

Mt. Enterprise High School
2009-2010
Student Handbook

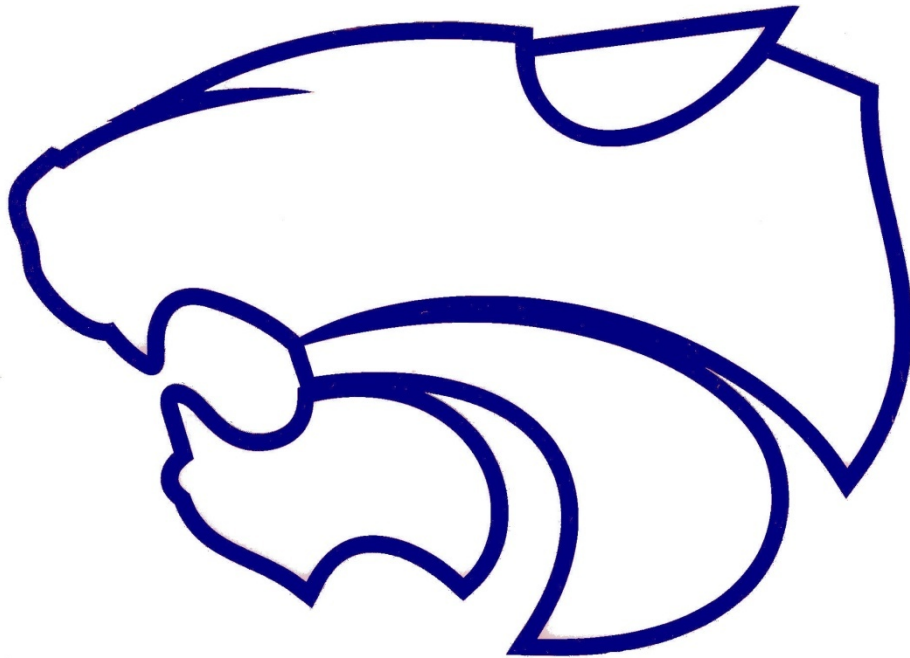


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Notice to Students and Parents Regarding Drug-Free Schools

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

The district's policies and its Discipline Management Plan provide disciplinary sanctions for alcohol – and drug – related offences. Students will be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the district's policies at FNCF(L), FOA, FOA(L), FOD, and FOD(L). The principal of your school will be glad to provide you access to or a copy of these policies.

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

Notice to Students and Parents Regarding Special Programs

Mt. Enterprise I.S.D. operates some programs with Federal and State funds.

Some of these programs are as follows:

- Title I School wide Program
- Gifted /Talented Program
- Compensatory Education Program
- Special Education Program
- Dyslexia Program
- Career and Technology Program

Contact the principal for more information regarding the referral, nomination and selection procedures for these programs.

I. ATTENDANCE & CREDIT

A. ADMISSION POLICIES

By state law every child residing in this district who is at least seven (7) years of age and has not completed the school year in which he/she reached his/her 18th birthday, and is not legally exempt from this requirement, shall attend public schools in this district and meet the state requirement.

No student less than 18 years of age can be officially admitted until appropriate registration forms have been completed and signed by the student's parent or legal guardian. Students who are 18 years or above may complete and sign these forms themselves.

Every student entering the school system for the first time must provide a birth certificate or its equivalent.

New students entering the district schools in grades two through 12 shall provide evidence of prior schooling outside the district. Initial placement will be in grade placement made by the sending school. Students moving into the district, while under suspension/expulsion by the sending district, will not be admitted until the suspension/expulsion is lifted by the sending school. DAEP Placement and ISS placement from sending school will be honored.

No student will be admitted who has not completed all required immunizations and who does not have an up-to-date health record showing this information. Provisions are made for enrolling a student for up to 30 days while waiting on a health record from the sending school. After 30 days the student will be suspended until the health record is provided.

Each student enrolling must have a clean financial record from the previous school.

B. IMMUNIZATION POLICIES

A student must be fully immunized against certain diseases or just present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

C. COMMUNICABLE DISEASE POLICIES

The major criterion for exclusion from attendance is the condition probability of spread from person-to-person. A student may have a non-excludable disease, yet require care at home or in a hospital.

A student who is on medication during the school day must bring a written request from the parent, and the medicine, in its proper container to the principal's office. The principal will either give the medicine at the proper time or give the student permission to take the medication as directed.

Condition	Exclude	Readmit	Report
Chickenpox	Yes	When all blisters have crusted over (but not longer than 1 week after the onset of rash)	Yes
Diphtheria	Yes	Written doctor's statement or local health authority permit	Yes
Fever (100.4 or greater)	Yes	When fever subsides	No
Gastroenteritis, Viral	Yes	When diarrhea subsides	No
Head Lice (Pediciosis)	Yes	When one medicated shampoo or lotion treatment has been given	No
Hepatitis, Viral, Type A	Yes	After one week from onset of illness	Yes
Influenza	Yes	When fever subsides	Yes
Impetigo	Yes	When treatment has begun	No
Measles (Rubella)	Yes	After 4 days from appearance of rash in an outbreak, unimmunized children should also be excluded for at least 4 days after last case occurs.	Yes
German Measles (Rubella)	Yes	After 5 days from appearance of rash	Yes
Meningitis, Bacterial	Yes	Written doctor's statement or local health authority permit	Yes
Mumps	Yes	After 9 days from the onset of swelling	Yes
Pink Eye (Conjunctivitis)	Yes	Written doctor's statement or local health authority permit	No
Poliomyelitis (Polio)	Yes	Written doctor's statement or local health authority permit	Yes
Ringworm of the scalp	Yes	When treatment begun	No
Salmonellosis	Yes	When diarrhea subsides	Yes
Scabies	Yes	When treatment begun	No
Shigellosis	Yes	When diarrhea subsides	Yes
Streptococcal Sore Throat and Scarlet Fever	Yes	After 24 hours from date antibiotic treatment begun	Yes
Tuberculosis, Pulmonary	Yes	After antibiotic treatment begun, AND a physician's cert. or health authority permit obtained	Yes
Whooping cough (Pertussis)	Yes	After 7 days from date antibiotic treatment begun	Yes
Upset stomach, Throwing up	Yes	When student is better, (usually 1 day)	Yes

D. CLASSIFICATION OF STUDENTS

Classification	Credits
Freshman	0 - 6
Sophomore	7 - 12
Junior	13 - 18
Senior	19 - Over

E. CREDIT

Credit will be awarded for courses as prescribed by state law.

A minimum grade of 70 must be obtained each semester in order to receive full credit for a course.

Total number of credits to graduate:

Seniors 2010	
Minimum Program	22
Regular Program	24
Advanced Program	24 (to include 4 advanced measures)

Seniors 2011 & beyond

Minimum Program	22
Regular Program	26
Advanced Program	26 (to include 4 advanced measures)

F. CURRICULUM

Requirements for graduation from all Texas Schools are contained in paragraph 75.151 of the Texas Education Code. These requirements provide for a choice of graduation programs. The programs available are shown below.

