# Table of Contents

**PREFACE**

**SECTION I: PARENTAL/GUARDIAN RIGHTS AND RESPONSIBILITIES**

**PARENTAL INVOLVEMENT**

- Working Together

**PARENTAL RIGHTS**

- Obtaining Information and Protecting Student Rights
- "Opting Out" of Surveys and Activities
- Requesting Professional Qualifications of Teachers and Staff
- Reviewing Instructional Materials
- Displaying a Student’s Artwork and Projects
- Accessing Student Records
- Granting Permission to Video or Audio Record a Student
- Granting Permission to Receive Parenting and Paternity Awareness Instruction
- Removing a Student Temporarily from the Classroom
- Removing a Student from Human Sexuality Instruction
- Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags
- Excusing a Student from Reciting a Portion of the Declaration of Independence
- Requesting Limited or No Contact with a Student Through Electronic Media
- School Safety Transfers
- Requesting Classroom Assignment for Multiple Birth Siblings
- Tutoring or Test Preparation

**OTHER IMPORTANT INFORMATION FOR PARENTS**

- Child Find
- FAPE Requirements and Obligations in IDEA
- Special Education Referrals
- SB 507 Cameras in Special Education Classrooms
- Students with Physical or Mental Impairments Protected under Section 504
- Students with Disabilities
- Student Records
- Directory Information
- Directory Information for School-Sponsored Purpose
- Release of Student Information to Military Recruiters and Institutions of Higher Education
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

**ABSENCES/ATTENDANCE** ................................................................. 16
  Compulsory Attendance ..................................................................... 16
  Boundaries and Attendance Zones ...................................................... 16
  Exemptions to Compulsory Attendance ............................................. 17
  Failure to Comply with Compulsory Attendance ............................... 18
  Attendance for Credit or Final Grade ................................................ 18
  Official Attendance-Taking Time ...................................................... 19
  Documentation after an Absence ..................................................... 20
  Doctor’s Note after an Absence for Illness ....................................... 20
  Request to be excused from Physical Education for Illness or Injury .... 20
  Driver License Attendance Verification ......................................... 20
  Accommodations for Children of Military Families ........................ 20

**ACADEMIC PROGRAMS** .................................................................. 21
  Advanced Academic Programs ...................................................... 21

**ACCOUNTABILITY** ........................................................................ 21

**BULLYING** .................................................................................... 22-23

**CAREER AND TECHNICAL EDUCATION – CTE** ....................... 23

**CHILD SEXUAL ABUSE OR OTHER MALTREATMENT OF CHILDREN** 23-25

**CLASS RANK/TOP TEN PERCENT/HIGHEST RANKING STUDENT** 25

**COLLEGE AND UNIVERSITY ADMISSIONS** .............................. 26

**COMMUNICATIONS** ..................................................................... 27

**COMPLAINTS AND CONCERNS** ................................................... 27

**CONDUCT** ..................................................................................... 27
  Applicability of School Rules ......................................................... 28
  Disruptions of School Operations .................................................... 28
  Social Events ................................................................................... 28

**COUNSELING** .............................................................................. 28
  Academic Counseling ....................................................................... 29
  Personal Counseling ........................................................................ 29
  Harold Murphy Counseling Center ................................................ 29

**COURSE CREDIT** .......................................................................... 30-31

**DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION** 31
  Dating Violence .............................................................................. 31
  Discrimination ................................................................................ 31
  Harassment ..................................................................................... 32
  Sexual Harassment and Gender-Based Harassment .......................... 32
  Retaliation ....................................................................................... 32
  Reporting Procedures ...................................................................... 33
  Investigation of Report ................................................................... 33

**DISCRIMINATION** ......................................................................... 33
DISTANCE LEARNING.........................................................................................................................33
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS .........................................................34
  School Materials.............................................................................................................................34
  Nonschool Materials from Students .........................................................................................34
  Nonschool Materials from Others .............................................................................................34
DRESS AND GROOMING.......................................................................................................................35-36
ECIGARETTES ..................................................................................................................................36
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES ...............................................................36
  Possession and Use of Other Personal Telecommunications Devices, Including Mobile Phones ..........................................................36
  Possession and Use of Other Personal Electronic Devices .........................................................................37
  Instructional Use of Personal Telecommunications and Other Electronic Devices ........................................37
  Acceptable Use of District Technology Resources ........................................................................37
  Disclaimer of Liability ....................................................................................................................38
  Monitored Use ................................................................................................................................38
  Acceptable Use ..............................................................................................................................39
  Acceptable Use Agreement ............................................................................................................40
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS ..................................................40
  Standards of Behavior ..................................................................................................................41
FEES ......................................................................................................................................................41
FUND-RAISING ....................................................................................................................................42
GENDER-BASED HARASSMENT ........................................................................................................42
GRADE CLASSIFICATION ................................................................................................................42
GRADING GUIDELINES .....................................................................................................................43
GRADUATION .........................................................................................................................................43
  Graduation Speakers ....................................................................................................................43
  Graduation Expenses ....................................................................................................................43
  Scholarships and Grants ................................................................................................................43
HARASSMENT .......................................................................................................................................43
HAZING ..................................................................................................................................................43
HEALTH-RELATED MATTERS .............................................................................................................44
  Clinic ..............................................................................................................................................44
  Student Illness ...............................................................................................................................45
  Communicable/Contagious Diseases/Conditions .................................................................................45
  Bacterial Meningitis ......................................................................................................................46
  Life Threatening Allergies ............................................................................................................47
  Head Lice .......................................................................................................................................48
  Physical Activity for Students in Elementary and Middle School .....................................................48
  School Health Advisory Council (SHAC) .........................................................................................48
OTHER HEALTH-RELATED MATTERS ................................................................................................49
  Physical Fitness Assessment ..........................................................................................................49
PREFACE
To Students and Parents:
Welcome to school year 2019–2020 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The McKinney ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

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

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS— Organized alphabetically by topic and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term parent is used, unless otherwise noted, to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has legally agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the McKinney ISD Student Code of Conduct, which is a document adopted by the McKinney ISD Board of Trustees and intended to promote school safety and an atmosphere for learning. That document may be found on the District’s website at www.mckinneyisd.net and is available in hard copy upon request from the campus.

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

In case of a conflict between Board policy or the Student Code of Conduct and any provisions of the Student Handbook, the current provisions of Board policy or the Student Code of Conduct are to be followed.

The Academic Planning Guide (APG) is another important resource for our students in middle school and high school settings. We encourage parents to review this guide for information on graduation requirements, career exploration, and college readiness. Like the Student Code of Conduct, the APG is published to the website and updated regularly.

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

Please note that references to policy codes are included so that parents can refer to current Board policy. A copy of the District’s policy manual is available for review in the school office or online at the District’s website – www.mckinneyisd.net.

ACCESSIBILITY
If you have trouble accessing this Student Handbook, please contact the campus administrator.
SECTION I: PARENTAL/GUARDIAN RIGHTS

This section of the McKinney ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Utilizing the Naviance Course Planner for grades 6-12. For more information see http://www.mckinneyisd.net/secondary-student-support/academic-planning-guides/ and contact your campus counselor.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and the academic programs, including special programs, offered in the District.
- Discussing with the school counselor or principal, any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, once your child begins enrolling in courses that earn high school credit.
- Monitoring your child’s academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will return your call or meet with you during his or her conference period before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations. For a listing of parent organizations, contact the campus principal.
- Serving as a parent representative on the District-level or campus-level planning committees, assisting in the development of educational goals, and plans to improve student achievement. For further information, see policies at BQA and BQB, or contact the campus principal.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council].
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the District and each campus’ community and student engagement levels. For information, contact the campus principal.
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
Disclosure

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

As a parent, you have a right to receive notice of and deny permission for your child’s participation in a survey that is not funded by the U.S. Department of Education in accordance with the Protection of Pupil Rights Amendment:

- Contacting school officials if you are concerned with your child’s emotional or mental wellbeing.
- Attending school board meetings to learn more about District operations. [See policies at BE and BED for more information.]
- Understanding graduation requirements utilizing APG. For more information see http://www.mckinneyisd.net/secondary-student-support/academic-planning-guides/ and contact your campus counselor.
- Attend Parent Engagement Sessions.

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, is Jennifer Akins and may be contacted at 469-302-4150.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

A District employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

The District will not provide mental health care services to a student except as permitted by law.

Consent Required Before Student Participation in a Federally-Funded Survey, Analysis, or Evaluation

A student 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.
- Sex behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Critical appraisals of other 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.

A parent can inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]
• Any survey concerning the private information listed above, regardless of funding.

• School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

• Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student.

  Exceptions are hearing, vision, or spinal screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect a survey created by a third party before the survey is administered or distributed to his or her child.

**Requesting Professional Qualifications of Teachers and Staff**

A parent may request certain information regarding the professional qualifications of your child’s teachers, including whether a teacher:

  • Has met state qualification and/or licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  • Has an emergency permit or other provisional status for which state requirements have been waived; and
  • Is teaching in the field of discipline of the certification of the teacher.

A parent also has the right to request certain information about the qualifications of any paraprofessional who may provide services to your child.

**Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests (subject to agency and other legal restrictions) that have been administered to your child.

A parent is entitled to request that the District allow a student to take home any instructional materials used by a student. If a student takes home instructional materials, the student is required to return the instructional materials at the beginning of the next school day if requested to do so by the student’s teacher. Moreover, the District must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

**Participation in Federally Required, State-Mandated, and District Assessments**

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or District policy related to his or her child’s participation in required assessments.

**Consent to Display a Student’s Original Works and Personal Information**

Teachers may display a student’s work which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent.

However, the District will attempt to seek parental consent before displaying students’ artwork, special projects, photographs taken by students, or other original works on the District’s website, a website affiliated or sponsored by the District, such as a campus or classroom website, and in
District publications, which may include printed materials, videos, or other methods of mass communication.

**Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
- Teaching materials and tests used in the child’s classroom, and
- State assessment instruments that have been administered to your child.

Note: Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

**Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety, including the maintenance of order and discipline in common areas of the school or on school buses;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the school, or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The District will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.
**Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14**

A student under the age of 14 must have parental permission to receive instruction in the District’s parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the District’s health education classes.

**Removing a Student Temporarily from the Classroom**

A parent may remove your child temporarily from the classroom or other school activity if an instructional activity in which your child is scheduled 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. The student must satisfy grade level and graduation requirements as determined by the District and state law.

**Removing a Student from Human Sexuality Instruction**

As a part of the District’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that the District provide written notice before each school year of the board’s decision to provide human sexuality instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and,
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

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

- McKinney ISD has developed a scope and sequence of growth and development and related body changes, which begins in 4th grade during the month of May. The 4th grade science curriculum will include a hygiene segment. The focus in 4th grade will be body changes that occur during puberty/growth and development and their related hygiene issues. The presentation will include facts specific to male and female anatomical changes. The scope and sequence will continue in 5th grade with emphasis on the endocrine and reproductive body systems. The 5th grade will cover the endocrine body system in science followed by a presentation and video focused on puberty and the reproductive system. Grades 6-12 utilize information from the health textbooks, incorporated into the health/PE curriculum.
• As a parent, you are entitled to review the curriculum materials. You may choose to become more involved with the development of curriculum used for this purpose by becoming a member of the District’s SHAC. Please see the District website for additional information.

