27
School Health Advisory Council .....	27
Other Health Related Matters .....	31
IMMUNIZATION .....	31
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS.....	32
Psychotropic Drugs.....	32
CONDUCT .....	33
Applicability of School Rules.....	33
Corporal Punishment .....	34
Disruptions.....	34
Radios, CD Players, Cell Phones, and Other Electronic Devices and Games.....	34
Bullying or Taunting Behaviors.....	35
LAW ENFORCEMENT AGENCIES .....	35
Questioning of Students.....	35
Students Taken Into Custody .....	35
Notification of Law Violations .....	36

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS .....	36
School Materials .....	36
Student Non- school Materials.....	36
Non-student Non-school Materials.....	36
DRESS AND GROOMING .....	37
STUDENT FEES .....	38
FUND-RAISING .....	39
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	39
PRAYER.....	39
SAFETY .....	39
Accident Insurance.....	39
Drills: Fire, Tornado, and Other Emergencies.....	39
Emergency Medical Treatment and Information.....	40
Emergency School-Closing Information .....	40
SCHOOL FACILITIES .....	40
Use by Students before and After School.....	40
Conduct Before and After School.....	41
Cafeteria Services .....	41
Library.....	41
Meetings of Non-curriculum-Related Groups .....	41
Vandalism .....	41
SEARCHES .....	41
Students’ Desks and Lockers.....	42
Vehicles on Campus .....	42
Trained Dogs.....	42
Metal Detectors.....	42
TRANSPORTATION.....	43
School-Sponsored Trips.....	43
Buses and Other School Vehicles.....	43
VIDEO CAMERAS.....	43
VISITORS TO THE SCHOOL .....	44
General Visitors .....	44
Visitors Participating in Special Programs for Students.....	44

GLOSSARY .....	45
APPENDIX I APPENDIX ACKNOWLEDGMENT FORM .....	50
Please sign and return Appendices I-IV to the campus secretary within 10 school days of your child's first day of instruction. ....	50
APPENDIX II .....	51
Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information .....	51
APPENDIX III.....	54
Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education.....	54
APPENDIX IV CONSENT/OPT-OUT FORM.....	55

# PREFACE

To Students and Parents:

Welcome to school year 2009-2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The Memorial Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

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

**Section II**—CURRICULUM-RELATED INFORMATION—providing information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

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

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Kingsville ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or as a separate document sent home to parents and posted <http://www.tasb.org/policy/handbook/files> or available in the principal’s office.

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

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of student handbooks, the current provisions of board policy or the *Student Code of Conduct* are to be followed.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please **complete and return within 10 school days** the parental acknowledgment, student directory, release of information to military recruiters and institutions of higher learning and consent/opt-out forms so that we have a record of your choices. See **Obtaining Information and Protecting Student Rights** on page 10.

Please note that references to policy codes are included so that parents can refer to current policy. A copy of the district's policy manual is available for review in the school office or online at <http://www.kvisd.esc2.net>

### **Nondiscrimination**

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

**No discriminación:** El Distrito Escolar Independiente de Kingsville no discrimina en base a la edad, raza, religión, color de piel, nacionalidad, sexo, y discapacidad al proporcionar servicios educativos, actividades, y programas, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964, como ha sido amendada; el Título IX de las Enmiendas Educativas de 1972; y la Sección 504 del Acta de Rehabilitación de 1973, como ha sido amendada.

### **FREEDOM FROM DISCRIMINATION**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. (See policy FFH) Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site.

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

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

## **Reporting Procedures**

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

## **Investigation of Reported Harassment**

- To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by law or policy.
- If the district's investigation indicated that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.
- Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.
- A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG.

The following district staff members have been designated to coordinate compliance with legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Call Valdemar Leal, Director of Personnel at 592-3387 ext 8133.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Call Evanita Ramos, Director of Instructional Services at 592-3387 ext. 8156.
- All other concerns regarding discrimination: See the superintendent Emilio Castro at 592-3387 ext. 8113.

## **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Call Corina Gutierrez, Federal Programs Director, at 361-592-3387 ext. 8139.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Call Cynthia Hernandez at 361-595-9091.

## **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Norma Alvarez, Director of Special Education at 592-3387 ext. 8189.

## **SECTION I IMPORTANT INFORMATION FOR PARENTS**

This section of the Kingsville ISD Student Handbook includes information on topics of particular interest to you as a parent.

### ***QUICK REFERENCE:***

#### **Where to look when you need information about ...**

- Parental involvement page 9
- Grading guidelines page 12
- Report cards/progress reports and conferences page 13
- State-mandated testing page 13
- Promotion and retention page 14
- Other standardized testing: College Requirements page 15
- Student records page 15
- Student or parent complaints and concerns page 16
- Release of students from school page 17

## ***PARENTAL INVOLVEMENT***

### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. See Academic Counseling on page 19 and Academic Programs on page 18.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselors, or principal, please call the school office at 595-5771 for an appointment. A 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 13.