SENIORS 2010

MINIMUM PROGRAM

English	4 units
Mathematics	3 units
Science (IPC, Biology, Chemistry)	2 units
Social Studies	
World History or World Geography	1 unit
U.S. History	1 unit
U.S. Government	½ unit
Science/Social Studies Elective	1 unit
Economics (with fundamentals of Free Enterprise)	½ unit
Physical Education	1 ½ units *
Health Education	½ unit
Technology Applications (Computer Sci., Business App.)	1 unit
Speech	½ unit
Fine Arts (Theater, Music, Art)	1 unit
Electives (State Requirement)	4 ½ units
	Total 22 units

RECOMMENDED PROGRAM

English	4 units
Mathematics	3 units
Science (IPC, Biology, Chemistry, Physics)	3 units
Social Studies	
World History	1 unit
World Geography	1 unit
U.S. History	1 unit
U.S. Government	½ unit
Economics (with fundamentals of Free Enterprise)	½ unit
Foreign Language	2 units
Physical Education	1 unit *
Speech	½ unit
Fine Arts (Theater, Music, Art)	1 unit
Electives (State Requirement)	5 ½ units
	Total 24 units

DISTINGUISHED ACHIEVEMENT PROGRAM

English	4 units
Mathematics	3 units
Science (Physical Science, Chemistry, Physics, Biology, etc.)	3 units
Social Studies	
World History	1 unit
World Geography	1 unit
U.S. History	1 unit
U.S. Government	½ unit
Economics (with fundamentals of Free Enterprise)	½ unit
Foreign Language	3 units
Physical Education	1 ½ units *
Health Education	½ unit
Technology Applications (Computer Sci., Business App.)	1 unit
Fine Arts (Theater, Music, Art)	1 unit
Speech	½ unit
Electives (State Requirement)	2 ½ units
	Total 24 units

SENIORS 2011 & BEYOND**MINIMUM PROGRAM**

English	4 units
Mathematics	3 units
Science (Physical Sci., Biology, Chemistry, Physics)	2 units
Social Studies	
World History or World Geography	1 unit
U.S. History	1 unit
U.S. Government	½ unit
Science/Social Studies Elective	1 unit
Economics (with fundamentals of Free Enterprise)	½ unit
Physical Education	1 ½ units *
Health Education	½ unit
Technology Applications	1 unit
Speech	½ unit
Fine Arts (Theater, Music, Art)	1 unit
Electives (State Requirement)	4 ½ units
	Total 22 units

RECOMMENDED PROGRAM

English	4 units
Mathematics	4 units
Science (Physical Sci., Biology, Chemistry, Physics)	4 units
Social Studies	
World History	1 unit
World Geography	1 unit
U.S. History	1 unit
U.S. Government	½ unit
Economics (with fundamentals of Free Enterprise)	½ unit
Foreign Language	2 units
Physical Education	1 unit *
Speech	½ unit
Fine Arts (Theater, Music, Art)	1 unit
Electives (State Requirement)	5 ½ units
	Total 26 units

DISTINGUISHED ACHIEVEMENT PROGRAM

English	4 units
Mathematics	4 units
Science (Physical Science, Chemistry, Physics, Biology, etc.)	4 units
Social Studies	
World History	1 unit
World Geography	1 unit
U.S. History	1 unit
U.S. Government	½ unit
Economics (with fundamentals of Free Enterprise)	½ unit
Foreign Language	3 units
Physical Education	1 ½ units *
Health Education	½ unit
Technology Applications	1 unit
Fine Arts (Theater, Music, Art)	1 unit
Speech	½ unit
Electives (State Requirement)	2 ½ units
	Total 26 units

* May include marching band, athletics, or regular P.E. Classes.

Correspondence Courses - High School Students may earn a maximum of 2 units of credit by correspondence. They may be applied toward graduation and may be earned from Texas Tech University or The University of Texas. Prior permission from the Principal is required. For Graduating Seniors, correspondence grades must be in the Principal's office two (2) months prior to graduation date in order to be counted.

G. ATTENDANCE

A child between ages 6 and 18 depending on when the child's birthday falls is required to attend school each day during the instructional year unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required sessions.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credits will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the absences are the result of extenuating circumstances.

When returning to school after an absence, a student must bring a note, signed by the parent describing the reason for the absence; a note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.

If work is made up or completed as required, the District will accept the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance, subject to established limitations.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Juvenile court proceeding documented by a probation officer.
5. Absence required by state or local welfare authorities.

6. Temporary absence resulting from any cause acceptable to the teacher, principal or Superintendent, including personal illness, illness or death in the immediate family.

COMPULSORY ATTENDANCE EXEMPTIONS - The following students are exempt from the compulsory attendance law.

1. Students attending a private or parochial school providing a study of good citizenship.
2. Students having a physical or mental handicap which is not temporary and readily remediable, and renders the child's attendance in a regular or special educational classroom useless or inconsistent with the child's best interest. Such determinations must be made by licensed special medical personnel.
3. Students having temporary and remediable physical or mental handicaps which render attendance unfeasible, and who have a certificate from a qualified physician which specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence.
4. Students who have been suspended in accordance with the requirements of law.
5. Students who are members of the Jewish faith at Rosh Hashanah and Yom Kippur.

(Extenuating Circumstance)- the student must bring a written note signed by the parent or guardian giving the reasons and dates covered by the absence. Students who are absent are required by other policies to make up the work missed by making arrangement with their teachers.

Students who miss regular classes due to scheduled school functions are expected to maintain individual class requirements as if they were in attendance. Failure to do so will be treated as a missed assignment and will be handled according to the normal procedures in that class.

H. MAKE-UP WORK AND CLASS CREDIT

If a student's absences are unexcused or the student fails to show extenuating circumstances for the absences, he/she may be denied credit on the basis of attendance. The student will not only have the opportunity but will be required to make up time lost as follows:

GRADES: 7-12 - Every effort will be made to give a student and his/her parents written notice when the student's attendance in any class is in danger or falling below the required number of days in each semester. A notice will be given when the attendance falls below requirements. This school effort does not in any way replace the student's or the parent's responsibility for being aware of the student's attendance status.

Absences for which the student has shown extenuating circumstances or excused absences shall be considered as days of attendance for computing the required number of days of attendance in each semester year.

Determination of excused or unexcused absences and basis of make up time will be the responsibility of the principal for each campus. Student refusal to attend make-up sessions will result in credit being denied for the class.

Requiring credit by making up lost time:

- a. To be made up in summer school, Saturdays or scheduled times.
- b. Day for day
- c. \$25.00 a day tuition
- d. After School

In all cases, the student must complete all make-up work and earn a passing grade in order to receive credit.

ATTENDANCE COMMITTEES - Each campus will have an attendance committee made up of the three (3) representative teachers, approved by the school board.

APPEALS - The principal's decision to deny credit or to require make up time can be appealed to the attendance committee. All appeals must be in writing and filed with the principal. The forms may be obtained in the principal's office.

The attendance committee's decision to deny credit may be appealed to the board by submitting a written request to the superintendent that includes the basis for the disagreement with the committee's decision. The board shall hear appeals as provided at level three policies FNG AND FNG (L).

CHEATING - Mt. Enterprise students are believed to be honest and trustworthy individuals who strive to do their best on assigned classwork, on homework, and on tests. If cheating should occur on assigned individualized classwork, individualized homework assignment(s), or on tests, one or more of the following penalties will be assessed:

1. A zero daily work grade will be assessed when a student copies another student's assigned individualized class work or homework. A teacher may give a separate assignment for the student to remove the zero, but a grade of no higher than 70 will be given for make-up work.
2. Cheating in any form will not be tolerated on tests or quizzes. A student who cheats on a daily test (quiz), a chapter test, or unit test may be given a zero for the test grade.
 - A teacher may give a different quiz or test to make up for the zero but a grade of no higher than 70 will be given.
 - A second offense will result in a zero with no make up work.
3. Cheating on a six weeks test or a semester test will result in a grade of no higher than 69 with the grade being lowered in proportion to incorrect answers.
4. Any student willingly allowing another student to cheat from his/her individualized work or test in any form will be punished as follows:
 - First offense: At the discretion of the principal and teacher, the student will be given a chance to complete a similar assignment, with a grade of no higher than 70. The principal/teacher has the option of giving a zero grade.
 - Second offense and following: A zero will be recorded by each assignment which the student made available for copying.