• Parent information letters will be sent home to parents in 4th and 5th grade prior to any instruction and have an opt-in parent permission slip. Removal of a student under the “opt-out” provision will be handled in accordance with “Removing a Student Temporarily from the Classroom” above. A parent must sign an opt-out permission slip in grades 6-12.

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties as outlined above.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags
A parent may request in writing that his or her 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.

State law requires all students participate in one minute of silence following the recitation of the pledges.

[See Pledges of Allegiance and a Moment of Silence and policy EC (LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence
A parent may request that his or her 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 (the week of September 17) unless:

1. A parent provides 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. A parent is representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]

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

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. However, instant or text messages sent to an individual student are only allowed if a District employee with responsibility for an extra-curricular activity needs to communicate with a student participating in the extra-curricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a District employee or if you have questions related to the use of electronic media by District employees, please contact the campus principal.
Requesting Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. The District will not unreasonably deny the request, but will work diligently to comply with all applicable court orders. [See policy FO (LEGAL) and the Student Code of Conduct].

School Safety Transfers

A parent has the right to:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. [See policy FDB.][See Bullying policy FFI (LOCAL).]

- Consult with District administrators if your child has been determined by the District to have engaged in bullying and the District decides to transfer your child to another campus. Transportation is not provided for a transfer to another campus. [See policy FDB.[See Bullying policy FFI (LOCAL).]

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

- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy FDE.

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request in writing that they be placed either in the same classroom or in separate classrooms.

A parent’s written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB (LEGAL).]

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student’s parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Refer to policies EC and EHBC, and contact your child’s teacher with questions about any...
tutoring programs provided by the school.]

**OTHER IMPORTANT INFORMATION FOR PARENTS**

In accordance with the Special Education Strategic Plan released by TEA on April 23, 2018, the District hereby complies with the requirement for “all school districts to distribute information to every enrolled student’s family regarding the Child Find and FAPE requirements and obligations in IDEA, to inform them of their rights under IDEA, and to provide the contact information to request an initial evaluation.” If you have any questions, please contact Brynne Riley, Special Populations Coordinator or Adrienne Morris, Senior Director of Special Populations. For more information related to the District’s Child Find obligation, please visit https://www.mckinneyisd.net/special-populations/child-find/.

**Child Find (§300.111)**
Child Find ensures that McKinney ISD must locate, identify, and evaluate all children with disabilities who are:
- residing in the district (including homeless students, children who are wards of the state, highly mobile children, and children who are suspected of being in need of special education but who are advancing from grade to grade) or
- enrolled by their parents in private, including religious, schools located in the school district served by McKinney ISD

Educators, parents, or guardians may identify a child with a possible disability and request an evaluation for special education services.

**FAPE Requirements and Obligations in IDEA**
According to the definitions contained in the Individuals with Disabilities Education Improvement Act (IDEA 2004), every student protected by IDEA is entitled to a free appropriate education at public expense (“FAPE”). A “free appropriate public education” consists of special education and related services that are provided at public expense, under public supervision and direction, without charge, and which meet the standard of the State Educational Agency (TEA), include an appropriate preschool, elementary school, or secondary school education, and are provided in conformity with the individualized educational program required under the Act. 20 U.S.C.A. §1401(9); Ed 1102.01(s). School districts must provide a free, appropriate public education to children with disabilities who are between the ages of 3 and 21, and who have not yet received a regular high school diploma.

The IDEA imposes upon all districts the obligation to promptly find children who may have educational disabilities, and to promptly determine whether or not they have an educational disability through the multi-disciplinary team process. This obligation includes a duty on the part of educators to refer students for evaluation by a multi-disciplinary team. The duty to refer extends to children who are suspected of being a child with a disability and in need of special education, even though the child is advancing from grade to grade. 34 C.F.R. § 300.111(c) (1).

**Contact Person for Special Education Referrals**
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the campus administration.

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

A parent may make a verbal request for a special education evaluation, and the District must still comply with all federal prior written notices and procedural safeguard requirements as well as the District’s child find obligations. However, a verbal request does not require the District to respond within 15 school days.

If the district decides to evaluate the student, it must complete the student’s initial evaluation and evaluation report no later than 45 school days from the day it receives a parent’s written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent. Please note, a student is considered absent for the school day if the student is not in attendance at the school’s official attendance taking time or at the alternate attendance taking time set for the child.

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

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

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

SB 507 Cameras in Special Education Classrooms

Upon written request by a parent, trustee, principal or assistant principal for the campus, or staff member for the sole purpose of promoting student safety, the District must provide video surveillance in self-contained classrooms or other special education settings as defined by law. Requests may be made by filling out the form provided online at https://www.mckinneyisd.net/special-populations or by email to misdsped@mckinneyisd.net.

The video cameras will be operated at all times during the instructional day when students are in the self-contained classroom or other special education setting. At the discretion of the District, signs will be posted outside of special education classrooms that contain video surveillance. Video cameras will record both video and audio of all areas of an applicable classroom or setting (including time-out spaces) except bathrooms or other areas where toileting occurs, or any areas in which a student’s clothes are changed.

The cameras will not be monitored continuously or used for any purpose other than the promotion of student safety. Video will be maintained for three (3) months and the cameras will continue to record as long as the classroom serves as a self-contained classroom or other special education setting unless a request to view video footage of an incident is received. All video recordings are confidential, except in limited cases as provided in McKinney ISD Board Policy EHBAF (LEGAL). Allegations of violations of Section 29.022 of the Texas Education Code may be filed in accordance with McKinney ISD Board Policies FNG (LEGAL), FNG (LOCAL), and FNG (EXHIBIT). Additionally, if you would like to report an incident of abuse or neglect in a special education classroom or would like
more information on the policies and procedures regarding cameras in the special education setting, please contact the McKinney ISD Special Populations Department at 469-302-6304.

**Students with Physical or Mental Impairments Protected under Section 504**

**Students Who Have learning Difficulties or Who Need Special Education or Section 504 Services**

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

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services. Districts must also implement a system of procedural safeguards that includes: (1) Notice; (2) An opportunity for a parent or guardian to examine relevant records; (3) An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and, (4) a review procedure.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

**Section 504 Referrals**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district’s Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure. For more information regarding McKinney ISD’s Section 504 services, please visit [https://www.mckinneyisd.net/special-populations/section-504/](https://www.mckinneyisd.net/special-populations/section-504/).

**Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is the campus 504 coordinator. [See also Students with Physical or Mental Impairments Protected under Section 504]

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

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

**Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education**

The District will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including
intervention strategies. This notice is not intended for those students already enrolled in a special education program.

Students Who Receive Special Education Services with Other School-Aged Children in the Home
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. However, the District is not required to provide transportation to the other children in the household.

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

[See Policy FB]

Students with Disabilities
Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities who receives special education services may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies to receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, the student may remain enrolled to complete the IEP and earn his or her high school diploma. However, the student will only be allowed to participate in one graduation ceremony. [See policy FMH (LEGAL).]

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

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student’s ARD committee will determine whether the general EOC assessment is an accurate measure of the student’s achievement and progress or whether an alternative assessment is more appropriate. STAAR Alternate 2 is the alternative assessment currently allowed by the state. [See STANDARDIZED TESTING for additional information.]

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules. A student who receives special education services may earn an endorsement under the foundation program. If the student’s curriculum requirements for the endorsement were modified, the student’s ARD committee will determine whether the modified curriculum is sufficiently rigorous for purposes of earning the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment instrument required to earn an endorsement.
**Authorized Inspection and Use of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education. These rights are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Ave., S.W.
  Washington, DC 20202

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student’s records, the District must verify the identity of the person, including a parent or the student, requesting the information.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records.

School officials would include

  - Trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff;
  - A person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer);
  - A person appointed to serve on a school committee to support the District’s safe and supportive school program;
  - A parent or student serving on a school committee;
• a parent or student assisting a school official in the performance of his or her duties.

“Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- Individuals granted access in response to a subpoena or court order.
- Another school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.

Release to any other person or agency—such as a psychologist or physician or prospective employer—will occur only with parental or student permission as appropriate. Parents requesting that student information be disclosed to an outside individual or agency should complete the McKinney ISD “Consent for Release of Confidential Information” form. See your school counselor or administrator for more information.

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

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

A parent or eligible student who provides a written request and pays copying costs of 10 cents per page may obtain copies of requested information. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent’s office is 1 Duvall St., McKinney, Texas 75069. Please find the address and contact number for your child’s school by contacting 469-302-4000.

A parent (or eligible student) may inspect the student’s records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place
a statement commenting on the information in the student’s record.

Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the District’s grading policy.

[See FINALITY OF GRADES at FNG (LEGAL), Report Cards/Progress Reports and Conferences, and Student or Parent Complaints and Concerns for an overview of the process.]

The District’s policy regarding student records found at FL (LEGAL) and FL (LOCAL) is available from the principal’s or superintendent’s office or on the District’s website at www.mckinneyisd.net.

**Permitted Release of Directory Information**

The District shall not release any student directory information to third-party requestors except as required by law. “Directory information” means information contained in an education record of a student that is not considered harmful or an invasion of privacy if disclosed.

The District will use “directory information”, as defined above, for school-sponsored purposes, unless the parent requests confidentiality of this information. Further, this information will not be used for other purposes without the consent of the parent or eligible student.

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

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

**Objecting to the Release of Student Information to Military Recruiters and Higher Education (Secondary Grade Levels Only)**

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. Contact your campus principal if you do not want the District to provide this information to military recruiters or institutions of higher education.
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS/GUARDIANS

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

Boundaries and Attendance Zones - Residency
Students must live in the boundaries of McKinney ISD, or qualify for enrollment in accordance with the Board policy FD (LEGAL), in order to attend one of the District’s schools. The McKinney ISD Board of Trustees establishes attendance zones for each school. Each student is required to attend the school in the attendance zone in which the student’s family resides. No non-resident students shall be permitted to attend District schools. “Residence” requires living in the District and having the present intention to remain there. Martinez v. Bynum, 461 U.S. 321 (1983)

ABSENCES/ATTENDANCE

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

Compulsory Attendance

Age 19 and Older
A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student 19 or older has more than ten unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Between Ages 6 and 19
State law requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction programs, extended year program, or tutorial session, unless excused from attendance or legally exempt.

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

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

Prekindergarten and Kindergarten
Students enrolled in prekindergarten or kindergartens are required to attend school and are subject to compulsory attendance as long as they remain enrolled.
Exemptions to Compulsory Attendance

All Grade Levels

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- A student in grades 6-12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted within 3 days of the student’s arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered family service plan; or
  - Any other court-ordered activity provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

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

Secondary Grade Levels

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

An absence will be considered an exemption if a student is 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period in which the student is enrolled in high school and the student provides verification to the District of these activities.