- Becoming a school volunteer. For further information, see policy GKG and contact Cindy Hernandez at Parental Involvement Center, 595-9091.
- Offering to serve 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 Mr. Jose Mireles 595-5771.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. See policies BDF, EHAA, and FFA and School Health Advisory Council on page 27.
- Attending board meetings to learn more about district operations. See policies BE and BED for more information.

## **PARENTAL RIGHTS**

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

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

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

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

### **“Opting Out” of Surveys and Activities**

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

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

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

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

See **Student Records** on page 15.

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. See Pledges of Allegiance and a Minute of Silence on page 39 and policy EC.

- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. See policy EHBK.
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the *Student Code of Conduct*.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information.
- 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 in school or on school grounds. See policy FDD (LOCAL).
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. See policy FDD (LOCAL).

**GRADING GUIDELINES**

In grades 7th–8th, achievement is reported to parents as:

Teachers use a variety of methods to assess a grade for students. The work evaluated may include homework, daily assignments and projects. The six-week grade will be an average of all the work assigned. The district grading scale is:

- A=90-100 .....excellent accomplishments
- B=80-89 .....above average
- C=70-79 .....average
- F=69 & below .....failure to meet the acceptable standards
- I= .....incomplete work

Behavior comments:

1. Superior . . . . . Conduct, fine attitude, very cooperative, outstanding citizen
2. Above Average ..... excellent conduct, cooperative, conforms to school and class rules
3. Average ..... general behavior is satisfactory but room for improvement
4. Poor..... conduct needs improvement, frequent minor infractions
5. Unacceptable.....conduct subject to disciplinary action

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

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

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or 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 will be requested to schedule a conference with the teacher of that class or subject. See **Working Together** on page 9 for how to schedule a conference.

Teachers follow grading guidelines that have been approved by the principal/superintendent and designed to reflect each student's academic achievement for the grading period, semester, or course.

State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. See policy EIA.

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

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 should be returned to the school within 2 days.

## **STATE-MANDATED TESTS**

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

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

See policy EKB.

## **PROMOTION AND RETENTION**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. *Education Code 28.021(a)* [See EI] Students who fail more than three of the core subjects will not be eligible to attend summer school, and will be retained at the grade level.

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels –with limited exceptions–will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 in the 2004–2005 school year 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 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment in English.

Parents of a student in grades 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee.

In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. See policy EIE.

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 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 Memorial Middle School Principal and policy EIF.

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

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

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 during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take an assessment test, such as the Texas Higher Education Assessment [THEA].)

## **STUDENT RECORDS**

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

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

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

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

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

The address of the principals’ offices are:

**915 South Armstrong, Kingsville, Texas 78363**

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG. See **Report Cards/Progress Reports and Conferences** on page 13 and **Student or Parent Complaints and Concerns** on page 16 for an overview of the process.

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

### **Directory Information**

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. See the ‘Notices Regarding Directory Information and Parent’s Response Regarding Release of Student Information’ attached to this handbook.

### **Release of Student Information to Military Recruiters and Institutions of Higher Learning**

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 has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Please note:**

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

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

## ***STUDENT OR PARENT COMPLAINTS AND CONCERNS***

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the principal’s or Superintendent’s office on the district’s web site at <http://www.kvisd.esc2.net>.

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

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

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

### **Late Arrival to School**

A student who is tardy to class by more than 10 minutes will be assigned to detention hall for the following day. Failure to attend detention will result in school suspension. Repeated instances of tardiness will result in more severe disciplinary action. See **Attendance for Credit** on page 24. Students that are tardy maybe issued a lunch detention and served a sack lunch.

### **School Hours:**

**Memorial Middle School hours of operation are from 7:00 a.m. to 4: 30 p.m.**

### **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 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.

## **SECTION II CURRICULUM-RELATED INFORMATION**

This section of the handbook contains information on academics and school activities which is of particular interest to students. Students should take time to review this information with their parents especially if they are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

### ***QUICK REFERENCE:***

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

- Academic Programs page 18
- Awards and honors page 18
- Class schedules page 18
- Computer resources page 18
- Counseling: academic page 19
- Counseling: personal page 19
- Credit by exam page 19
- Extracurricular activities, clubs, and organizations page 20
- Homework page 21
- Special programs page 22
- Textbooks page 22

### ***ACADEMIC PROGRAMS***

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices. For more information, see policy EIF.

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

See **Academic Counseling** on page 19.

### ***CLASS SCHEDULES***

Class schedule changes will be made only if an error exists in a student's schedule.

### ***COMPUTER RESOURCES***

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

Students and their parents should be aware that electronic communications—e-mail—using district computers are not private and may be monitored by district staff. For additional information, see policy CQ.