Persistence (more than 2 times) can lead to forfeiture of class credit in subject in question and removal from Extra Curricular Activities. If the student is involved in leadership roles and Honor Graduate status, persistent cheating (more than 2 times) will lead to forfeiture of these honors.

TARDIES - A student with more than three (3) tardies shall be referred to the principal for disciplinary action.

EXCESSIVE UNEXCUSED ABSENCES - The board or its designee shall recommend for disciplinary action of a student who has accrued as many as three (3) unexcused absences in a four (4) week period or ten (10) or more unexcused absences in a six-month period. A student shall not be suspended for being truant or tardy, (policy FDDO).

TRUANCY - "Skipping school" is a parent problem and needs to be handled by the parents at home. It is also a school problem because of its disruptive nature. Any student "skipping school" or class is subject to disciplinary action by the school.

I. PROMOTION/RETENTION

JUNIOR HIGH - In order to be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: Language arts (including reading improvement if it is required to be taken), mathematics, social studies, and science. The State Assessment (TAKS) results will be considered for retention/promotion.

HIGH SCHOOL - High school students are placed, for administrative purposes, according to the number of credits earned. State and local requirements are established for graduation, and these requirements must be met or exceeded before a diploma is awarded. Subjects are passed or failed on an individual course basis at the secondary level. **Graduating seniors must have met all course requirements for graduation, and graduating seniors must have passed all parts of the Exit Level TAKS test. Those students who have passed all course work and have failed any part of the Exit TAKS will be allowed to participate in commencement exercises. They will receive a Certificate of Completion and not a diploma. When they pass the Exit TAKS, a diploma will be awarded.**

J. PHYSICAL EDUCATION

1 - 1 ½ credit of Physical Education is required to fulfill graduation requirements at the Mt. Enterprise I.S.D. These credits may include marching, band, athletics, or regular P.E. classes. The emphasis in P.E. classes is toward developing lifetime physical and health habits. Like all other classes, student commitment and effort is required if any benefit is to be gained. To receive credits for physical education, a student must:

1. dress in appropriate attire
2. take part in all scheduled activities
3. practice normal and customary personal hygiene.

Students are classified for physical education on the basis of health into one of the following:

UNRESTRICTED - Not limited in activities and includes participation in interschool activities

RESTRICTED - Excludes the more vigorous activities but includes a limited participation in intramural activities. (Requires a statement from a licensed medical doctor, which provides the general levels of physical activities in which the student can participate.)

ADAPTED AND REMEDIAL - Specific activities prescribed or prohibited for students so classified. Students who are physically handicapped in some way, and a doctor recommends that they do not participate in Physical Education, may be allowed to meet graduation requirements by participating in courses or activities that contributes to physical fitness.

Physical Education grade will be determined by participation. Each student starts with a grade of 100. Each day that a student fails to dress for P.E. or does not participate, a "P" will be recorded in the grade book.

- One "P" per week is a grade of 70.
- Two "P's" per week will be a grade of 50.
- Three "P's" per week will be a grade of 0.

In cases where religious beliefs prohibit wearing shorts, alternate appropriate uniforms will be adopted. It is necessary that a letter signed by the minister of the church attending be provided to the Physical Education Instructor for filing. There are no known religious beliefs which would prevent a student from participation in physical education.

Students not regularly participating in physical activities will be reassigned to an academic class. **NO STUDENT CAN GRADUATE WITHOUT 1 UNIT OF P.E. CREDIT.**

II. GRADING & ELIGIBILITY

A. CLASS RANKINGS AND HONOR GRADUATES

Final class rankings for graduation are determined at the end of the fifth six-weeks reporting period. Grades in physical education, band and office will not be used to determine class rankings. Grades from Test by Examination, correspondence courses, summer school, or from a curriculum not accredited by TEA will not be used to determine the class Valedictorian or Salutatorian. College courses taken for concurrent credit may be counted.

Weighted grades will be used to determine honor graduates and class rankings.

Grade Weighting & Class Ranking

Seniors 2010

Advanced course (Pre-Cal., Cal., Chemistry, Physics, Spanish II, Spanish III, A.P./Dual Credit)	multiplied by 1.1
Regular course	multiplied by 1.0
Special education class	multiplied by 0.9

Seniors 2011

Advanced course (Pre-Cal., Cal., Spanish II, Spanish III, A.P./Dual Credit)	multiplied by 1.1
Regular course	multiplied by 1.0
Special education class	multiplied by 0.9

Seniors 2012 & beyond

Advanced course (Pre-Cal., Cal., Spanish III, A.P./Dual Credit)	multiplied by 1.1
Regular course	multiplied by 1.0
Special education class	multiplied by 0.9

A complete list of all advanced, regular, correlated and resource classes is available in the high school office.

Members of the National Honor Society are entitled to wear the gold honor cords/stoles at the graduation ceremony.

The Valedictorian and Salutatorian must be graduating under the Recommended or Distinguished Achievement Program.

B. SEMESTER EXAM WAIVER POLICY

Seniors: Can be exempt from all tests
Juniors: Can be exempt from all tests
Sophomores: Can be exempt from all tests
Freshman: Can be exempt from all tests

- 1st Semester and 2nd Semester final exams will be given over a 3 day period on the last 3 days of each semester.
- There will be a short 2nd Period at the beginning of school on the 1st & 2nd exam test day (7:55 - 8:05).

Exemption Standards:

1. An 85 for all 3 six weeks combined; class by class basis.
2. No unexcused/non-extenuating absences; class by class basis.
3. No ISS or AEP at anytime during the semester.
4. No more than 3 excused absences; class by class basis.

C. DUAL CREDIT

With individual approval from the principal, junior and senior students may be allowed to take courses from area colleges, which will give them both high school and college credit. These are called dual credit/concurrent credit courses.

In cooperation with the college, some courses may be offered on or off the Mt. Enterprise High School campus as part of the regular school day. All dual credit courses will be considered advanced classes.

The student is responsible for all costs related to dual credit, including tuition, books and supplies. Students will be reimbursed for these costs provided the student passes the course.

In order to take part in the dual credit program, the student must meet all requirements of both Mt. Enterprise High School and the chosen post secondary institution.

Signed permission from the parent is required.

With the approval of the principal, students may be given release time to attend a college class off the Mt. Enterprise High School campus.

D. HONOR ROLL

There are two Honor Rolls published each six weeks to qualify for the WILDCAT HONOR ROLL. A student must have no grade below 93. The HONOR ROLL requires an average grade of 90 or above with no individual grade below 85.

All grades must be earned in a regular class with courses selected from the approved courses listed in the Principles and Standards Bulletin.