Absences of up to two days in a school year will also be considered an exemption for a student serving as:

- An early voting clerk, provided the District’s Board has authorized this in policy FEA(LOCAL), student notifies his or her teachers and receives approval from the principal prior to the absences and
- An election clerk, if the student makes up any work missed.

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

Extracurricular Activity Absences allowed during the school year for extracurricular activities shall be limited to: ten absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. Refer to FM (LOCAL).
Failure to Comply with Compulsory Attendance

All Grade Levels

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

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student’s individualized education program or Section 504 plan, as appropriate.

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to require the student to come to school. The notice will also inform the parent that the District will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based counseling or other social services. Any other measures considered appropriate by the District will also be initiated.

The truancy prevention facilitator for the District is Kevin James. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or a campus administrator.

A court of law may also impose penalties against a student’s parent 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 (tardies are considered days or parts of days under this provision), or
- Is absent on three or more days or parts of days within a four-week period.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court.

Age 19 or Older

After a student age 19 or older incurs a third unexcused absence, the District will send the student a letter as required by law explaining that the District may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student’s enrollment, the District may implement a behavior improvement plan. [See policy FEA (LEGAL).]

If you have questions about your student and the effect of his or her absences from school, please contact the campus administrator.

Attendance for Credit or Final Grade (Kindergarten Through Grade 12)

To receive credit or a final grade in a class, a student in kindergarten – grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court
proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If the student fails to successfully complete the plan, or when a student’s attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student’s entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions of Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. In reaching a decision about the 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 or a final grade.

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 student or parent may appeal the committee’s decision to the Board by following policy FNG (LOCAL).

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

Official Attendance-Taking Time (All Grade Levels)
The District must submit attendance of its students to TEA reflecting attendance at a specific time each day. Official attendance is taken every day: Elementary 9:15 am, Middle School, 10:00 am, High School 9:30 a.m. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.
**Documentation after an Absence (All Grade Levels)**

Within three (3) school days of the student’s arrival or return to school, a note signed by the parent that describes the reason for the absence must be delivered to the appropriate campus office for attendance documentation. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. If the absence is due to a communicable disease excludable by the DSHS, a physician’s note will be required. The campus will document in its attendance records for the student whether the absence is considered excused or unexcused.

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

**Please note that unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence.**

Notes not received within 3 days of the student’s return to school will be accepted at the discretion of the campus administrator.

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

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. In the event a doctor’s note is not provided, the absences may be considered unexcused, and, if so, would be a violation of compulsory attendance laws. [See FEC (LOCAL).]

**Request to be excused from Physical Education for Illness or Injury**

Parents/guardians are required to send a note for students who will not be participating in physical education classes due to an illness or injury. This note will be accepted for up to three (3) consecutive days. Longer non-participation will require a physician's written excuse. If a note is received regarding exclusion from PE, the student will also be excluded from any other school related physical activities.

**Driver License Attendance Verification (Secondary Grade Levels Only)**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for driver license.

**Accommodations for Children of Military Families**

Military families will be provided flexibility regarding certain District requirements in accordance with the Interstate Compact on Educational Opportunities, including:
- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

Absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at
least four months will be excused by the District.

The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)
McKinney ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the District, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the District compiled by TEA based on academic factors and ratings;
- The District’s financial management report, which will include the financial accountability rating assigned to the District by TEA; and
- Information compiled by TEA for the submission of any federal report card that is required by the law.

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

ACADEMIC PROGRAMS
The school counselor provides information regarding academic programs to prepare for higher education and career choices. Please check with your child’s school counselor for further information on academic programs at your child’s school. The Academic Planning Guide (APG) is another important resource for our students in middle school and high school settings. We encourage parents to review the APG for information on graduation requirements, career exploration, and college readiness. Students in grade 6 through grade 12 also have access to a suite of college and career readiness tools through Naviance, an online program. Students and parents should additionally refer to the graduation requirements section of the McKinney ISD website.

ADVANCED ACADEMIC PROGRAMS
McKinney ISD offers many opportunities for students to accelerate their learning. For more information, parents and students are encouraged to check with your school counselor. In secondary settings, students will have the opportunity to participate in Advanced Placement (AP) or Dual Credit courses which provide access to college level curriculum. Parents are encouraged to become familiar with the information on these offerings in the Academic Planning Guide (APG) and in the AP Agreement published on MISD website.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST
A student in grades 10 – 12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

Please contact the campus administrator for information.

Please contact the campus principal for additional information related to this opportunity.
**BULLYING (All Grade Levels)**

Bullying is defined in state law of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;

- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;

- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and

- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student’s educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by sending an anonymous tip to the McKinney Police Department by texting one of the following keywords and tip information to 847411 (tip411) or the McKinney 411 Tip Online at [https://www.mckinneyisd.net/safety-security/tip411](https://www.mckinneyisd.net/safety-security/tip411).

If the results of an investigation indicate that bullying has occurred, the administration will take
appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See Safety Transfers/Assignments.]

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district’s website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL). [See Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAREER AND TECHNICAL EDUCATION – CTE (SECONDARY GRADE LEVELS ONLY)

The District provides career and technical education programs as provided in the Academic Planning Guide.

It is the policy of the District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

[See Nondiscrimination Statement herein for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)

The District established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children, which may be accessed online at https://www.mckinneyisd.net.

Warning Signs of Sexual Abuse

As a parent, it is important for you to be aware of warning signs that indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:
• Difficulty sitting or walking;
• Pain in the genital areas;
• Claims of stomachaches and headaches;
• Verbal references or pretend games of sexual activity between adults and children;
• Fear of being alone with adults of a particular gender;
• Sexually suggestive behavior;
• Withdrawal;
• Depression;
• Sleeping and eating disorders; and
• Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation.

**Warning Signs of Sex Trafficking (All Grade Levels)**

Sex trafficking is any sort is prohibited by the Penal Code. Sex trafficking includes forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child’s community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

• Changes in school attendance, habits, friend groups, vocabulary, demeanor and attitude;
• Sudden appearance of expensive items (for example: manicures, designer clothes, purses, technology);
• Tattoos or branding;
• Refillable gift cards;
• Frequent runaway episodes;
• Multiple phones or social media accounts;
• Provocative pictures posted online or stored in phone;
• Unexplained injuries;
• Isolation from family, friends, community; and
• Older boyfriends or girlfriends.

**Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of All Children (All Grade Levels)**

Anyone who suspects that a child has been abused, sex trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1800-252-5400) or on the web at Texas Abuse Hotline Website).

Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

(All Grade Levels)

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

- Child Welfare Information Gateway Factsheet
- KidsHealth, for Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Office of the Attorney General’s Sex Trafficking Team
- Human Trafficking of School-Aged Children

CLASS RANK /TOP TEN PERCENT/HIGHEST RANKING STUDENT

Each student enrolled in grades 9 through 12 will receive an annual ranking based on the student’s grade point average (GPA). For detailed information on class rank, including the GPA scale refer to the Academic Planning Guide (APG) and the Board policy EIC (LOCAL). [See also the COLLEGE AND UNIVERSITY ADMISSIONS].

Students who enter grade 9 in the 2014-15 school year or after, will graduate under the Foundation High School Graduation plan. Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A Personal Graduation Plan will be completed for each high school student, as described on page 75.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.
A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student’s parent of this fact. However, the student and parent should be aware that not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

**CLASS SCHEDULES (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in 12th grade and eHigh who meet specific criteria and receive parental consent to enroll in less than a full-day’s schedule. Additionally, exceptions may be made in accordance with applicable federal and state laws and regulations. Once a student has enrolled in a particular course, schedule changes may only be made in limited circumstances.

For more information, contact your school counselor or refer to the Academic Planning Guide (APG).

**COLLEGE AND UNIVERSITY ADMISSIONS (Secondary Grade Levels Only)**

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

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University’s enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University during the summer or fall 2020 terms or spring 2021 term, the University will admit the valedictorian or the top six percent of the high school’s graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

Upon a student’s registration for his or her first course that is required for high school graduation, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

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

See also the Academic Planning Guide or EIC (LOCAL). Student information specifically related to how the District calculates a student’s rank in class.
COLLEGE CREDIT COURSES (Secondary Grade Levels Only)
In addition to the programs offered by the District, students in grades 9–12 may earn college credit. For more information, contact the school counselor or reference the McKinney ISD Academic Planning Guide located on the District website at http://www.mckinneyisd.net/secondary-student-support/academic-planning-guides/

COMMUNICATIONS – (Automated)

Emergency
The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

Nonemergency
Your child’s school will request that you provide contact information, such as your phone number and e-mail address, for the school to communicate items specific to your child, your child’s school, or the District. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately upon a change in your phone number. The District or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school’s mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the District contacts you, please contact your child’s principal. [See Safety for information regarding contact with parents during an emergency situation.]

COMPLAINTS AND GRIEVANCES (All Grade Levels)
Students and parents are encouraged to resolve complaints or concerns informally through a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be remediated at the campus level, the Board has adopted a standard complaint policy at FNG (LOCAL) in the District’s policy manual. A copy of this policy may be obtained in the principal’s or superintendent’s office or on the District’s website

Should a parent or student feel a need to file a formal complaint, the parent or student should file a District complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, the student or parent may contact the appropriate central administrator (director, assistant superintendent or the superintendent). If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

CONDUCT (All Grade Levels)
Applicability of School Rules
As required by law, the Board has adopted a Student Code of Conduct that prohibits certain behaviors, defines standards of acceptable behavior on and off campus as well as on District vehicles and consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of
Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

**Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide, a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the District’s website and is listed below:

- Campus administrator(s)

**Disruptions of School Operations**

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

- Interference with the movement of people at an exit, entrance, or hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disruption of classes or other school activities while on District property or on public property that is within 300 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the District.

**Social Events/Sporting Events/Fine Arts & Performance Events**

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

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

**COUNSELING**

**Comprehensive Developmental Guidance Program (All Grade Levels)**

In accordance with TEC §33.006, McKinney ISD’s comprehensive developmental guidance program addresses the state recommended guidance curriculum scope and sequence. Our program is composed of several distinctive areas of focus for counseling staff including: the support of college and career readiness and academic success for all learners; the promotion of motivation for learning, effective self-regulation skills and social development; and intervention for students experiencing health and safety concerns. Please consult with your school counselor to address any questions about guidance materials and programs.
**Academic Counseling**

*Elementary and Middle/Junior High School Grade Levels*

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how a student can best prepare for high school, college, and a career.

*High School Grade Levels*

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

To plan for the future, each student should work closely with the school counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships. Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

*Personal Counseling (All Grade Levels)*

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should follow the campus’ accepted procedures for accessing the school counselor. As a parent, if you are concerned about your child’s mental or emotional health, please speak with the school counselor. Please note that school counselors are not trained to provide ongoing therapeutic mental health counseling. Parents seeking therapeutic support for their child may request a list of community resources that may be of assistance.