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 7th through 8th will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them 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 deadlines for application, 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 seek an administrator.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. For more information, refer to policy FFE and FFG (EXHIBIT).

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

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

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. In all instances, the district will determine whether any opportunity for credit by exam will be offered. For further information, see the counselor and policy EEJA.

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include:

- October Registration
- May Registration

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district Kingsville ISD will honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. For further information, see EEJB.

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

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

Some of the activities offered to the students at Memorial Middle School, but are not limited to:

1. Athletics-Football, basketball and track for boys in 7<sup>th</sup> & 8<sup>th</sup> grade. Volleyball, basketball, track for girl's 7<sup>th</sup> & 8<sup>th</sup> grade. Tennis, swimming and golf are also offered to boys and girls.
2. Band is available as an elective course for all students.
3. Choral Music is offered as an elective for all students.
4. Cheerleaders, are selected from candidates each spring, judges rate each candidate. The candidates with the highest rating will be the cheerleaders for the following year.

## **Cheerleader try outs eligibility criteria**

- No failing grades within the prior grading period
- More than two dress code violations disqualifies a candidate
- More than one level 1 offense disqualifies a candidate. More than one level 2 offenses disqualifies a candidate. More than one level 3 offenses disqualifies a candidate
- No level 4 or 5 level infractions of the Student code of Conduct
- No more than (2) of level 4 on the conduct grade on the prior six weeks
- Absolutely no level 5 on the conduct grade will be acceptable

Note: Cheerleaders who receive a report card conduct grade of "5" during the school year will be dismissed from the squad. Those who receive two report conduct grades of "4" in a given grading period or an accumulation of any grading period will also be dismissed.

## **Students with Disabilities**

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

## ***HOMEWORK***

Homework shall be used to support, enrich or reinforce topics covered in class and should be one of the following objectives.

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give students practice and extension of concepts learned in class.
3. To expand learning beyond the materials those are covered in class.
4. To develop effective study methods.
5. To help the students prepare for classroom work.
6. To allow students to make up work after absences.
7. To provide the means of retouching essential elements.
8. Students will not be issued any form of documentation to be taken home to sign for an academic grade.

The teacher shall be responsible for assigning effective, well-planned homework that aide the student in the mastery of the course essential elements. Students shall be provided ample notice of the impending work assignments. Every effort shall be made to make sure that the students understand the work assignments to be done.

Homework shall not be assigned as a punishment. The student shall be responsible for completing assignments on time and scheduling after school activities so that they do not interfere with the responsibility for making up work when absent from class.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, and 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 Evanita Ramos at 592-3387 ext. 8156.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services.

This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus counselor.

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).

## **TEXTBOOKS**

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

## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

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

#### ***QUICK REFERENCE:***

##### **Where to look when you need information about...**

- Attendance page 24
- Driver license attendance verification page 25
- Makeup work page 25
- Communicable diseases/conditions page 26
- Other Health-related matters page 27
- Immunization page 31
- Physical examinations/health screenings page 32
- Conduct page 33
- Law enforcement agencies page 35
- Distribution of published materials or documents page 36
- Dress and grooming page 37
- Student fees page 38
- Fund-raising page 39
- Pledges of allegiance and a minute of silence page 39
- Prayer page 39
- Safety page 39
- Emergency school-closings information page 40
- School facilities page 40
- Searches page 41
- Transportation page 43
- Video Cameras page 43
- Visitors to the school page 44

## **ATTENDANCE**

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

### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable instruction programs, extended year programs, or tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property would be unauthorized and may be considered trespass.

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

### **Attendance for Credit**

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

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

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

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

The student or parent may appeal the committee’s decision to the Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

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

### **Driver License Attendance Verification**

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

## ***MAKEUP WORK***

### **Routine and In-Depth Makeup Work Assignments**

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

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

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

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

## **DAEP or In-School Suspension Makeup Work**

A student removed 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, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. See policy FOCA.

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

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

## ***COMMUNICABLE DISEASES / CONDITIONS***

To protect other students and staff from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. All students returning to school must provide a physician's note releasing them to return to school.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases. The school district will be happy to provide to the parent a list of communicable diseases in regards to when a student may not attend school.

### **Bacterial Meningitis**

State law requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious.

Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases.

You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

## ***HEALTH-RELATED MATTERS***

### **School Health Advisory Council**

During the district's preceding school year, the districts School Health Advisory Council, holds quarterly meetings. Additional information regarding the district's School Health Advisory Council is available from the districts Charge Nurse, Lou Wilson, at 592-6401. See also policies BDF and EHAA. All nursing staff are CPR certified.