No student can be considered for the Honor Roll who has not been in attendance for at least 95% of the six-week period unless he/she provides the statement signed by a licensed medical doctor stating the medical reason for the absence, and the actual days covered by the excuse. **ANY UNEXCUSED ABSENCE ELIMINATES THE STUDENT FROM CONSIDERATION FROM THE HONOR ROLL.**

E. MAKE-UP WORK AND WITHHELD GRADES

It is the responsibility of the student to make arrangements with the teacher for submitting work missed during absences. Where possible, these arrangements should be made prior to the absence. If this is not possible, these arrangements should be made on the first class day after the student returns to school. Students will be allowed the same number of days he/she was absent to get in his work or no credit will be issued. Special projects, term papers, and science projects of six weeks or more duration can be given a grade of no more than 70 if turned in late at the teacher's discretion.

Withheld grades are to be made up by the end of the report period following the withheld grade. If the work is not made up by this time, the grade will be calculated using zeros for the missed work. (Exception: Prolonged illness which causes the student to be out of the school for a major part of the report period. Such an exception must be cleared through principal's office.)

F. REPORT CARDS

Report cards will be issued following the close of each six-week period and will be given to the student. Students may be required to pay for replacement cards.

G. RESIDENCE REQUIREMENT

To qualify for Valedictorian or Salutatorian, a student must have completed the last two full years at Mt. Enterprise High School. Special recognition may be awarded to those students who transfer into the Mt. Enterprise High School with higher grade point averages, but Valedictorian or Salutatorian honors are reserved for those students who have earned their grades in advanced classes at Mt. Enterprise High School.

To hold an **ELECTIVE OFFICE**, be a **CLASS FAVORITE**, or be chosen as **TWIRLER**, a student must have been enrolled for one full semester prior to the beginning of the term of office.

H. EXTRACURRICULAR ELIGIBILITY (This is not absolute, just in general.)

Eligibility rules are found in Section 400 in the constitution and Contest Rules. Any time a question regarding a student's eligibility arises, a consultation with the school principal or superintendent should result. Residence requirements according to Sections 400 (f) and 408 should be thoroughly investigated for any student who is new to a school.

GENERAL ELIGIBILITY - Students are eligible to represent their school in interscholastic activities if they:

1. are not 19 years of age or older on or before September 1 of the current scholastic year.
2. have not graduated high school.
3. are enrolled by the sixth class day of the current school year or have been in attendance for thirty calendar days immediately preceding a varsity contest.
4. are full time day students in a participant high school.
5. initially enrolled in the ninth grade not more than four calendar years ago.
6. are meeting academic standards required by state law.
7. Live with their parents inside the school district attendance zone their first year of attendance. When the parents do not reside inside the district attendance zone the student could be eligible if: he has been in attendance for at least one calendar year and has not enrolled at another school; no inducement is given to the student to attend the school (for example: the students or their parents must pay their room and board when they do not live with a relative; students driving back into the district should pay their own transportation costs); it is not a violation of local school or TEA policies for the students to continue his attendance at the school.
8. have observed all provisions of the Awards Rule.
9. have not competed under an assumed name.
10. have not represented a college in a contest.
11. have not been recruited.
12. have observed all provisions of the Athletic Amateur Rule. Students may not accept money or other valuable consideration (items which are wearable, saleable, or useable) for teaching or participating in any athletic sport during any part of the year. Exception: Athletes may be paid for teaching beginning swimming and lifesaving, provided the fees do not exceed the prevailing rates for those services. Athletes cannot compete with a paid player or allow their names to be used for the promotion of any product plan or service. The penalty for violation of this rule shall be forfeiture of eligibility in all varsity sports for one year from the date of violation.
13. have not enrolled in or audited an athletic or physical education college course
14. have not participated in a college tryout or practice session to reveal, demonstrate, or display athletic ability in any sport.
15. did not move for athletic purposes.

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses, according to U.I.L. standards. (Refer to U.I.L. Guidelines)

RESIDENT CAMPS (DURING SCHOOL YEAR) - Athletes who change schools to attend a resident athletic training camp during the school year shall be ineligible for a period of one year from the date of enrolling in the resident training camp.

RECRUITING TRIPS/SCHOLARSHIPS - A senior student may take a trip to a post-secondary institution at the expense of the institution for the purpose of considering an athletic scholarship at the completion of the sport for which he/she is being recruited (limit on expense paid trips -5).

1. **Permit** - For all expense paid visits, the athlete must have a visit permit signed by his/her in-season varsity coach, principal, and at least one parent. No school time may be missed for institutional financed recruiting trips. (Local schools should develop their own "visit" permit.)
2. **Exceptions** - Exception to "after season" recruiting trip rule:
 - a. A student in basketball or swimming may take a paid visit for purpose of recruiting prior to November 1 (soccer until January 1) and then after the end of that season for that student.

- b. A student may take a paid visit for purposes of recruiting in the sports of baseball, tennis, track and field, and golf before March 1 of the current year and then after the end of that season for that student.
3. **Self Financed Trips/Tickets** - There is no limit to self-financed college trips (all expenses paid by student/parents). Students may accept admission (through a pass gate - no tickets being given) to collegiate athletic events during self-financed trips.
4. **Scholarships** - Letters of intent (including agreement and scholarship guarantee) may be signed anytime during the school year by seniors providing no valuable consideration is received until the student enters the school. (Note: colleges may be restricted as to "signing dates" for players by NCAA, NAIA, or NJCAA or other college/university rules.

In order to be eligible to participate in an extracurricular activity event for a six weeks period following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 on a scale of 0 to 100 in any course for that preceding three week period. If after the three week period the student is passing every subject, he/she will be eligible to play one week from that date.

A student whose recorded six weeks grade average in any course is lower than 70 at the end of a three week period shall be suspended from participation in any extracurricular activity even during succeeding three week period.

I. CHEERLEADERS ELIGIBILITY REQUIREMENTS

1. The student must have met U.I.L. Eligibility Requirements.
2. A student must have been enrolled for 18 weeks prior to the participation date.(See Cheerleader Handbook for Further Information)

III. BEHAVIOR GUIDELINES

A. DISTRICT'S JURISDICTION

The District has authority and control over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

GENERAL RULES OF STUDENT CONDUCT - The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action as outlined in Section B.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Making obscene gestures toward or swearing at other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by other students or District employees.
10. Disobeying school policies and regulations about conduct on school buses.

11. Fighting.
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements addressed publicly to others that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate sexual contact disruptive to other students or the school environment.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using or being under the influence of: marijuana or a controlled substance, a dangerous drug, abusable glue or aerosol paint or volatile chemical, or an alcoholic beverage.
17. Possessing a firearm, a prohibited knife, a club or other weapon.
18. Aggressive behavior or group demonstrations that substantially disrupt or materially interfere with school activities.
19. Behaving in any way that disrupts the school environment or educational process.

B. DISCIPLINARY ACTIONS

The principal is authorized to use any of the following as recourse for unacceptable conduct. The choice of punishment is at the principal's discretion unless otherwise later noted.

DUE PROCESS - A student charged with violating a policy, rule or regulation shall be informed of the specific conduct which allegedly constituted the violation. The student will then have a chance to explain his actions to those charging him. Due process is to be followed to the fullest degree.

CORPORAL PUNISHMENT - The type of corporal punishment which may be administered shall be limited to spanking/paddling the student and such disciplinary actions shall be administered only in accordance with the following guidelines:

1. Corporal punishment shall be administered when the conduct of the student is of such a nature that corporal punishment is warranted.
2. Corporal punishment may be administered by any school administrator or teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. When corporal punishment is administered, it shall be done in the presence of another employee and shall take place in the principal's office or any other place out of the view of others.

IN SCHOOL SUSPENSION (ISS) - A student will be placed in a supervised classroom located from the remainder of the student body. The student will be required to complete all class assignments and to make up all missed work. ISS work must be completed before returning to class.