If your child has experienced trauma, please contact the school counselor for more information.

*Small Group Counseling (All Grade Levels)*

The school counselor may occasionally offer small group opportunities to students on a variety of topics such as social skills, conflict resolution, study skills, managing stress, handling loss or other areas of need. Participation in small groups is voluntary and subject to parent consent. Small groups are typically conducted over a period of four to six weeks. Small group counseling is not appropriate for every student nor is it designed to provide ongoing therapeutic mental health support. Please contact your school counselor for additional information.

**Harold Murphy Counseling Center**

McKinney ISD and the Department of Counseling at Texas A&M University-Commerce have collaborated to sponsor the Harold Murphy Counseling Center (HMCC). The HMCC provides valuable counseling to MISD students PreK-12th grade and their family members. Costs are
assessed on a sliding scale based on income. The HMCC is located at the Greer Annex, 510 Heard Street in McKinney, phone number 469-302-6318. Please see your school counselor for details.

**COURSE CREDIT (Secondary Grade Levels Only)**
A student in grades 9-12 or in a lower grade when a student is enrolled in a high school credit-bearing course will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed. According to state law, students must attend 90 percent of the days a class is offered to receive credit.

**Credit by Examination (All Grade Levels)**
**If a Student Has Taken the Course / Subject**
A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district’s board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

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

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

**Credit by Examination for Advancement / Acceleration**
**If a Student Has Not Taken the Course / Subject**
A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the District are approved by the District’s board of trustees. The dates on which examinations are scheduled during the 2019–20 school year will be published in appropriate District publications and on the District’s website. The only exceptions to the published dates will be for any examinations administered by another entity besides the District or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]
Kindergarten Acceleration

Students in Grades 1–5
A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student’s parent gives written approval of the grade advancement.

Students in Grades 6–12
A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the District’s policy is available in the principal’s office and on the District’s website. [See policy FFH Dating Violence].

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

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

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

**Harassment**

Harassment, in general terms, is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law and is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the District’s policy is available in the principal’s office and in the superintendent’s office, or on the District’s website.

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

In addition to dating violence as described previously, two other types of prohibited harassment are described below.

**Sexual Harassment and Gender-Based Harassment**

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

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

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

Gender-based harassment includes harassment based on a student’s gender, expression by the student or stereotypical characteristics associated with the student’s gender, or the student’s failure to conform to stereotypical behavior related to gender and is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance.

Examples of gender-based harassment directed against a student, regardless of the student’s actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Retaliation**

Retaliation by a student or District employee against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements, may be subject to appropriate discipline.
Examples of retaliation may include threats (from another student or an employee), ostracism, assault, destruction of property, or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students and annoyances from other students or adults.

**Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other District employee. The report may be made by the student’s parent. [See policy FFH (LOCAL) and FFH (EXHIBIT0 for the appropriate District officials to whom to make a report.]

Upon receipt or notice of a report, the District shall determine whether the allegations, if proven, would constitute prohibited conduct. If the District official determines that the allegations, if proven, would not constitute prohibited harassment or discrimination, the District shall refer the complaint for consideration under FFI. If the alleged conduct, if proven, would constitute prohibited conduct and would also be considered bullying as denied by law and policy FFI, an investigation of bullying will also be conducted.

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

**Investigation of Report**

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

If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency’s investigation.

During the course of an investigation and when appropriate, the District may take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the District’s investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

**DISCRIMINATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation].

**DISTANCE LEARNING (ALL GRADE LEVELS)**
Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conference, and instructional television.

Apex Learning has been established as the preferred method of distance learning in MISD. A student has the option, with certain limitations, to enroll in a course offered through Apex Learning to earn course credit for graduation. In limited circumstances, a student in grade 8 may be eligible to enroll in a course through the Apex Learning.

In addition, for a student who enrolls in an Apex Learning course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. If you have questions or wish to make a request that your child be enrolled in an Apex Learning course, please contact the campus counselor.

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

For more information, please refer to the Academic Planning Guide (APG).

**Texas Virtual School Network (TXVSN)**

*(Secondary Grade Levels)*

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See Extracurricular Activities, Clubs, and Organizations on page 64.] In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year.

**DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)**

**School Materials**

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

**Nonschool Material**

**From Students**

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing written or printed materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.
Please refer to campus specific information to find the designated location for approved nonschool materials for voluntary viewing by students. [See policies at FNAA.]

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

**From Others**

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

Prior review will not be required for:

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

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

**DRESS AND GROOMING (All Grade Levels)**

The District’s dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student’s personal dress and grooming standards in accordance with the requirements outlined in the Student Handbook.

It is the campus administrator’s or designee’s responsibility to ensure that enforcement of this policy is done so in a consistent manner with respect to community standards and age appropriateness. While it is inevitable that there will be differences of opinion regarding the appropriateness of a student’s attire, the final decision lies with the building administrator.

Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

- Shoes or sandals must be worn at all times (slippers are not allowed)
- Skirts, dresses and shorts must extend past the fingertips; no biking shorts, cutoffs, or boxer shorts
- Pants, shorts, and skirts cannot be worn below the waist (“sagging” garments are not acceptable)
- Yoga pants, jeggings, leggings, tights, exercise/training sportswear, or excessively tight pants must be worn with a shirt or skirt that extends past the fingertips
- Clothing (pants, shorts, and skirts) with holes/tears must be below fingertip length
- Items that display pictures, slogans, or language that is provocative, offensive, violent, profane, sexual, drug related, tobacco related, gang related or promotes death or hate messages will not be permitted
- No pajamas
- No exposed underwear or undergarments
- Spaghetti straps, tube tops, exposed midriff or cleavage, halter-type blouses, mesh/see through shirts, tank tops, muscle shirts, basketball jerseys must be worn with an appropriate garment, (i.e. T-shirt)
- No trench coats
- No hats, caps, bandannas, hoods, hair nets, head scarves, skull caps, wallet chains, or sunglasses
- A wig, scarf, or cap may be worn for medical exception upon approval
- Hairstyles that are disruptive (head and/or facial) are not permitted
- Earrings and nose studs are permissible; All other visible body-piercing jewelry or ornaments are not permitted unless the piercing is for cultural or religious reasons
- Swastikas, spiked jewelry (dog collars), spoons, or drug related items are not permitted
- Tattoos with provocative, profane, or offensive pictures or writing are not permitted
- Body paint is prohibited

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student may be given an opportunity to correct the problem at school. If not corrected, a parent or designee may bring an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)**

*Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones*

For instructional purposes, the District permits students to possess personal mobile telephones, laptops, tablets, or handled mobile devices; these devices must remain turned off during all testing unless they are being used as approved testing modification.

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

If a student uses cellular devices without authorization during the school day, the device will be confiscated.

- On the first offense and second offense, the telecommunications device shall be confiscated and then returned to the parent with a warning for the student/parent.
- On the third offenses, a $15 fine shall be required before the telecommunications device is returned. Any subsequent telecommunications device violations of this policy shall be subject to established disciplinary measures in accordance with the District Student Code of Conduct.

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

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

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

**Posession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio records, DVD players, cameras, games, e-readers, or other electronic devices at inappropriate times. A teacher may collect the items and turn them in to the principal’s office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student’s personal electronics device may be searched by authorized personnel. [See Searches and policy FNE].

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

**Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications devices or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). Violations of the user agreement may result in withdrawal of privileges and/or other disciplinary action.

**MCKINNEY ISD TECHNOLOGY RESOURCES STUDENT ACCEPTABLE USE POLICY**

**AVAILABILITY OF ACCESS**

Access to the District’s electronic communication and data management systems, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its Internet and intranet access capabilities (referred throughout as the “System”), shall be made available to students for identified educational or medical purposes only.

Access to the System is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Board Policies. Violations of law may result in prosecution as well as disciplinary action by the District.

System users may not gain unauthorized access to resources or information. Attempts to read, delete, copy, or modify the electronic mail of other System users, interference with the ability of other System users to send/receive electronic mail, or the use of another person’s user ID and/or password is prohibited. Users must closely monitor their System passwords. Users should protect their password(s) to help ensure the security and integrity of the System. In order to maintain the integrity of the System, users should not disclose their passwords to any other person. No user should attempt to gain access to another user’s electronic mailbox, telephone voicemail box, computer files, or Internet account. Unauthorized access or attempts to access the System are strictly prohibited and will result in appropriate disciplinary action.

The loading of software to the System, including but not limited to, District managed hardware is considered a violation of the Student AUP.

Any attempt to harm or destroy the System, District equipment or data, the data of another user of the District’s System, or the data of any of the agencies or other networks that are connected to the Internet,
are prohibited. Violating the integrity of the District’s System and/or data files or manipulating the District’s System and/or data files without proper authorization is prohibited. Students are prohibited from bypassing the District filters and security protocols. Attempts to degrade or disrupt system performance are violations of Board Policy, the Student Code of Conduct, and the Student AUP and may constitute unlawful activity under applicable State and Federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and “hacking” into the data or system of another user of the District’s System, or any of the agencies or other networks that are connected to the Internet.

System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee, unless permitted by the doctrine of fair use.

The District reserves the right to use the District’s System for purposes it sees fit and reserves the right to monitor all activity on the System, including individual student user accounts.

**DISCLAIMER OF LIABILITY**

The District shall not be liable for a student’s inappropriate use of electronic communications resources or violations of copyright restrictions or other laws, a student’s mistakes or negligence, and for any costs incurred by a student through use of the System. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. No warranties of any kind are offered either expressed or implied.

**STUDENT STANDARDS OF CONDUCT**

All students are required to abide by the Student Code of Conduct, District Policy, State and Federal laws, and the Student AUP when communicating with others. This communication includes, without limit, communication with District employees or other students of the District, regardless of whether such communication occurs through use of the System. Additionally, students are responsible for following the Student Code of Conduct, District Policy, State and Federal laws, and the Student AUP when accessing the Internet through use of the System, while on campus, and while at school sponsored events. These same rules apply using District sponsored websites, blogs, and Eduphoria. Furthermore, use of the District’s System resources to access external, non-District approved blogs, micro-blogs, chat rooms, messaging services, or social networking sites without first obtaining written permission from the designated campus administrator, is strictly prohibited. Social networking sites include, but are not limited to, Facebook, Twitter, Flickr, Snapchat and dating or match-making websites.

Students are required to follow the Student Code of Conduct and Board Policy regarding the use and possession of personal telecommunications devices on school property and at school sponsored functions. [See Board Policy FNCE (LOCAL)].