## Other Health Issues

- Students who have started the Hepatitis A immunization series in another school district must complete the series when they are enrolling in this district.
- Students with “fever of unknown origin” greater than 100° must be excused from school. They may not return to school until they have been free of fever for 24 hours. This protects other students & staff from communicable diseases, whether viral or bacterial in nature. Nurses may request notes from physicians. Students who have low-grade fever from receiving immunizations may attend school, if they feel well, and verification of immunization is received.
- Tattoos and body piercing(s) are elective procedures. Please do not send your child to the clinic to have them cleaned or cared for at school. **The school clinics are available to students who are ill or have become injured at school.** In addition, tattoos are to be covered at school and band-aids are not supplied to cover tattoos or body piercing(s). No temporary tattoos.
- Immunizations must be up to date **before registering for school.** The only exception is for **active military duty personnel** that are presently moving into the district and they may only have 30 days. After thirty days, the student will be removed from the school setting until proof of current immunizations has been received.
- Medications and treatments will be given at school only if they are required by the attending physician. Medications that are ordered two or three times a day must be given at home. **Medications may not be brought in by the student, may not be sent on the bus, or sent with a friend. We do not accept samples from doctor’s offices or prescriptions from Mexico or Canada.** Parents must walk in their child’s medication and fill out the proper paper work in order for the school nurse to administer the medication. Pain Analgesics that are **controlled substances** may not be administered in the school setting. If your child is suffering from intense pain, it is probably in their best interest to remain at home. No child at any grade level is allowed to carry any medication, prescription or over the counter. If your child is on medication and will be taking medication at school and at home, we ask that you do the following: **Ask your pharmacist for an additional labeled bottle so that we may split the medication to be administered at home and at school. We cannot send home your medication on a daily basis.** Medications may be stored in school refrigerators on individual campuses. In the event, there is a power outage, equipment failure, or theft, **KISD does not assume responsibility for the loss of any medication.** Replacement costs are incurred by the parent or legal guardian of the student. KISD will only accept medications/prescriptions from licensed physicians in the state of Texas. Medications brought in from Canada and Mexico will not be administered unless the parent wishes to come in and medicate their child.
- **Diabetic students** must have a care plan on file from a physician with written directives about the students needs in the school setting for individualized care at school. All students must have their own glucometers. Diabetic testing must be done in the nurses clinic only. There will be no blood testing in the classroom or restrooms. Glucometers will be kept in the school clinic and each student will have their own file.

All lancets and needles will be disposed of in the clinic. In order to protect our employees and other students, students shall not dispose of any blood products used for testing in the school trashcans. Parents must furnish and may leave diabetic snacks in the school clinic. (HB 984)

- (SB 1239) Acanthosis Nigricans Screening (height, weight, blood pressure, and skin markings) will be done at the required state levels and reports will be sent to parents if the student is found to be positive for AN. KISD is required to follow up on all positive students and would appreciate a copy of the physician follow up.
- (SB 1688 – Asthmatic Students) A student with asthma is entitled to possess and self administer prescription asthma medication while on school property or at a school related event or activity if: (a) the prescription asthma medication has been prescribed for the student as indicated by the prescription label on the medicine; (b) the self administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider; (c) a parent of the student provides the school a written authorization, signed by the parent, for the student to self administer prescription asthma medication and (d) a parent of the student provides to the school a written statement from the student’s physician or other licensed health care provider, signed by the physician or provider that states: 1. That the student has asthma and is capable of self-administering the prescription asthma medication; 2. The name and purpose of the medication; 3. The prescribed dosage of the medicine; 4. The time at which or circumstances under which the medicine is prescribed. The physician’s statement/care plan must be kept on file in the office of the school nurse of the campus the student attends or, if there is not a school nurse in the office of the principal of the campus where the student attends. A person in parental relation, if over the age of 18 may give permission to use an asthma inhaler under these guidelines. Students found not compliant with the above state regulations will be subject to discipline by the campus principal. Students caught administering inhalers to other students will be subject to discipline by the campus principal.
- When the course of any treatment or medication is complete, or at the end of the school year, **parents will be asked to pick up any medication before the last day; unclaimed medication will be destroyed after the fifth day at the end of the school year.**
- Epinephrine Pen (Epi-pen) Students needing Epi-pens during the school year must keep them stored in the nurses office/principal’s office as a safety precaution. **The only exception when a student may carry their Epi-pen is if their physician sends a medical note that the student’s condition is life threatening and the student must have the Epi-pen on their body to prevent anaphylactic shock.** Students must have doctor’s order on file with a care plan provided by the attending physician explaining the special needs of the student. All Epi-pens must be furnished by the parent at the beginning of each school year and will be destroyed on the fifth day if not picked up by the parent at the end of the school year. KISD does not send any medical equipment or medication home with a student. Parents must sign that they received the pen(s) were returned home.
- Wounds – Students may not attend school with an open wound that is draining and appears to be infected. Staff infections, known as MRSA, VERSA, VISA etc., are considered communicable. All wounds must have the proper dressings for the student to remain in school.