Minor Offenses - Students may be assigned to ISS for 1 - 5 Days.

Excessive Tardies - Three (3) tardies in a six (6) week period will be considered Excessive and will result in consequences. Tardies are not counted as misbehavior problems unless they become persistent or calculated.

Failure to cooperate in ISS - A removal or suspension for up to three days will be assigned and the original assignment can be as much as doubled on return. A parent/student conference is mandatory before readmission.

STUDENT SUSPENSION - A pupil may be suspended by the board of trustees or the board's designee. Maximum of 3 days per occurrence. NO LIMIT. Special Education students are subject to ARD.

EXPULSION - Students may be expelled for up to one calendar year for violations spelled out in Senate Bill 1, Section 37, and the district Code of Conduct.

The principal or superintendent shall deliver a copy of the order expelling the pupil to the pupil and the pupil's parent or guardian. The principal shall also deliver a copy of the order to the authorized officer of the juvenile court in the county in which the pupil resides. The officer shall determine whether a petition should be (1) filed, or (2) referred to an appropriate state agency.

REFERRALS TO OUTSIDE AGENCY - Required reports to the police: Principal will supply the names and addresses of alleged student offenders to the municipal police or to the county sheriff if the principal has reasonable grounds to believe that any of the aforementioned types of criminal activities have occurred in school, on school property, or at a school sponsored or school-related activity on or off school property.

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) – Major Offenses

- a. As described in Senate Bill 1, Section 37.
- b. Any misbehavior deemed severe, due to its disruptive nature (physical threats, cursing those in positions of authority, fighting, assaults, refusal to accept ISS placement).

TIME IN DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (AEP) - a minimum stay of 10 days. A maximum stay of one (1) calendar year UNLESS THE STUDENT IS A THREAT TO THE SAFETY OF THEMSELVES OR OTHERS.

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP) HOURS – A minimum of four (4) hours per day will be spent in DAEP. The superintendent or designee will set the hours of attendance.

Students must supply their own transportation. They are not to be on campus for any reason. They are not allowed to participate or be in attendance at any extra-curricular activities. Students may be escorted to and from a designated point to and from AEP at the principal's discretion. Students must complete class work assigned.

PERSISTENT DISRUPTION IN DAEP - Addressed in Senate Bill 1 as an expellable offense.

REFUSAL TO BE PLACED IN ISS OR DAEP - The only alternative to either of these placements is withdrawal from school. If a student refuses placement he will be removed from the campus for up to three days and a parent conference can be held. At this conference the student may be assessed additional time at the discretion of the administrator in charge. If the student still refuses placement, expulsion is the only alternative.

C. UNACCEPTABLE CONDUCT

Unacceptable conduct includes, but is not limited to the listing under "General Rules of Student Conduct" and to the following:

CAPS, SUNGLASSES, FIESTA (MARDI GRAS) BEADS, AND BANDANAS - may be taken up and may be stored until the end of the semester. Items may be retrieved by a parent or guardian.

CELL PHONES, RADIOS, IPODS (MP3 PLAYERS), AND OTHER ELECTRONIC DEVICES AND GAMES – Students are encouraged **NOT** to bring electronic devices to school or school-related events. Theft or loss of these items may not be investigated by the administrators or outside agencies during the school day.

Students are not permitted to use such items as cell phones, radios, CD players, cameras, iPods, MP3s or electronic devices or games at school during regular school hours (including lunch).

Each time a student's electronic item is turned in to the office, the student will receive the following consequences.

1. First offense – Taken up to be picked up at the end of the day
2. Second offense – Taken up to be picked up by the parent/Guardian
3. Third offense – Payment of \$5.00 will be required to retrieve item.
4. Fourth offense - Payment of \$10.00 will be required to retrieve item.
5. Fifth (or more) offense - Payment of \$15.00 will be required to retrieve item.

GUM CHEWING - No gum chewing will be permitted on the school campus or on the school bus.

HAZING and INITATION - No student shall engage in any form of hazing, nor shall any student encourage or assist any person in hazing.

LASER POINTERS – Laser pointers are prohibited from being on campus.

PAGING DEVICE - Possession of a paging device (by student) is prohibited from school property or while attending a school sponsored event.

PERMITS - Students must be given a “permit” to be out of class.

PUBLIC LEWDNESS - “Public lewdness occurs if a student knowingly engages in a public place in an act of sexual intercourse, deviant sexual intercourse, or sexual contact.” [Public Lewdness Pursuant to Penal Code 21.07]

SIGNS/POSTERS - Signs/posters that a student wishes to display must first be approved by the principal. Signs/posters displayed without authorization may be removed. Any student who posts printed material without prior approval may be subject to disciplinary action.

POSSESSION OF NARCOTICS AND ALCOHOL - Any student under the influence of alcohol or any controlled substance or having possession of alcohol or any controlled substance while at school or attending a school sponsored activity may be disciplined according to state law. If a student is expelled, no grades awarded during the expulsion period will be recognized by Mt. Enterprise I.S.D. The School Board shall approve each student expelled prior to readmission for the next school semester.

All students on overnight trips may be subject to drug testing prior to the trip at the discretion of the superintendent, principal, coach or sponsor. Contact the administrative offices for a copy of the Random Drug Testing Program for Grades 7-12.

POSSESSION OF PORNOGRAPHIC MATERIAL - No student shall possess or distribute pornographic material while on campus at a school sponsored activity.

POSSESSION OF TOBACCO - State law forbids the use of or possession of tobacco on campus or any school sponsored activity.

POSSESSION OF WEAPONS - Students are prohibited from bringing to school or a school-related activity any weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like unless they are used in a menacing or threatening manner.

A student shall not knowingly, intentionally, or recklessly go onto school premises with any prohibited weapon unless pursuant to written regulations or written authorization of the District Board. (Board Policy FNCG and Penal Code 46.04(a))

A student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of any school bus engaged in the transportation of students to and from school-sponsored activities by exhibiting, using or threatening to exhibit or use a firearm. (Board Policy FNCG)

VERBAL ABUSE - Students at school or attending school-related activities are prohibited from exhibiting verbal abuse, which includes strong outbursts or profanity, name calling, or making ethnic or racial slurs or derogatory statements addressed publicly to others or threats of violence that may substantially disrupt the school program or incite violence.

Punishment will follow the MEISD Level Discipline Plan. A student may be referred to the local authorities, DAEP, or the school board for expulsion on any offense.

ZERO TOLERANCE FOR ON-CAMPUS ASSAULTS OR FIGHTING, FIGHTING OR ASSAULTS AT SCHOOL RELATED ACTIVITIES-The Mt. Enterprise School district will not Tolerate assaults or fighting. Punishment will be administered as follows. .

First offense - Rusk County law enforcement official(s) or City Marshall will be called and charges may be filed with arresting officer. Emergency expulsion for up to 3 days. Automatic 10 days in DAEP. If a fine or community service is ruled by the Judge, the student must provide proof this has been taken care of before he can be released from DAEP (or is satisfactorily taking care of the assignment or fine).

Second Offense - Rusk County law enforcement official(s) or City Marshall will be called and charges filed with arresting officer. Emergency expulsion for up to 3 days. Automatic 20 days in DAEP. If a fine or community service is ruled by the Judge, the student must provide proof this has been taken of before he can be released from DAEP (or is satisfactorily taking care of the assignment or fine).

Third Offense & Subsequent Offenses - Referral to law officer. Three (3) days emergency expulsion and up to one (1) calendar year in Disciplinary Alternative Education Placement (DAEP).