**VIOLATIONS SANCTIONS**

Non-compliance with the Student AUP and/or District Policy may result in suspension of access, termination of privileges, and/or other disciplinary action consistent with Board Policies and State or Federal law. [See Board Policies FO series]. Additional disciplinary action may be determined at the building level in accordance with the Student Code of Conduct. Violations of law may result in referral to law enforcement as well as disciplinary action by the District. Persons whose violations of the Student AUP result in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

**MONITORED USE**

Electronic mail transmissions and other use of the System by students are not private and maybe monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use.
One level of security McKinney ISD has implemented is the installation of an Internet filtering service. Students may not disable, or attempt to disable, any Internet filtering service. In addition, all students will receive classroom instruction regarding appropriate technology use and acceptable Internet behavior, including a review of the Student AUP. System users and parents of students with access to the System should be aware that use of the System may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. McKinney ISD makes every effort to limit access to objectionable material; however, controlling all such materials on the Network/Internet is impossible, even with filtering in place. A student who gains access to such material is expected to discontinue the access as quickly as possible and to immediately report the incident to the supervising teacher or staff. Ultimately, however, it is the user’s responsibility to appropriately use technology resources. Should a user be found in violation of the Student AUP, the incident will be regarded as a violation of with school rules and the Student Code of Conduct, resulting in disciplinary measures.

ACCEPTABLE USE

The District’s System will only be used for learning, teaching, and administrative purposes consistent with the District’s mission and goals. Commercial use of or solicitation using the District’s System is strictly prohibited. The System may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy or guidelines. Students will be provided information regarding appropriate online behavior, appropriate interaction with others on social networking sites and chat rooms, and cyber-bullying awareness and response in accordance with Board Policy CQ (LOCAL).

1. Responsibility:
   • Student access to telecommunications and networked information resources shall follow guidelines developed for the selection of appropriate instructional materials contained in Board Policy EFA (Local)
   • Since access could extend beyond evaluated or previewed resources, students and parents must be informed that inappropriate materials could be encountered during students’ research required to achieve valid instructional objectives. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately.
   • Users may not purposefully access materials or send or post messages that are offensive, abusive, obscene, profane, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, racially offensive, or illegal. Students are expected to use appropriate language and refrain from swearing, using vulgarity, and/or ethnic or racial slurs.
   • During school, teachers will help guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.
   • While using the Internet on District computers, you may not give out your first name, last name, your picture, your parents’ names, your telephone number, your address, or your Social Security number.
   • Students should never use District equipment to make appointments to meet people whom they met on-line and should report to a teacher or administrator if they receive any request for such a meeting.

2. Privacy:
   • Network storage areas may be treated like school lockers. Designated District staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers or District approved Internet sites such as Google Drive, Canvas etc. will always be private.

Any attempt to harm or destroy District equipment or data or the data of another user of the District’s System, or any of the agencies or other networks that are connected to the Internet is prohibited. Violating the integrity of the District’s data systems or manipulating the District’s data files without proper authorization is prohibited. Attempts to degrade or disrupt system performance are violations

39
of Board Policy and administrative regulations and may constitute unlawful activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and “hacking” into the data or system of another user of the District’s System, or any of the agencies or other networks that are connected to the Internet.

COPPA NOTICE
The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. McKinney ISD utilizes several educational software applications and web-based services that are operated by third parties. In order for our students to use these valuable programs and services, certain personal identifying information, generally the student’s name and username and/or email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parental consent given directly to the website operator. More information regarding COPPA is available on the Federal Trade Commission website at www.ftc.gov.

A list of applications and websites that may be used in District classrooms, with links to their privacy policies and terms of service, is available on the McKinney ISD website at http://www.mckinneyisd.net/instructional-technology

MCKINNEY ISD TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT
My child and I have read, understand, and will comply with the McKinney ISD Technology Resources Student Acceptable Use Policy. We understand that non-compliance with this policy may result in suspension of my child’s access or termination of my child’s privileges and other disciplinary action consistent with Board Policies and state law. [See the Student Code of Conduct, and Board Policies FN series, and FO series.] I realize that any of my child’s actions that are violations of law may result in criminal prosecution as well as disciplinary action by the District. Any violation of this policy that results in system disruption or damage may result in the assignment of financial liability to my child or me. Furthermore, I consent to the release of my child’s personal information for the purpose of accessing educational software applications and web-based services utilized by the District. I have been informed that I can access a list of applications and websites that may be used in District classrooms on the McKinney ISD website.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)
Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the District arranges transportation for these events, students are required to use the transportation provided by the District to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor. [Also see Transportation on page.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students
involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at UIL Parent Information Manual; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See UIL Texas for additional information on all UIL-governed activities.]

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and 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 but may not participate in any competitive activity.
- The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. Absences allowed during a school year for extracurricular activities shall be limited to: ten absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition, up to a maximum of 17 days total. See Policy FM (LOCAL).
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill, athletic teams, and Career and Technical Student Organizations 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.

**FEES (ALL GRADE LEVELS)**

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:

- Fees associated for a student to obtain an industry standard license or certification or memberships associated with any Career and Technology Student Organizations (CTSO).
- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed $50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form
- In some cases, a fee for a course taken through the Texas Virtual School Network.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

**FUNDRAISING (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 3 weeks before the event. [For further information, see policies at FJ and GE.]

These fundraisers may not include food during the federally defined school day (midnight until 30 minutes after campus dismissal time) policy FFA(LOCAL).

**GANG-FREE ZONES (All Grade Levels)**

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

**GENDER-BASED HARASSMENT**

[See Dating Violence, Discrimination, Harassment, and Retaliation.]

**GRADE CLASSIFICATION (Grades 9-12 Only)**

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

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Grade 10 (Sophomore)</td>
</tr>
<tr>
<td>12</td>
<td>Grade 11 (Junior)</td>
</tr>
<tr>
<td>18</td>
<td>Grade 12 (Senior)</td>
</tr>
</tbody>
</table>
GRADING GUIDELINES (All Grade Levels)
For additional information see EIA (LOCAL) and the McKinney ISD APG
http://www.mckinneyisd.net/secondary-student-support/academic-planning-guides/
Also see Report Cards/Progress Reports and Conferences for additional information on grading guidelines.

GRADUATION (Secondary Grade Levels Only)
See EIA(LOCAL) and http://www.mckinneyisd.net/secondary-student-support/academic-planning-guides/

Graduation Speakers
Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies. A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

For student speakers at other school events, see Student Speakers.

See FNA (LOCAL) and the Student Code of Conduct.

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

Scholarships and Grants
- Students who have financial need according to federal criteria and who complete the Foundation graduation program may be eligible under the T.E.X.A.S. Grant Program and Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

HARRASSMENT
[See Dating Violence, Discrimination, Harassment, and Retaliation.]

HAZING (All Grade Levels)
Hazing is defined by Section 37.151 of the Education Code as any intentional, knowing, or reckless act occurring on or off campus by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of activity that subjects the student to an unreasonable risk or physical or
mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;

- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated; and
- Any activity that induces, causes, or requires the student to violate the Penal Code

Hazing will not be tolerated by the District. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see Bullying and policies FFI and FNCC.]

HEALTH-RELATED MATTERS (All Grade Levels)

Clinic
A professional registered nurse is located in every McKinney ISD campus clinic. The professional school nurse has the educational background, experience, critical thinking, and competencies to provide preventative health, health assessment, and referral services to students. The school nurse educates and informs campus staff about appropriate medical needs/incidents to send to the clinic for nursing assessment. A parent/guardian will not be called for each clinic visit. A parent/guardian will be notified by phone call, or clinic information form of the following types of injuries or illnesses:

- Head Injury - potential for delayed repercussions/possible concussions
- Vomiting, Diarrhea, and/or Fever greater than 100.0 degrees-potential for a contagious condition/illness
- Ineffective Medication regime-such as but not limited to asthma inhaler, diabetes management, ADHD
- Life threatening occurrences
- Orthopedic injuries that are not relieved with rest and ice
- Any injury/illness deemed necessary by the nurse

The following over the counter medications are kept in the clinic with standing physician orders: antifungal cream, caladryl clear, calamine, first aid cream, hydrocortisone cream, mentholated rub, moisture eye drops, saline solution and petroleum jelly.

McKinney ISD has standing physician orders for the emergency use of unassigned epinephrine for signs and symptoms of anaphylaxis by the trained MISD staff member. Any resulting EMS or 911 fees based on the administration of epinephrine would be the responsibility of the parent or guardian.

The administration of epinephrine whether provided by parent or guardian, or from stock medication requires an EMS/911 call anytime administered.

McKinney ISD Registered Nurses have standing orders for the emergency use of albuterol nebulizer treatments that may be administered after and ONLY upon a District RN assessment during 5th grade overnight camp trip. Any resulting EMS or 911 fees based on the RN assessment or the administration of albuterol would be the responsibility of the parent or guardian.
**Student Illness (ALL GRADE LEVELS)**

When your child is ill, please contact the school to let us know he or she won’t be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrhea illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours.

According to the Texas Administrative Code Title 25 part 1 Chapter 97 rule §97.7, any student with a fever is required to be excluded until fever free for at least 24 hours without the use of fever-suppressing medications.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent, and the absence is excused.

The District is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home. If your child is sick during the school day, exclusions also apply to after school and extracurricular activities.

**Communicable/Contagious Diseases/Conditions (ALL GRADE LEVELS)**

To protect students from contagious/communicable 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 campus nurse so that other students who might have been exposed to the disease may be alerted according to Department of State Health Services.

Unless otherwise advised by the Department of State Health Services or Collin County Health Department, parental notification of contagious diseases/conditions will occur when there have been 3 or more documented cases in a single classroom within the incubation period.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.

A student with any of the following symptoms must be excluded from school until such time as the student is free from symptoms. Students should be symptom free for 24 hours before returning to school.

- Temperature of 100.0 degrees or more. Student must be fever free for 24 hours, without medication, before re-entry. (Texas Administrative Code).
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy food). Student must be symptom free for 24 hours, without medication before re-entry.
- Diarrhea of two or more loose or watery stools; All students must be diarrhea free without the use of medications before returning to school (Texas Administrative Code).
- Diabetes with a blood sugar greater than 400 and positive ketones or inadequate supplies to treat diabetes at school.
- Pain and/or swelling at angle of jaw
- Undetermined rash over any part of the body accompanied by fever
- Under diagnosed scaly patches on the body or scalp
• Red, draining eyes
• Intense itching with signs and symptoms of secondary infection
• Open, draining lesions or wounds
• Jaundice
• For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school
• A physician’s letter to readmit to school will not supersede the Department of State Health Services (DSHS)

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

**Bacterial Meningitis (All Grade Levels)**

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

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

  Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, sensitivity to bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

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

• **How is bacterial meningitis spread?**
  Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange 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?**
  Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It’s a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes.
Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85-90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- **What should you do if you think you or a friend might have bacterial meningitis?**
  You should seek prompt medical attention.

- **Where can you get more information?**
  Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for Centers for Disease Control and Prevention (CDC), particularly the CDC’s information on bacterial meningitis, and the Texas Department of State Health Services.

  **Note:** DSHS requires at least one meningococcal vaccination before entering grade 7, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also, note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wished to enroll in a dual credit course taken off campus.