**All wounds must be covered with a dry dressing to prevent bacterial exposure to staff and other students. Students who require dressing changes at school must bring a note from their physician stating how often the dressing must be changed and all supplies needed to provide an aseptic dressing change.** It is strongly encouraged that dressing changes be taken care of at home.

- AED's –Automatic External Defibrillators- are located at H.M. King High School (Nurse's Clinic, Athletic Director's Office, and Trainer's Office) and Memorial Middle School (Nurse's Clinic, Girl's coaching office). This is in accordance with SB 7 mandating that secondary campuses must have an AED on site. AED's are to be operated
- Only by CPR certified school personnel, which include trainers, coaches, and nurses. Students are not allowed to operate any school medical equipment.

### **LETTER TO PARENTS/GUARDIANS FOR SELF-POSSESSION AND USE OF A PRESCRIBED ASTHMA MEDICATION IN SCHOOL**

In 2001, the Texas legislature passed a law that allows students in public schools to carry their own inhalers that are **prescribed** for the treatment of asthma.

The **Kingsville Independent School District** believes it is in the best interest of students with asthma to move toward independent management of asthma during their school years. An important component of independent management for asthma is appropriate use of **prescribed inhaled asthma medications**.

It is critical that **prescribed** inhaled medications be done in a manner that allows students to achieve the highest possible sense of self-control, self-esteem, and self-reliance. The medication must be self-administered safely, carefully, and accurately.

The **Kingsville Independent School District** encourages and allows students to self-carry **prescribed inhaled asthma** medication following the criteria listed below.

- € The inhaler **must have a pharmacy prescription label for the student** (be properly labeled for that student with the name of the student, name of the medication, dosage, time, and route).
- € Written authorization from the parent/guardian permitting self-administration and possession of an inhaler.
- € Written physician/licensed prescriber authorization and other documentation for medication in schools as required by existing district policy and procedures.

### **PHYSICIAN-PRESCRIBED SPECIAL HEALTH CARE PROCEDURES**

The district will **not** provide special health care services unless the services are required for the student to remain in the school setting. Physician-prescribed special health care procedures, that is, any health care procedure other than minor first aid or administration of medication, may be implemented only in accordance with the following conditions and limitations:

1. Authority to perform physician-prescribed special health care procedures may be delegated to school personnel only by a physician or a registered nurse. School administrators may not assign performance of special health care procedures.
2. The school nurse will oversee all delegated prescribed special health care procedures. Non-health professionals performing prescribed special procedures will be provided orientation, instruction, and supervised practice appropriate to the task. The nurse/parent will explain to the principal or designated building administrator and to the student's teacher(s) any adverse side effects of the procedure and the recommended action to be taken. **Procedures will require physician renewal after 3 days of treatment.**

## Other Health Related Matters

### **IMMUNIZATION**

New Requirements for 2009-2010

The newly adopted rules concerning "Immunization requirements for children and students and institutions of higher education" became effective March 5, 2009. The following is a highlight of adopted revisions to rules:

- **Meningococcal vaccine:** Beginning SY 2009-10, 7<sup>th</sup> grade requirement
- **Varicella vaccine:** Beginning SY 2009-10, 2 dose required for Kindergarten and 7<sup>th</sup> grade entry
- **Tdap vaccine:** Beginning SY 2009-10, a Tdap booster dose requirement for 7<sup>th</sup> grade
- **MMR vaccine:** Beginning SY 2009-10, 2 dose requirement of MMR vaccine for kindergarten entry
- **Hepatitis A vaccine:** Beginning SY 2009-10, 2 dose requirement for kindergarten entry
- **General revisions** incorporated that clarify or simplify language throughout the rules relating to the school and child care requirements.

Please share this information with providers in your area since children entering kindergarten and 7<sup>th</sup> grade in September 2009, will be subject to comply with these changes on the rules. The final immunization rules that have been adopted can be viewed in the Texas Administrative Code.

Student Attendance Accounting Handbook, Section III General Requirements:

(2-12) Subject to the exceptions in Section 38.001(b), a student is required to be fully immunized against disease as required by the Texas Board of Health. (Section 38.001(a), Texas Education Code.) However, a student may be provisionally admitted only if the student's parents are active military and only for 30 days if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible. (Section 38.001(e), Texas Education Code.) Except as provided by Section 38.001(b), a student who is not fully immunized and has not begun the required immunizations may not attend school. However, a child who is fully immunized or has begun the required immunizations has thirty days from the date of enrollment to produce the required immunization documentation. (Section 25.002(a), Texas Education Code.) See Tex. Att'y Gen. Op. No. GA-0178 (2004).