Students with IEP will be dealt with on an individual basis.

D. VIOLATIONS OF LAW

Disruptive Activities-State law prohibits a student from participation in disruptive activities. That includes acting alone or with others to:

- a. Interfere with the movement with people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- b. Interfere with an authorized activity by seizing control of all or part of a bldg.
- c. Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- d. Use force, violence or threats to cause disruption during an assembly.
- e. Use force, violence or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- f. Disrupt classes 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 trying to prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- g. Interfere with the transportation of students in District vehicles.

Gangs and Other Prohibited Organizations-Under state law, a student is Prohibited from membership or involvement in a public school fraternity, Sorority, secret society, or gang.

E. DRESS CODE

Clothing styles change constantly and it is not the purpose of these regulations to prohibit fashion changes. Schools, because of their special mission, do need to maintain an educational atmosphere. To promote learning and maintain such an atmosphere, any type of dress or grooming that is so extreme that it causes comment or is a source of disruption is not to be worn to school or to any school related activity. The following rules are presented to provide general guidelines and to identify some types of dress that are prohibited.

Violators may be punished, suspended, or allowed to modify their dress. If student refuses to modify they will be punished. **Student will receive an unexcused absence when sent from class for dress code violations.**

BOYS DRESS CODE:

1. Caps and/or hats shall not be worn inside the academic buildings.
2. Bandanas are not allowed on campus.
3. Tank tops or muscle shirts are prohibited. Shirts must cover the entire shoulder area, cannot overly expose the underarm area, and must be hemmed (no cut off sleeves and cover out to the point of the shoulder). All shirts must be sufficient length to keep the midriff covered.
4. Clothing shall not advertise any alcoholic beverages or controlled substance.
5. Garments must not be offensive to any race or religion, or any pictures or words that could cause comment or be a source of disruption in the classroom or on campus.
6. Jewelry worn in association with body piercing is not permitted.
7. House slippers are not allowed. This determination is left to the principal's discretion.

8. Sunglasses may not be worn inside the academic buildings unless they are prescription lenses.
9. Shorts cannot be more than three inches above the top of the knee cap in a standing position. All shorts must be neatly hemmed. Cutoffs will not be allowed. Pajamas, biker shorts, gym shorts, or wind shorts are not allowed.
10. Mesh or net clothing shall not be worn unless worn over acceptable outer garments.
11. Shirts with buttons up the front are to be buttoned to within the second button from the top.
12. Overalls or similar garments with galluses must be fastened.
13. Pants must be worn at waist line. Belts with loose end must be tucked in and not allowed to dangle in front. Baggy pants must be worn with a functional belt. The principal has the authority to use any method within reason to keep the pants in their proper place (tying belt loops together, tying pants up with string, etc.)
14. chains, metal combs or any other items of dress or grooming that can be construed as a weapon are prohibited.
15. Tattoos must be covered.
16. Fiesta/Mardi Gras Beads are not allowed on campus

NO ONE WILL BE PERMITTED TO WEAR ANY APPAREL THAT IS CONTRARY TO GOOD TASTE AS DETERMINED BY THE ADMINISTRATION.

GIRLS DRESS CODE:

1. Caps and/or hats shall not be worn inside the academic buildings.
2. Bandanas are not allowed on campus.
3. Tank tops or muscle shirts are prohibited. Shirts must cover the entire shoulder area can not overly expose the underarm area and be hemmed. (cover out to the point of the shoulder). All shirts must be sufficient length to keep the midriff covered
4. The following are not to be worn at **any time**: pajamas, shirts or tops in which the bra or breast are exposed, backless shirts, halter tops, see-through clothes, any blouse or top that does not cover the midriff **EVEN WITH ARMS EXTENDED OVER THE HEAD** nor **SHORT WAISTED "HIP HUGGERS, HIPSTERS" PANTS THAT REVEAL MIDRIF** EVEN IN A SQUATING OR SITTING POSITION.
5. Clothing shall not advertise any alcoholic beverages or controlled substance. Garments must not be offensive to any race or religion, or any pictures or words that could cause comment or be a source of disruption in the classroom or on campus.
6. Jewelry worn in association with body piercing other than earrings is not permitted.
7. House slippers are not allowed. This determination is left to the principal's discretion.
8. Sunglasses may not be worn inside the academic buildings, unless they are prescription lenses.
9. All pants, shorts and skirts cannot be more than three inches above the top of the kneecap in a standing position. (mid thigh)
10. All shorts must be neatly hemmed and cutoffs will not be allowed. Biker shorts, gym shorts or wind shorts are not allowed. Skirts will be judged on an individual basis. Teachers have the authority to send students from their class when short skirts are a distraction.
11. Basic undergarments must be worn.
12. Overalls or similar garments with galluses must be fastened.
13. Baggy pants must be worn with a functional belt. The principal has the authority to use any method within reason to keep the pants in their proper place (tying belt loop together, tying pants up with string, etc.)
14. Chains, metal combs or any other item of dress or grooming that can be construed as a weapon is prohibited.
15. Tattoos must be covered.
16. Fiesta/Mardi Gras Beads are not allowed on campus

NO ONE WILL BE PERMITTED TO WEAR ANY APPAREL THAT IS CONTRARY TO GOOD TASTE AS DETERMINED BY THE ADMINISTRATION.

F. BUS RULES AND REGULATIONS

The bus driver is in complete charge of the bus and may make any seating arrangements to enhance the safety of bus passengers. The following rules are to be observed. Failure to do so could result in disciplinary action, including loss of riding privileges.

1. All bus passengers must remain seated while the bus is in motion.
2. Passengers are not allowed to hang their hands, head, feet, or any objects out of the bus.
3. No smoking, tobacco chewing, dipping, fighting, or cursing is allowed.
4. Food or drink shall not be carried on the bus, except that carried to school in the morning for consumption at school. There will be no eating or drinking on the bus, except on individual occasions designated by the bus driver.
5. At no time is the bus to stop to let the students off at any place except school or the student's home except with the approval of the parent AND THE SCHOOL ADMINISTRATION. Students are not to get off the bus downtown before school.
6. Any other rules deemed necessary by school personnel to enhance the safety and well being of the student passengers.

G. VEHICLES AND PARKING REGULATIONS

Students will not be allowed to park on city streets joining the campus. Cars will be towed at Owner's expense. This is a city ordinance.

Students driving vehicles to school must register their driver's license number and insurance in the office. If not registered, student will lose his/her vehicle privilege for six (6) weeks.

Student vehicles are allowed on campus under the following conditions:

1. Once parked, student vehicles are not to leave the campus until the end of the school day unless written permission has been given by the principal or superintendent to leave.
2. Once gone from campus, students shall not return on campus during the school day without checking through the principal's office.
3. School buses shall always be given the right-of-way.
4. Students may park only in designated areas (Parking lot on west end of high school building).
5. Sitting in cars is not permitted during the school day.
6. Students observed "burning out" or driving in an unsafe manner will be subject to disciplinary action and the possible loss of vehicle privileges.
7. "Boom Boxes" or any loud music that can be heard outside the car is not allowed.

Abuse of these rules or any other vehicle disturbances can lead to loss of vehicle privileges and/or other disciplinary measures.

H. CONDUCT

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Students' responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly/appropriately dressed.
4. Showing respect toward others.

5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

I. ATHLETIC COMPLAINTS

The contact person for any and all athletic complaints is Athletic Director Louie Johnson.