  Also refer to Immunizations, below, for more information.

**Life Threatening Allergies (ALL GRADE LEVELS)**

The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with a particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a Food Allergy/Life Threatening Allergy Management Plan, in accordance with the Texas Department of State Health Services’ (TDSHS) “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis.” The District’s management plan addresses employee training, and specific strategies for dealing with students diagnosed with life threatening allergies. When the District receives information that a student has a life threatening allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District’s Food Allergy/Life Threatening Allergy Management Plan can be accessed at [https://www.mckinneyisd.net](https://www.mckinneyisd.net). See Policy FFAF.

**Seizures**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year or upon enrollment of the student, or as soon as practicable following a diagnosis of a seizure disorder for the student. For more information, contact the school nurse.
Head Lice (All Grade Levels)

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

Notice will also be provided to parents of elementary school students in the affected classroom.

Physical Activity Requirements

Elementary School

In accordance with policies at EHAB, EHAC, [and FFA], the District will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the District’s requirements and programs regarding elementary school student physical activity requirements, please contact Karin Klemm at 469-302-4000.

Middle School

In accordance with policies at EHAB, EHAC, and FFA, the District will ensure that students in middle school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the District’s requirements and programs regarding middle school student physical activity requirements, please contact Karin Klemm at 469-302-4000.

Temporary Restriction from Participation in P.E.

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skills demonstration.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the District’s School Health Advisory Council held 5 meetings. Additional information regarding the District’s SHAC is available from the McKinney ISD website. The duties of the SHAC include:

- Recommending curriculum regarding mental and physical health curriculum.
- Developing strategies for integrating curriculum into a coordinated school health program encompassing such issues as school health services, counseling services, a safe and healthy encompassing school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness.
- Creating recommendations for increasing parents’ awareness of warning signs of suicide and mental health risks and community health and suicide prevention resources.
Student Wellness Policy/Wellness Plan (All Grade Levels)
McKinney ISD is committed to encouraging healthy students and therefore has developed a Board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Julie Blankenship BSN RN, the Director of Health Services with questions about the content or implementation of the District’s wellness policy and plan.

OTHER HEALTH-RELATED MATTERS

Physical Fitness Assessment (Grades 3-12)
Annually, the District will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Karin Klemm by contacting her at 469-302-4000 to obtain the results of your child’s physical fitness assessment to be sent to you.

Vending Machines (All Grade Levels)
The District has adopted policies and implemented programs to comply with state and federal food service guidelines for restricting student access to vending machines.

Tobacco and Electronic Cigarettes Prohibited (All Grade Levels and All Others on School Property)
Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time or while attending an off campus school-related activity.

eCigarettes
Students are not to be in possession of ecigs/electronic delivery device and/or juice and are subject to disciplinary action in accordance with the Student Code of Conduct.

1st offense – 3 days ISS and ticket
2nd offense – Combination of 5 days ISS/OSS and ticket
3rd Offense – DAEP placement

McKinney ISD School Health Advisory Council strongly recommends that students not use electronic cigarettes (E-cigs, electronic nicotine delivery systems (ENDS), personal vaporizers (PV), including but not limited to dab pens. E-cigarettes have grown in popularity and use, especially in the adolescent population. These e-cigarettes have a dangerous appeal to youth and are easy to procure. Marketing and production standards of e-cigarettes are not regulated.

The Centers for Disease Control (CDC) noted:
• E-cigarette experimentation and recent use doubled among U.S. middle and high school students during recent years.
• Give a false sense that use is safe, but there are no long-term studies.
• Potentially harmful constituents also have been documented in some e-cigarette cartridges, including irritants, genotoxins, and animal carcinogens
• Contain doses of addictive nicotine and other additives, which are not regulated in quality
E-cigarettes are not marketed for therapeutic purposes and are currently unregulated by the Food and Drug Administration (FDA).

http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6235a6.htm?s_cid=mm6235a6_w

http://depts.washington.edu/tobacco/projects/e-cigarette-white-paper/

The District and its staff strictly enforce prohibitions against the use of tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities.

Use of e-cigarettes or E-cigs, electronic nicotine delivery systems (ENDS), personal vaporizers (PV), including, but not limited to dab pens is prohibited by the McKinney ISD Student Code of Conduct. If found on the student, the items will be confiscated. [See the Student Code of Conduct and policies at FNCD and GKA.]

**Sunscreen**

Sunscreen, if to be applied by district personnel, will follow established nonprescription medication guidelines.

**Cannabis/Marijuana/CBD**

- Will not be given in the MISD school setting unless otherwise required by law.
- It is the position of the National Association of School Nurses (NASN) that only FDA approved cannabis/marijuana medications be allowed in the school setting.
- The school nurse shall have a working knowledge of their state/jurisdiction’s medical marijuana program, if applicable.
- States (Texas) with limited medical marijuana laws, such as those only permitting use of CBD oil, are not considered to have adopted broad medical marijuana laws. [https://www.governing.com/gov-data/safety-justice/state-marijuana-laws-map-medical-recreational.html](https://www.governing.com/gov-data/safety-justice/state-marijuana-laws-map-medical-recreational.html).
- Herbal supplements, dietary supplements, essential oils, homeopathic or alternative medications, including but not limited to, CBD oil, medication with THC will NOT be given on any MISD campus.

**Epinephrine Auto-Injectors**

In accordance with Chapter 38, Subchapter E of the Education Code, MISD has adopted a policy to allow authorized school personnel who have been adequately trained to administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing an anaphylactic reaction. Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus. The District will ensure that at each campus a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. The District considers a campus to be open beginning with the first hour of instruction through the last hour of instruction. *(FFAC (LOCAL)).*

Any resulting EMS or 911 fees based on the administration of an epinephrine auto-injector would be the responsibility of the parent or guardian. The administration of an epinephrine auto-injector
whether provided by parent or guardian, or from stock medication requires an EMS/911 call anytime

**Energy Drinks/Sports Drinks/Water**

McKinney ISD School Health Advisory Council strongly recommends that students not consume energy drinks. **Water is the only acceptable drink for students to have in class.**

The American Academy of Pediatrics guidelines note:
- Energy drinks should never be consumed by children or adolescents, because the stimulants they contain pose potential health risks.
- Children and adolescents should avoid and restrict routine consumption of carbohydrate-containing sports drinks, which can increase the risk for obesity, and dental erosion.
- For pediatric athletes, sports drinks should be consumed in combination with water during prolonged, vigorous physical activity, when rapid replenishment of carbohydrates and/or electrolytes is needed.
- For children and adolescents, water, not sports drinks, should be the principal source of hydration.

**Asbestos Management Plan (All Grade Levels)**

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District’s Asbestos Management Plan is available in the campus main office. If you have any questions, or would like to examine the District’s plan in more detail, please contact the campus principal.

**Pest Management Plan (All Grade Levels)**

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency. Except in emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified of the times and types of applications prior to pesticide application inside their child’s school assignment area may contact Nathan Hansard, IPM Coordinator, 469-302-4280 or nhansard@mckinneyisd.net.

**IMMUNIZATION (ALL GRADE LEVELS)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](https://www.dshs.state.tx.us/services/Immunization/)

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. This form must be current and follow all updates needed.

The immunizations required are: diphtheria, rubella, mumps, tetanus, pertussis, poliomyelitis (polio),
hepatitis A, hepatitis B, pneumococcal, meningococcal 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 Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

As noted above at Bacterial Meningitis, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education within the last five (5) years. A student wanting to enroll in a dual credit course taken off campus will be subject to this requirement.

[For further information see policy FFAB(LEGAL) and the DSHS website: Texas School & Child Care Facility Immunization Requirements]

LAW ENFORCEMENT AGENCIES (All Grade Levels)

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 or designee 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 or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer presents what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer presents 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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student’s identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
• By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student’s physical health or safety.

• To comply with a properly issued directive from a juvenile court to take a student into custody.

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

The principal will notify the superintendent and/or designee and will, in most circumstances notify the parent or guardian if a student is taken into custody.

However, if the officer or other authorized person taking a student into custody raises what the principal considers to be a valid objection to notifying the parents or guardians, the principal shall not notify the parent or guardian. Because the principal does not have the authority to prevent, delay, or otherwise interfere with the actions of law enforcement, any notification will most likely occur after the student has been taken into custody.

**Notification of Law Violations**

The District is required by state law to notify:

• All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

• All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

• All appropriate District personnel in regard to a student who is required to register as a sex offender.

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

**LEAVING CAMPUS (All Grade Levels)**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The District has put the following procedures in place in order to document parental consent:

• For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student’s return. Documentation regarding the reason
for the absence will also be required in writing within three school days of the student’s arrival or return to school for missing any part of the school day. A note signed by the parent that describes the reason for the absence must be delivered to the appropriate campus office for attendance documentation. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

- For students in high school, the same process will be followed. If the student’s parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student’s need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student’s parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required within three school days for missing any part of the school day. A note signed by the parent that describes the reason for the absence must be delivered to the appropriate campus office for attendance documentation. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

- If a student becomes ill during the school day and the school nurse or other District personnel determines that the student should go home, the nurse will contact the student’s parent and document the parent’s wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student’s parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

At Any Other Time During the School Day
Students are not authorized to leave campus during regular school hours, except with the permission of the principal. All McKinney ISD campuses are closed. Students who leave campus will be subject to disciplinary action in accordance with the Student Code of Conduct.

LIMITED ENGLISH PROFICIENT STUDENTS (All Grade Levels)
A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

If a student is considered an English learner and receives special education services because of a
qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

**LOST AND FOUND (All Grade Levels)**

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The District discourages students from bringing to school personal items of high monetary value, as the District cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

**MAKEUP WORK**

**Makeup Work Because of Absence (All Grade Levels)**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” [See also Attendance for Credit or Final Grade].

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

**DAEP Makeup Work Grades 9-12**

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

**In-school Suspension (ISS) and Out-of-School Suspension Makeup Work (All Grade Levels)**

**Completion of Course Work**

While a student is in ISS or OSS, the District will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.
Completion of Courses
A student removed from the regular classroom to in-school suspension or another setting, other
than a Disciplinary Alternative Education Program (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 summer school. [See policy FO (LEGAL).]

MEDICINE AT SCHOOL (ALL GRADE LEVELS)

No Tolerance Policy
McKinney ISD has a no tolerance policy for students in possession of medication of any kind,
including herbal supplements, vitamins, and all over the counter medications including
cough drops/lozenges. All medications must be delivered and picked up by a parent or
guardian. Students are not allowed to drop off or take home their medication(s) from the school
clinic. All medications are to be stored in the nurse’s office with the exception of prescribed
medications for the treatment of asthma, anaphylaxis and diabetes. Please see the campus nurse
if your child has one of these conditions.