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DHSS) Immunization Branch, can be honored by the district. This form may be obtained by writing the DHSS Immunization Branch (MC 1946), P. O. Box 149347, Austin, Texas, 787814-9347 or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

KISD Health Service conducts screening programs for vision, hearing, and scoliosis as required by state law and district policy. Dental, blood pressure, diabetes, and personal hygiene screenings are also done.

### **SCREENING:**

1. Vision – All students in grades PK, K, 1, 3, 5, 7 and all new students to the school district have a vision test annually. This is done by the nurse at the school. Testing in other grades is done at the teachers, parents, or pupil's request at any time during the year.
2. Hearing – All students in grades PK, 1, 3, 5, 7 and all new students have a hearing test. This is done by the nurse at the school. Testing in other grades is done at the teacher's, parent's, or pupil's request at any time during the year. Results are recorded on students' permanent file along with the vision testing results.
3. Dental – Students in first grade are screened for dental abnormalities. If time permits, student in PK3, PK4, and Kindergarten will be screened.
4. Scoliosis Screening – Students in grades 5 and 8 will be screened for scoliosis.
5. Personal Hygiene – All elementary school students are screened twice annually for personal cleanliness and hygiene through their physical education class. Proper hygiene is encouraged and expected.
6. Tuberculin Screening – New students need to be tested before entering school.

Diabetes Screening (Acanthosis Nigricans) – Screening of the neck, face and arms – students in grades 1, 3, 5, 7.

## **Psychotropic Drugs**

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

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

## **Vending Machines**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines, see the campus principal. See policies CO and FFA.

## **Tobacco Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored or school-related activities. See the *Student Code of Conduct* and policy GKA.

## **Asbestos Management Plan**

The districts Asbestos Management Plan, designed to comply with state and federal regulations, is available in the Maintenance Director's office. If you have any questions, please contact Rey Suarez at 592-3387 ext. 8115.

## **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Rey Suarez at 592-3387 ext. 8115.

# **CONDUCT**

## **Applicability of School Rules**

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

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Memorial Middle School maintains specific expectations for common area behavior. It is our goal for the hallways and restrooms at Memorial Middle School to be a safe environment, where people interact with courtesy and respect thus,

1. When moving from one class to the next, students will move safely through the hallways.
2. The students will move through the hallways on the right side.
3. Each student should use his or her normal speaking voice. (If you want to talk to someone down the hall, go to them rather shouting at him or her)
4. Students should treat everyone with dignity and respect.
5. If a staff member, request that a student correct a behavior the student should do as asked.

## **Social Events**

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

## **Corporal Punishment**

The Board prohibits the use of corporal punishment in the district.

## **Disruptions**

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

- Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interfere 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 profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

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

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games, or telecommunication devices with text messaging at school, unless prior permission has been obtained from the principal. Cell phones with cameras are not permitted.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day for the student to take home or whether the parent will be contacted to pick up the items. Any disciplinary action will be in accordance with the *Student Code of Conduct*. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. A \$15.00 administrative fee may be charged after the student has been warned about electronic devices at school. See policy FNCE.

## **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind.

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

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

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

## **Notification of Law Violations**

The district is required by state law to notify:

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

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

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

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

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

The principal has designated a display case as the location for approved non-school materials to be placed for voluntary viewing by other students. See FNAA.

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

### **Non-student Non-school Materials**

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or 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:

### **Coordinated School Dress Code Policy**

Students at Memorial Middle School are to adhere to standardized Dress attire for the 2009-2010 school year. The accepted attire is outline below

1. Pants- pleated straight leg Khaki, and straight leg Black slacks. All pants must be standard fit: Stretch, wide leg, baggy, cargo, carpenter loops, oversized pants or Blue Jeans are not acceptable.
2. Shirts- short or long sleeve collared polo style in the following colors only: gold, white or gray. Shirts must be tucked in at all times.
3. Skirt or Jumper- must be in the following solid colors: Khaki or Black. Skirts and jumpers shall be no shorter than the top of the knee.
4. Any undershirts worn with the Polo shirt must be either black or white.
5. Belts - must be standard fit and worn through the loops at all times any color of belt is acceptable, as long as it is appropriate. Buckles that are vulgar or inappropriate messages or symbols are not allowed. Shirts must be tucked in and belts must be visible.
6. Jackets - The jacket or sweater must be standard fit: no oversized jackets or sweater will be accepted. No shirt will be worn as a jacket.
7. Shorts will not be allowed
8. Jackets are preferred in the school colors but will be allowed if the students already have an existing one. They must not be oversized
9. Jackets with hoods will be allowed; however, hoods will not be worn in the building.
10. Back packs must be clear or mesh; the mesh can be any color.
11. Shoe strings must be black or white.

## **Physical Education Dress Code:**

All students must dress out daily unless excused by a physician. Students must wear a plain white or gray t-shirt; the t-shirt must be an appropriate t-shirt (no muscle shirts). Shorts must be black or gray with a dollar length to the knee. Boxer, biker shorts must be covered.