J. STUDENT DISCIPLINE GUIDE

Listing of Offenses and Consequences by Level

Level I Offenses

Level I acts of misconduct include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent the classroom teacher needs administrative support to correct the problem. The following is a non-inclusive list of behavioral infractions:

- I-1 Refusing to follow classroom rules.
- I-2 Possessing and/or using nuisance items.
- I-3 Eating or drinking in an undesignated area.
- I-4 Disrupting the orderly classroom process.
- I-5 Running, making excessive noise, or other disruptions in the halls, buildings, classrooms, or other supervised settings.
- I-6 Public display of affection or inappropriately engaging in acts of familiarity with other students.
- I-7 Failing to attend assigned tutorials or detention.
- I-8 Violating the dress code at any school-related activity.
- I-9 Lying to school personnel.
- I-10 Encouraging and contributing to conflict between students.
- I-11 Leaving the classroom or assigned activity without permission.

Level I Disciplinary Options for Teachers

The teacher must have documentation that one or more of the following options has been used before sending student to the administrator.

The teacher may use any one or any combination of consequences:

1. Teacher/student or administrator/student conference.
2. Parent call or conference.
3. In-class disciplinary action or assignment.
4. Withdrawal of student privileges.
5. Require student to serve the teacher's detention.
6. Confiscation of nuisance items or materials.

Level I Administrative Disciplinary Consequences

1. First referral: One (1) Day of lunch detention
2. Second referral: Two (2) days of lunch detention or Two (2) swats.
3. Third referral: Three (3) days of lunch detention or Two (2) swats.
4. Fourth referral: One (1) day of I.S.S. or Two (2) swats.
5. Fifth referral: Two (2) days of I.S.S. or Three (3) swats.
6. Sixth referral: Three (3) days of I.S.S. or Three (3) swats.
7. Seventh referral: Move to Level II consequences (see Level II, Offense 1).

Level II Offenses

Level II acts of misconduct include student infractions that are somewhat more serious than those in level I in their effect on the orderly process of the school program. Examples of misconduct include, but are not limited to the following:

- II-1 When a student's behavior does not change as a result of action taken on Level I and the student has been seen in the principal's office for six (6) or more Level I infractions.
- II-2 Leaving the building or grounds without permission.
- II-3 Failure to comply with lawful directives issued by school personnel.

- II-4 Truancy for any part of a day (skipping class).
- II-5 Altering school records or documents, or forgery of a name on school documents.
- II-6 Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
- II-7 Exhibiting any unacceptable or unwanted physical contact that could, but does not, result in injury.
- II-8 Hazing is defined as any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.
- II-9 Minor vandalism to or defacing school property.
- II-10 Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures toward other students.
- II-11 Confronting or posturing to fight another student.
- II-12 Accessing inappropriate material on school computers including but not limited to pornographic material.

Level II Disciplinary Consequences

Any one or any combination may be applied:

1. First Referral: In-School Suspension for two (2) days or three (3) swats
2. Second Referral: In-School Suspension for three (3) days or three (3) swats
3. Third Referral: In-School Suspension for three (3) days or three (3) swats
4. Fourth Referral: In-School Suspension for three (3) days.
5. Fifth Referral: Move to Level III consequences (see Level III, Offense 1).

Level III Offenses (Complaints may be issued):

Level III acts of misconduct include those student infractions that are somewhat more serious than those in Level I and Level II in their effect on the orderly process of the school program. Examples of misconduct include, but are not limited to the following:

- III-1 When a student's behavior does not change as a result of action taken in Level II and the student has been seen in the principal's office for four (4) Level II infractions.
- III-2 Fighting, or mutual combat, which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should detach himself/herself from the situation and get school personnel or adult help.
- III-3 Being disrespectful of school personnel or refusing to comply with lawful requests or directions of school personnel.
- III-4 Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures toward school personnel or in public settings.
- III-5 Placing or discharging fireworks (including smoke bombs and stink bombs).
- III-6 Possession or use of tobacco products, cigarette lighters, or matches on campus or at any school related activity.
- III-7 Stealing or robbery (under \$50.00).

Level III Disciplinary Consequences (Police may be summoned):

1. First Referral: In-School Suspension for three (3) days.
2. Second Referral: In-School Suspension for four (4) days.
3. Third Referral: In-School Suspension for five (5) days.
4. Fourth Referral: In-School Suspension for five (5) days.
5. Fifth Referral: Move to Level IV consequences (see Level IV, Offense 1).

Level IV Serious Offenses (Police may be summoned):

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. Examples include, but are not limited to the following:

- IV-1 Any repeated offense of Level III, or a new violation of a level III while being disciplined for a level III offense.
- IV-2 Repeated acts of disobedience or disorderly behavior that may prove to be detrimental to the school, harmful to health and safety, or inhibiting the rights of others.
- IV-3 Serious threats, oral or written, to do bodily harm to another, or to the property of another.
- IV-4 Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
- IV-5 Stealing or robbery (over \$50.00).
- IV-6 Refusing to comply with the administrator's assigned disciplinary consequences.
- IV-7 Possessing a device, object, or substance that could cause bodily harm to individuals in the school setting.
- IV-8 Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in the school setting.

- IV-9 Possession, use, or distribution of any substance represented to be a drug or alcohol.
- IV-10 Gang-related behavior or activity, or gang membership.
- IV-11 Possession of drug paraphernalia.
- IV-12 Burglary of a school facility or major vandalism to District property.
- IV-13 Posting or distributing unauthorized communicative materials on school facilities.
- IV-14 Assault.
- IV-15 Pledges to join or attempts to solicit membership in a public school fraternity, sorority, secret society, or gang as described in TEC 37.121.
- IV-16 Indecent exposure or hazing that results in indecent exposure.

Level IV Disciplinary Options

Any one or any combinations of the following may be applied:

- 1. Any discipline technique outlined in Level IV or in the district code of conduct.
- 2. Suspension from school not to exceed three days at a time.
- 3. Citation from law enforcement personnel.
- 4. Disciplinary Alternative Education Placement (DAEP).
 - A. First Occurrence: Ten (10) Days DAEP.
 - B. Second Occurrence: Twenty (20) days DAEP.
 - C. Third Occurrence: Thirty (30) days DAEP.
- 5. Reassignment of classes.

A student may be expelled if he/she:

- a. Continues to engage in serious or persistent misbehavior that violates the code of conduct of DAEP rules.
- b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether on or off of school property or at a school-related activity (intentional or involvement in damage to school property resulting in a loss of \$1,500 or more).

Level V Serious Offenses (Police will be summoned):

See the District TASB Code of Conduct.

IV. STUDENT SERVICES

A. EQUAL EDUCATION OPPORTUNITY

The school system may not discriminate against any student regardless of race, religion, creed, sex and/or economic or social status. Any student feeling that discrimination has occurred, has the right to meet with the principal to present his/her views and to be given an explanation, or redress, as appropriate.

B. FIRE/DISASTER DRILLS

Fire drills are conducted for two purposes:

- 1. To train occupants to leave the buildings orderly in case of fire.
- 2. To teach self-control in times of emergencies later in life.

These aims can be accomplished only when military discipline is required for all occupants. Teachers and janitors, as well as, pupils, must take part in the drills. Two students in each room should be assigned to close the windows as soon as the signal is given and then follow the others out after closing the door.

FIRE/DISASTER	Verbal command	march out of the buildings.
HALT	Verbal command	stop where you are and listen for instructions
RETURN	Verbal command	march back to the room.
STORM	Verbal command	move into halls in assigned position.