Students with asthma or anaphylaxis may carry prescribed inhalers or medications provided
written authorization from the parent or guardian is given to the campus nurse as well as a
written statement from the student's physician or licensed health care provider stating that
the student has asthma or anaphylaxis and is capable of self-administering the prescribed
medication. The physician must also provide written information of the name and purpose of
the medication and the prescribed dosage. All medications must be examined and approved by
the campus nurse and must also have the prescription label on the medication.

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

All other medications must be stored in the campus clinic in the original container clearly
labeled with the student’s name. Failure to store medication in the campus clinic or follow the
above mentioned procedure may result in serious disciplinary action.

Medication Guidelines:
1. All medication must be stored in the clinic except in special circumstances for a student with
asthma, diabetes or a life threatening allergy (See above no tolerance section). Special
education classrooms will work one on one with campus nurse for medication procedures.
2. All prescription medication MUST be in the original container with pharmacy prescription
label. No more than one month’s supply of medication, in a prescription labeled bottle, shall
be brought to the clinic at one time. ALL prescription medication will be counted and
documented upon arrival to the clinic.
3. Over the counter medication MUST be in the original container with the student’s name on the
container. Due to limited storage, no more than a 30 count container shall be stored in the
clinic. Over the counter medications may be left in the clinic during the entire school year
with a parent’s signature. We are unable to store any medication at the school during the
summer and will dispose of all medication left in the clinic after the last day of school.
4. Over the counter medications will be given according to the label on the package unless
otherwise directed by a physician.
5. Over the counter medications will not be given for more than 5 consecutive school days without a physician’s signature.
6. MISD Medication Administration Form must be complete with parent’s signature.
7. Medications are to be brought to the clinic by the parent or guardian. Only an adult may pick up medications from the clinic.
8. All prescription medication given over 10 days will REQUIRE a physician’s signature.
9. No medication container may contain more than one (1) type of medication.
10. Medications prescribed or requested to be given three (3) times per day or less are not to be given at school unless the nurse determines that a special need exists.
11. A student MAY NOT share medication with another student.
   **Siblings MAY NOT share medication.**
12. MISD health services personnel do not administer dietary or herbal supplements, essential oils, homeopathic or alternative medications, including but not limited to, CBD products, and medication(s) with THC will NOT be given on any MISD campus, unless otherwise required by law. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse’s professional judgment are not in the best interest of the student.
13. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, dietary supplements, caffeine in any form, energy drinks, or use essential oils on a student with the following exceptions:
   - In certain emergency situations, the District will maintain and administer to a student appropriate treatment, but only:
   - In accordance with the guidelines developed with the District’s medical advisor.
     [See policy FFAF and FFA.]

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

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

**NONDISCRIMINATION STATEMENT (ALL GRADE LEVELS)**
In its efforts to promote nondiscrimination and as required by law, McKinney ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following District staff members have been designated to coordinate compliance with these legal requirements:

- **Title IX Coordinator**, for concerns regarding discrimination on the basis of gender: Tamira Griffin, SHRM-SCP, Assistant Superintendent & Human Resources Officer, at 469-302-4000.
- **Section 504 Coordinator**, for concerns regarding discrimination on the basis of disability: Adrienne Morris, Senior Director of Special Populations 469-302-6302.
- **All other concerns regarding discrimination**: Contact the Office of the Superintendent at 469-742-4000.
PHYSICAL EXAMINATIONS/HEALTH SCREENINGS
Athletics Participation
(Secondary Grades Only)

A student who wishes to participate in, or continue participation, in the District’s athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and physically able to participate in the athletic program.

This examination is required to be submitted annually to the District.

Sudden Cardiac Arrest Awareness
Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

For more information, see the UIL’s explanation of sudden cardiac arrest.

Spinal Screening Program
School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

A spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening. The RN, or state-trained clinic assistant, conducts all state-mandated screenings for Acanthosis Nigricans (AN) – a screening for hyperinsulinemia that places a person at risk for developing Type II diabetes. The AN screen involves a visual examination of the back of the neck, if found to be positive height, weight, BMI, and blood pressure are also completed. The RN or clinic assistant will also conduct state-mandated hearing, spinal and vision screenings. A spinal screening involves a visual examination of the student’s back. See the campus nurse for information.

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

PROMOTION AND RETENTION
A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student’s teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the District.

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

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

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

**Elementary and Middle School Grade Levels**

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will only be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law. [See Standardized Testing.]

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student’s current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

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

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or junior high 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 school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the school counselor, principal or policy EIF (LEGAL).] For a student receiving special education services, the student’s IEP may serve as the student’s PGP and would therefore be developed by the student’s ARD committee.
For information related to the development of personal graduation plans for high school students refer to the Academic Planning Guide (APG) on the McKinney ISD website http://www.mckinneyisd.net/secondary-student-support/academic-planning-guides/

**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 nine weeks.

Progress reports are sent home every four weeks. Parents will be given a written progress report if their child’s performance in any course OR 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.

Teachers follow grading guidelines that have been approved by the superintendent and are 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 (LOCAL).]

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 (secondary student) or 2 (elementary student) in a class or subject.

**RETIATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation]

**SAFETY**

Student safety on campus, at school-related events, and on District vehicles 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. A student may make anonymous reports about safety concerns: https://www.mckinneyisd.net/safety-security/tip411/

Know emergency evacuation routes and signals.

- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

**Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded or command is given (may vary by campus), students must follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Students in grade 7-12 will annually be offered instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security’s Stop the Bleed and Stop the Bleed Texas.

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 will seek emergency medical treatment (911). Therefore, parents are asked each year to complete a Health Information Form and provide information about allergies to medications, foods, insect bites, etc. Parents should keep emergency 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

McKinney ISD administration makes decisions about canceling school due to severe weather on a case-by-case basis. The first and foremost determining factor in the decision making process is based on the safety of the students. During severe weather conditions (snow/ice storms), information about school closings can be obtained through the McKinney ISD website (www.mckinneyisd.net), MISD Communications Department and through local media sources.

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. For a list of areas on school property that are opened to students before school and the times when these areas are available check with the school principal.

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. Failure to leave campus may result in disciplinary consequences.

Conduct Before and After School (All Grade Levels)

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

Use of Hallways during Class Time (All Grade Levels)

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 (All Grade Levels)
The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced lunches daily in accordance with standards set forth in state and federal law.

Free and reduced-price lunches are available based on financial need or household situation. Information about a student’s participation is confidential. The District may share information such as a student’s name, and eligibility status, to help enroll eligible children in Medicaid or the state children’s health insurance program (CHIP) unless the student’s parent notifies the school that a student’s information should not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

Parents are strongly encouraged to continually monitor their child’s meal account balance. When a student’s meal account is depleted, the District will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the District will present the parent with a schedule of repayment for an outstanding account balance and an application for free or reduced meals. If the District is unable to work out an agreement with the student’s parent on replenishment of the student’s meal account and payment of any outstanding balance, the student will receive a meal. The District will make every effort to avoid bringing attention to the student. State and federal law, as well as Board-adopted policies, defines when, where, and by whom competitive foods, which are foods not sold as part of the regular meal program, can be served or sold on school premises during the school day. [For more information, see policies CO (LEGAL) and FFA (LOCAL).]

Library
The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use with teacher permission.

Meetings of Non-curriculum-Related Groups (Secondary Grade Levels Only)
Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

SEARCHES and INTERROGATIONS
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 and District policies.

Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves FNF (LOCAL).

A search is reasonable if it meets both of the following criteria:
1. The action is justified at the inception (i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation).
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place (i.e., the measures adopted are reasonably related to the objectives of the each and are
Students’ Desks and Lockers (All Grade Levels)

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 should 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 policy, or if they possess stolen property, whether or not a student is present. The parent will be notified if any prohibited items are found in the student’s desk or locker.

Telecommunications and Other Electronic Devices (All Grade Levels)

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

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

[See policy FNF (LEGAL) and Electronic Devices and Technology for more information.]

Vehicles on Campus (Secondary Grade Levels Only)

A student has full responsibility for the security and content of his or her vehicle parked on District property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student.

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the District will contact the student’s parents. If the parents also refuse to permit the vehicle to be searched, the District may contact law enforcement officials and turn the matter over to them. The District has the discretion to contact law enforcement even if permission to search is granted.

A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs (All Grade Levels)

The District will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.
Sexual Harassment [See Dating Violence, Discrimination, Harassment, and Retaliation.]

SPECIAL PROGRAMS (All Grade Levels)
The District provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, and migrant students, students with limited English proficiency, students with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the building principal.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission’s Talking Book Program, which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.

STANDARDIZED TESTING (Secondary Grade Levels)

SAT/ACT (Scholastic Aptitude Test and American College Test)
Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her diploma and transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student’s performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the school counselor for details.

STAAR (State of Texas Assessments of Academic Readiness) Grades 3-8
In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level. Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student’s individual education plan. See Promotion and Retention for additional information.
STAAR Alternate 2, for students receiving special education services who meet certain state established criteria, will be available for eligible students, as determined by the student’s ARD committee.

STAAR Spanish is also available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**High School Courses - End-of-Course (EOC) Assessments**

STARR end-of-course (EOC) assessments will be administered for the following courses: Algebra I,
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and the rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternative 2, for students receiving special education services who meet certain criteria established by the state, will be available for eligible students, as determined by the student’s ARD committee.

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

**TSI (Texas Success Initiative) Assessment**

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

**STEROIDS (All Grade Levels Only)**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

**STUDENTS IN FOSTER CARE (All Grade Levels)**

In an effort to provide educational stability, the District strives to assist any student who is currently placed or newly placed in either temporary or permanent custody of the state with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the District.

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the
District’s or school’s attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the District’s or school’s boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another District and does not meet the graduation requirements of the transferring District, the student can request to receive a diploma from the previous District if he or she meets the criteria to graduate from the previous District.

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

Please contact the District’s foster care liaison with any questions at 469-302-4000.

**Students Who Are Homeless**

A parent is encouraged to inform the District if his or her child is experiencing homelessness. Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution. Please contact the District’s homeless liaison with any questions at 469-302-4000

**STUDENT SPEAKERS (All Grade Levels)**

The District provides students the opportunity to introduce school events: listed in FNA (LOCAL) at INTRODUCTORY SPEAKERS. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA (LOCAL).

See policy FNA (LOCAL) regarding other speaking opportunities and Graduation for information related to student speakers at graduation ceremonies.

**SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal
drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children’s mental health and substance abuse intervention services on its Web site: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

**SUICIDE AWARENESS (All Grade Levels)**

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

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

**TARDINESS (All Grade Levels)**

A student is considered late when the tardy bell rings, and the student is not in the appropriate classroom. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the **Student Code of Conduct**. Tardies are considered absences under the guidelines and policies regarding compulsory attendance.