## **MEMORIAL MIDDLE SCHOOL DRESS CODE AND GROOMING:**

- No earrings on boys
- Tattoos must be covered at all times while in school or a school function; the school will not provide band aids or wraps to cover tattoos.
- No ponytails on boys and extreme haircuts or styles such as shaved heads, partially shaved, shaved patches, shaved heads with neckline tails, or shaved heads with a patch of hair in the: front, back, or sides of the heads.
- On boys, the length of the hair must be above the collar in the back and above the eyes in the front
- No Mohawk haircuts
- No baggy clothing or excessive long pants.
- Girls may wear one (1) set of earrings on the lobe only.
- Please do not color or bleach hair
- No facial hair or extremely long sideburns.

The *Student Code of Conduct* Handbook will be enforced if not in compliance with the dress code. New students to the district will be allowed three days to be in compliance with the dress code.

**CAMPUS ADMINSTRATOR SHALL BE ACCORDED THE AUTHOURITY/DISCRETION TO RULE ON WHETHER ANY ARTICLE OF CLOTHING OR JEWELRY IS ACCEPTABLE FOR SCHOOL WEAR. THIS SHALL INCLUDE NEW STYLES OR CLOTHING, HAIRDOS, JEWELERY, AND CLOTHING NOT EXPRESSLY COVERED IN THE HANDBOOK.**

## ***STUDENT FEES***

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own 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.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fee of .25 for bus replacement cards for each additional fee after the first card is issued.

## **FUND-RAISING**

Student clubs or class and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 30 days before the event.

## **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.

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

## **PRAYER**

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

## **SAFETY**

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

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

## **Accident Insurance**

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

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

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

### **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

## **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

- During emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent.
- Kingsville ISD follows Red Cross procedures.
- Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.
- Announcements of school closing will be made from the Superintendent's office. Area radio and television stations will be contacted to provide information to parents **KLUX – 89.5** – radio station that will transmit emergency information from LEPC (Local Emergency Planning Committee)
- Buses will not be available until authorized by the Superintendent.

## **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 area is open to students before school beginning at 7:00 a.m.

- Gym

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

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

## **Conduct Before and After School**

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

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

## **Cafeteria Services**

Kingsville ISD participates in the USDA National School Breakfast and Lunch programs and offers free or reduced meals to those who qualify. Application forms are available in the front office at anytime. Please understand that new applications must be completed and returned for approval each school year. All information disclosed on the application is kept confidential.

*Free breakfast is offered to all students.*

The district is required to follow federal and state guidelines regarding nutritional policies. Foods of minimal nutritional value (FMNV) may not be served or sold on school premises during the school day. For more information, see policy CO. Please call Food Service at 592-3387 ext. 8102 or 8123 if you should have any questions regarding the program.

## **Library**

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

- Monday through Friday 8:15 a.m.-4:00 p.m.

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

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.

## **Vandalism**

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

## **SEARCHES**

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

## **Students' Desks and Lockers**

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present.

Students may be required to vacate their classroom before the end of a class period, and be required to leave behind all of their personal belongings, including their backpacks and other types of carriers of personal possessions, with the dogs then brought in to sniff the classroom and its contents. The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Vehicles on Campus**

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

## **Trained Dogs**

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

A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

## **Metal Detectors**

The Kingsville Independent School District, pursuant to Board Policy FNF (Local), will conduct student Metal Detector Searches on a random basis.

Parents, guardians, or persons having lawful control of Kingsville Independent School District students will be notified if 1) the metal detector alerts to the presence of metal after the student has been asked to remove all metal objects from his/her person and possessions; or 2) a student refuses to remove all metal objects from his/her person and possessions without giving a satisfactory explanation. Students should remove or minimize the use of metals from their bodies and clothing.

A student may be searched with a metal detector, upon reasonable suspicion that the student possesses a prohibited weapon. For further information, see policy FNF

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Director of Transportation 595-9199.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding 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 nearest home.
- Keep feet, books, band 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.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district van or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

### **VIDEO CAMERAS**

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

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

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

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office, sign in, and receive a visitor's pass.

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

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

### **Visitors Participating in Special Programs for Students**

On High School Career Day Kingsville Independent School District, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## 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.

**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's parents are part of the committee.

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

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

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's 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, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

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

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

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

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

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

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

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

**Student Code of Conduct**, developed with the advice of the district-level committee and adopted by the board, identifies the 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 disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

## LETTER FOR PARENTS OF SYSTEM USERS

Dear Parents:

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

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

With this educational opportunity also comes responsibility. It is important that you and your child read the District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child might run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

The student agreement form of the Acceptable Use Policy will be distributed at the beginning of the school year. The Acceptable Use Policy must be signed by parents/student and returned to the school before a student is allowed to participate in the District's electronic communications system.