When the command is given to evacuate, everyone should march quickly and orderly out of the building through their respective exit. There should be no running, talking or pushing in the halls. Students should not stop to get wraps or books. In the safety zone all should turn, face the building, and remain in line until the signal is given to return.

C. GUIDANCE AND COUNSELING

Guidance and counseling services are provided for all students through the counselor's office. This service is available to all students and their parents so that they may become informed of the educational opportunities available in the school district. In addition to the more formal services offered, each teacher is in a position to give advice to pupils and their parents concerning the progress of pupils in school and choices of programs and courses which are available to them.

The guidance services are provided for pupil appraisal and guidance in meeting the educational and vocational needs of pupils. This service is coordinated with the regular instructional program so that together they will contribute to a unified educational program. Teachers utilize opportunities in the classroom, in extracurricular activities, and in contacts with parents to achieve guidance objectives through group discussions, specific projects, and other appropriate methods.

D. HANDICAPPED STUDENTS

Handicapped students may be permitted to graduate under the provisions of their IEP and with the consent of the ARD Committee and their parents.

E. INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the Central Office, but the District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must purchase the student accident insurance or show proof of insurance or sign a form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

F. LOCKERS

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of lockers and will make certain the lockers are locked and that the combination is not given to others. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of students.

G. LUNCH

The District participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained from any office or the cafeteria manager.

H. PARTIES AND SCHOOL TRIPS

All parties, picnics, receptions, and trips sponsored by a class or school organization must have prior approval of the principal or Superintendent.

Parties may be scheduled by recognized organizations (FFA, FCCLA, NHS, Band, etc.) for specific educationally oriented activities such as an Honor Roll Party, National Honor Society Induction, etc. Such parties will not exceed one class period in length. Parties that are not related to the academic process, such as end-of-school parties, will not be held.

Field trips associated with specific course requirements may be scheduled as needed. All such trips must be scheduled at least two weeks in advance. No trips other than course related field trips will be approved for grades 7-12.

I. REST ROOMS

Students are to use the rest rooms **between** class periods.

Vandalism in the rest rooms will be dealt with in the same manner as any other case of vandalism.

J. SCHOOL RECORDS

A student's school records are private and are protected from unauthorized inspection or issue. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents, or Trustees of the District cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the student.
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan.
3. Compiling statistical data.
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right to 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 on a student that are shared only with a substitute teacher and records on ex-students, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the law regarding student records.

K. SEARCHES

It is school policy that the right of students to privacy and security against arbitrary invasion of their personal property by school officials shall be respected; at the same time, the school is obligated to maintain an atmosphere conducive to learning. This includes a right to search lockers, changing areas in locker rooms or other school properties and a student's belongings when such is in the interest of the welfare of others or is necessary to preserve the good order and discipline of the school.

L. STUDENT CLUBS

The board encourages students to actively participate in organizations which are conducted with school supervision. Board policy prohibits any fraternity, sorority, or secret society. It is unlawful for any person not enrolled in a public school to solicit any student to join or pledge in their organization.

M. STUDENT FEES, FINES, AND CHARGES

Educational supplies, such as lab manuals and textbooks, will be provided by the school. No fees shall be collected from any student during the regular school year for these supplies.

Fines or charges may be levied against the students for lost or damaged textbooks or supplies noted above, and for overdue library books.

N. STUDENT PUBLICATIONS

Hate literature which attacks ethnic, religious, or social groups and similar irresponsible publications which are aimed at creating hostility and violence are banned.

O. STUDENT RIGHT TO PRAY

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

P. STUDENT SAFETY

The board recognizes its responsibility for the complete safety of all students who are engaged in any aspect of the educational process, including school related activities requiring the presence of the student. School buildings and grounds must also meet the highest safety standards. The board requires close and constant supervision of students in all buildings and grounds.

Q. TELEPHONE

The office phone is for emergencies only. Students will not be called from classes to the telephone, but urgent messages from parents or guardians will be delivered and the student permitted to return the call between classes if necessary. Students do not have free access to the phones. Students must get permission from their teacher and the office to use the phone. Reasons for phone use will be screened by office personnel and permission may be denied. No student is to use the telephone during a scheduled class period unless it is deemed an **emergency**. Students without permits from their teacher will not be allowed to use the phone. The only exception to this will be after school when students need to call for rides.

R. TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student as directed by the teacher, students who are issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to free textbooks, can have official transcript withheld, and lose extracurricular privileges until the book is returned or paid for by the parent or guardian.

STUDENTS ARE REQUIRED TO HAVE BOOKS COVERED

S. TRANSFERS

Students may apply for a transfer into the MEISD school district in the Superintendent's office. If a transfer is granted, that transfer can be revoked at anytime for attendance, academic or discipline problems. (As determined by the administration)

T. CREDIT BY EXAMINATION

With Prior Instruction

A student who has received prior instruction (taken the class for credit from a certified public school), but failed the course with a grade of no less than 60, may be permitted by the district to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. A student may not use this examination to make up failed grades due to excessive absences. Any fees will be the responsibility of the student.

Without Prior Instruction

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. In order to receive credit for the class, a student must score at least 90 on the examination.

Administration

Credit by Exam is offered to all students at no cost to the student. It will be administered by Region VII service center. The exact date and place may vary on a year to year basis. If a student wishes to take the tests at any other time, the student will be responsible for the cost of the test. This may be done only with approval from the administration of Mt. Enterprise I.S.D., and administered by school personnel. The student may take the exam free one time during each of the sessions set up by the service center.

V. CAMPUS CONSIDERATIONS

A. HIGH SCHOOL CAMPUS

The campus is closed to vehicular traffic from the official beginning to the close of the regular school day. If it is necessary for a student to leave campus during the regular school hours, the student must get permission from the High School principal, high school secretary, Elementary Principal, Athletic Director or Superintendent in this order, and sign out. Failure to observe this regulation may result in loss of parking privileges, and/or disciplinary actions.

B. JUNIOR HIGH CAMPUS

The campus is closed at all times for Junior High students. No Junior High student is to leave campus without first checking out through the Central Office, **IN PERSON**. Failure to do this may result in an unexcused absence and/or other disciplinary actions.

C. VISITORS ON CAMPUS

Visitors are discouraged from being on campus during school hours unless they have business with school personnel or need to confer with their child.

To arrange for a conference with a teacher, call 903-822-3721 and arrange to meet with the teacher during the teacher's conference period. Teachers cannot interrupt a class to confer with anyone.

Parents needing to speak with their children should come by the principal's office and ask for the child. The child will be brought to the office. Teachers are instructed **NOT** to release any student without a request from the central office. **A PARENT MAY VISIT ANY CLASS WITH THEIR CHILD (with permission from the teacher and principal), BUT NOT TO THE EXTENT OF BECOMING A DISRUPTION, IF THEY FIRST COME BY THE OFFICE FOR A VISITOR'S PASS.**

Students are not to bring, or ask to bring, visitors with them to class. It is unlikely that the visitor would benefit; it is impossible for class members to benefit from such a change in class routine.

D. PEST CONTROL

This school periodically applies pesticides. For more information concerning these applications please contact Dean Evans, Superintendent at (903) 822-3575.

E. SEXUAL HARASSMENT

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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 these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or the Superintendent, Dean Evans.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be represented by a student and/or parent in a conference with the principal or designee or with the superintendent. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or superintendent will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent, or designee, by following the procedure set out in board policy FNCJ(Local). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.