**TEMPERATURE/SEVERE WEATHER**

**Cold/Heat/Ozone Guidelines**

Weather conditions can pose a risk to the health of students. The following guidelines are intended to assist when making decisions regarding outside activities during periods of high heat or heat index, when there is an ozone warning or when other atmospheric conditions pose a health risk to students. Activity results in the loss of body fluids. Excessive heat and/or humidity increase the amount of fluid loss. The body needs a cool-down period to readjust itself to the cooler temperatures within the building. Efforts will be made to make sure that students consistently drink fluids so they do not dehydrate. If a student becomes thirsty, he or she is already under-hydrated. Fluids are especially important before any physical activity or before leaving an air-conditioned environment. Many medications prescribed for therapeutic purposes can potentially affect heat tolerance. Some students on mediation have an impaired ability to dissipate heat from the body due to their medical conditions.

McKinney ISD staff will utilize one of the following sites to access current weather conditions for McKinney and Collin County:

Temperature website: http://forecast.weather.gov/MapClick.php?CityName=Mc+kinney&state=TX&site=FWD&textField1-33.2009&textField2=96.6549&e-0

Air Quality (Ozone) website: http://www.airnow.gov

Parents should notify the school in writing if they do not want their children to go outside on days other than those mentioned above for recess or any other outside activity.

**Hot Temperatures**

When the temperature or heat index rises to 95 degrees or the ozone alert is orange, outdoor recess or activities should be limited to 10 minutes.

When the temperature or heat index rises to 100 or the ozone alert is red or purple no outside recess or activities should be allowed, except of normal dismissal procedures, but caution will be
used during dismissal time to keep exposure to heat at a minimum.

Parents are encouraged to dress children in cotton material, loose fitting, lightweight and light colored clothes.

Parents are encouraged to provide a balanced diet including 4 to 5 servings of fruits and vegetables daily. These foods are not only natural sources of vitamins and electrolytes, but provide additional water to the body.

To the extent possible schedules will be rearranged so that outside activities can occur in the mornings, when the temperature is cooler.

Discretion will be used to decrease outside activities when seasonal temperatures and humidity exceed those normal for this area.

Vigilance in hydrating students before, during and after outside activities will be used.

Efforts will be made to ensure that all staff members are aware of the signs, symptoms and treatment procedures for heat-related illnesses.

A cool-down period once the students return to the building from outside activities will be encouraged.

Efforts will be made to ensure that students are aware that metal parts, including swing chains, metals slides, metal wheels, screws and bolts will be hot and to avoid them as much as possible during this time.

During these times of heat it is advised that students are to be kept inside the building while waiting for a bus, daycare van, or parent pick-up.

**Cold Temperatures**

During times of excessive cold weather the following precautions should be taken:

When the temperature or wind chill is at or below 25 degrees no outdoor recess or activities should be allowed.

Parents are encouraged to dress children in appropriate cold weather clothing including dressing in layers during the cold weather months.

**If student does not have appropriate outerwear they will be kept indoors.**

Efforts will be made to ensure that all staff members are aware of the signs, symptoms and treatment procedures for cold-related illnesses.

During these times of cold it is advised that students are to be kept inside the building while waiting for a bus, daycare van, or parent pick-up.

**Severe Weather**

McKinney ISD administration makes decisions about canceling school due to severe weather on a case-by-case basis. The first and foremost determining factor in that decision-making is based on the safety of the students. During severe weather conditions (snow storms, ice storms, etc.), information about school closings can be obtained at the following media sources: McKinney ISD web site: [www.mckinneyisd.net](http://www.mckinneyisd.net).

**TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT (All Grade Levels)**

Textbooks and other District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated.
with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives.

If the District does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use during the school during the school day.

**TRAINED DOGS (All Grade Levels)**
The District will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

**TRANSFERS (All Grade Levels)**
[See Safety Transfers/Assignments, and Students Who Have Learning Difficulties or Who Need Special Education Services, for other transfer options.]

**TRANSPORTATION (All Grade Levels)**

**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 and on the District’s website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Durham Bus Services 972-542-8316.

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

Students are expected to assist District staff in ensuring that buses and other District vehicles remain in good condition and that transportation is provided safely. When riding in District vehicles, including buses, 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 vehicle in an orderly manner at the designated stop.
• Keep feet, books, instrument cases, and other objects out of the aisle.
• Not deface the vehicle, 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 vehicle.
• Not possess or use any form of tobacco on any school vehicle.
• Observe all usual classroom rules.
• Be seated while the vehicle is moving.
• Fasten their seat belts, if available.
• Wait for the driver’s signal upon leaving the vehicle and before crossing in front of the vehicle.
• Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a District vehicle, including a school bus may be suspended or revoked.

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

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

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

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors
Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal’s office, and must comply with all applicable District policies and procedures. All campuses utilize a Hall Pass System to sign visitors in to the campus.

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.
Unauthorized Persons
In accordance with Education Code 37.105, a school administrator, a school resource office (SRO), or District police officer has the authority to refuse entry or eject a person from District property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from District property may be filed in accordance with FNG (LOCAL) and GF (LOCAL).

VOLUNTEERS (All Grade Levels)
We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our District and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application: http://www.mckinneyisd.net/human-resources/employment/volunteer

VOTER REGISTRATION (Secondary Grade Levels Only)
A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the campus office.

WITHDRAWING FROM SCHOOL (All Grade Levels)
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 school 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.

McKinney ISD Science Safety Agreements - Elementary

MISD Elementary Science Safety Agreement
MISD Elementary Science Safety Agreement (Spanish)
**PURPOSE**

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. Two copies of the contract are provided. One copy must be signed by both you and a parent or guardian before you can participate in the laboratory. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

**GENERAL RULES**

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
10. Keep aisles clear. Push your chair under the desk when not in use.
11. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in the laboratory.

**CLOTHING**

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
25. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
26. Lab aprons have been provided for your use and should be worn during laboratory activities.

**ACCIDENTS AND INJURIES**

27. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
28. If you or your lab partner are hurt, immediately yell out “Code one, Code one” to get the instructor’s attention.
29. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
30. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

**HANDLING CHEMICALS**

31. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
33. Never return unused chemicals to their original containers.
34. Never use mouth suction to fill a pipe. Use a rubber bulb or pipe pump.
35. When transferring reagents from one container to another, hold the containers away from your body.
36. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
38. Never remove chemicals or other materials from the laboratory area.
39. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT
40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
41. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
42. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
44. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
46. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
47. If you do not understand how to use a piece of equipment, ask the instructor for help.
48. Do not immerse hot glassware in cold water, it may shatter.

HEATING SUBSTANCES
49. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
50. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
51. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
52. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
53. Never look into a container that is being heated.
54. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
55. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

QUESTIONS
56. Do you wear contact lenses?
   □ Yes □ No
57. Are you colorblind?
   □ Yes □ No
58. Do you have allergies?
   □ Yes □ No
If so, list specific allergies

AGREEMENT
I __________________________ (student’s name) have read and agree to follow all of the safety rules set forth in this contract.

I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment.

I am aware of any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature __________________________
Date: __________________________

Dear Parent or Guardian:

We feel that you should be informed regarding the school’s effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

____________________  ______________________________
____________________  ______________________________
FLINN Student Safety Contract
SCIENTIFIC, INC – Middle School

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times.

GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
10. Keep aisles clear. Push your chair under the desk when not in use.
11. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.

CLOTHING

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
25. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
26. Lab aprons have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES

27. Report any accident (spill, breakage, etc.) or injury (cut, bump, etc.) to the instructor immediately, no matter how trivial it may appear.
28. If you or your lab partner are hurt, immediately yell out “Code one, Code one” to get the instructor’s attention.
29. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
30. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

HANDLING CHEMICALS

31. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
33. Never return unused chemicals to their original containers.

2015 Flinn Scientific, Inc. All Rights Reserved. Reproduction permission is granted to science teachers who are customers of Flinn Scientific, Inc. Batavia, Illinois, U.S.A. No pan of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including, but not limited to photocopy, recording, or any information storage and retrieval system, without permission in writing from Flinn Scientific, Inc.
34. Never use mouth suction to fill a pipe. Use a rubber bulb or pipe pump.
35. When transferring reagents from one container to another, hold the containers away from your body.
36. Acids must be handled with extreme care. You must be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
38. Never remove chemicals or other materials from the laboratory area.
39. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT
40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
41. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
42. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
44. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
46. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
47. If you do not understand how to use a piece of equipment, ask the instructor for help.
48. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES
49. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
50. Never leave a lit burner unattended.

51. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
52. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
53. Never look into a container that is being heated.
54. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
55. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

QUESTIONS
56. Do you wear contact lenses? □ Yes □ No
57. Are you color blind? □ Yes □ No
58. Do you have allergies? □ Yes □ No

If so, list specific allergies __________________

AGREEMENT

_________________________ (student’s name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature: ____________________________
Date: _______________________________________

Dear Parent or Guardian:

We feel that you should be informed regarding the school’s effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent/Guardian Signature: ____________________________
Date: _______________________________________

2015 Flinn Scientific, Inc. All Rights Reserved. Reproduction permission is granted to science teachers who are customers of Flinn Scientific, Inc. Batavia, Illinois, U.S.A. No part of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including, but not limited to photocopy, ing, or any information storage and retrieval system, without permission in writing from Flinn Scientific, Inc.
Life Threatening Allergy-Science Agreement Parent Letter

Dear Parent or Guardian,

We are very excited to support your child in learning. In all content areas students will use and consume food items. In order to provide a safe learning environment for all students, we would like to ensure that students with allergies at risk for anaphylaxis /life threatening allergies (LTA) are not exposed to materials that would cause a reaction.

☐ No, my child does not have an LTA to any materials and can participate in all learning activities.

☐ Yes, my child does have a LTA to certain food substances and/or materials. My child is allergic to the following things (Please print):

________________________________________________________________________

________________________________________________________________________

☐ Yes, I have notified the campus nurse of the LTA.
GLOSSARY

**Academic Planning Guide (APG)** is published online at www.mckinneyisd.net. The APG provides detailed information about the graduation requirements, course offerings, grades, and college and career readiness.

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standards on a state-mandated assessment.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

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

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

**Apex Learning** is the online course provider for MISD students to supplement the instructional program. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

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

**EOC** assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

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

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

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

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

**PGP** stands for Personal Graduation Plan, which is required for high students beginning with ninth graders in the 2014-15 school year and for any student in middle school who fails a section on a state-
mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT.

**RESIDENCY** requires that a student live in the boundaries of McKinney ISD, or qualify for enrollment in accordance with the Board policy FD(LEGAL), in order to attend one of the District’s schools. The McKinney ISD Board of Trustees establishes attendance zones for each school. Each student is required to attend the school in the attendance zone in which the student’s family resides. No non-resident students shall be permitted to attend District schools. “Residence” requires living in the District and having the present intention to remain there. *Martinez v. Bynum*, 461 U.S. 321 (1983).

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

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of who must be parents, appointed by the school Board to assist the District in ensuring that local community values and health issues are reflected in the District’s education instruction along with providing assistance with other student and employee wellness issues.

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

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

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

**Student Code of Conduct** is developed with the advice of the District-level committee and adopted by the Board; identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or District vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, 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.

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

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