# Copyright Guidelines

## Explanation

Copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Use of the reproduction for purposes other than private study, scholarship, or research may make the user liable for copyright infringement.

## The LAW- Fair Use

Must meet four criteria:

1. Purpose and character of the work
  - a. Brevity
    - i. Poems fewer than 250 words
    - ii. Excerpts from poems fewer than 250 words
    - iii. Prose works fewer than 2500 words
    - iv. Excerpts from prose less than 10% of piece
    - v. No more than one illustration from a book, periodical, or website
    - vi. Up to 10% or 1000 words, whichever is less, in the aggregate of a copyrighted work consisting of text material may be reproduced or otherwise incorporated as part of an educational multimedia project
    - vii. Up to 10% or 3 minutes, whichever is less, of a single copyrighted motion media work
    - viii. Up to 10%, but no more than 30 seconds of music and lyrics from a single musical work
    - ix. No more than 5 images by an artist or photographer, and not more than 10% or 15 images, whichever is less, from a single published collected work
    - x. Up to 10% or 1500 fields or cell entries from database or data table
  - b. Spontaneity
    - i. The decision to use the work in teaching was with too little time to obtain permission
  - c. Cumulative Effect
    - i. One selection by one author allowed per semester
    - ii. 3 or fewer items from one collective work or periodical volume per semester
    - iii. No multiple copies more than 9 times for one course per semester
    - iv. Multiple copies used in only one course
2. Nature of the work
  - a. Collections of facts are more likely to fall under this provision than creative/imaginative work
3. Amount of work used
  - a. Copying whole works outside the brevity guidelines can *never* be fair use
  - b. Copying large portions of a work is infringement including copying entire books even though less than 2500 words

4. Effect of use on the potential market for or value of the work
  - a. Copying must not damage present or future markets for the work
  - b. Copying to avoid purchase is **not** fair use
5. Internet Access
  - a. Does not automatically mean that works/graphics/videos/audio can be reproduced and reused without permission
  - b. Copyrighted works may have been posted without authorization of the copyright holder
  - c. Avoid –
    - i. Copying/posting links with descriptions
    - ii. Downloading graphics/video/audio
    - iii. Pulling and framing pieces of a site
    - iv. Linking to an interior page of a site
    - v. Copying html code
    - vi. Linking to sites with lots of video or audio

### **Acceptable Use**

1. Portions of lawfully acquired works may be used in student projects for a specific course
2. Portions of lawfully acquired works may be used in teaching tools in support of curriculum-based instructional activities
3. Student use –
  - a. Perform and display their own projects in the course for which they were created
  - b. Use in their own portfolios (job and school interviews)
  - c. Use material within course written for and no limit for portfolio use
4. Educator use –
  - a. Face-to-face instruction
  - b. Assigned to students for directed self-study
  - c. Remote instruction where security exists to prevent copying
  - d. Peer Conferences and workshops
  - e. Professional portfolio
  - f. Use material up to 2 years after first instructional use

### **Requirements**

1. Opening screen must include notice that copyrighted materials fall under fair use guidelines and are restricted from further use
2. Alterations may be made if in support of instructional objectives
3. Projects must state that alterations were made
4. Projects must display individual/organization/website credits for works being used in project

### **Resources**

- Fair Use Guidelines for Educational Multimedia  
<http://www.adec.edu/admin/papers/fair10-17.html>
- Education World: The Educator's Guide to Copyright and Fair Use  
[http://www.educationworld.com/a\\_curr/curr280.shtml](http://www.educationworld.com/a_curr/curr280.shtml)
- Copyright Website <http://www.benedict.com/Info/Info.aspx>

# APPENDIX I

## APPENDIX ACKNOWLEDGMENT FORM

My student and I have received a copy of the Memorial Middle School Student Handbook and the Student Code of Conduct for 2009-2010. 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 Code.

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

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

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

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

**Please sign and return Appendices I-IV to the campus secretary within 10 school days of your child's first day of instruction.**

## **APPENDIX II**

### ***Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information***

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want KINGSVILLE ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not; use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

**For the following school-sponsored purposes:** (student recognition activities, school pictures, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, including the internet/WEB), KINGSVILLE ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (*student's name*), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

**For all other purposes**, KINGSVILLE ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (*student's name*), **(do give) (do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form within 10 school days of your child's first day of instruction.

## APPENDIX III

### Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form within 10 school days of your child's first day of instruction.

## APPENDIX IV CONSENT/OPT-OUT FORM

To the Parents of \_\_\_\_\_:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

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

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

**Please circle** whether you give your consent or wish to have your child opt-out from participating in the school activities listed above. Please return this form within 10 school days of your child's first day of instruction.

CONSENT

OPT –OUT

Print name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

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