

Mart Middle & High School



2009-2010

Student Handbook

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**Mart MS & HS School Student Handbook and Student Code of Conduct
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**REMOVABLE SECTION FOR STUDENT AND PARENT ACKNOWLEDGMENT
AND SIGN-OFF- *To be returned to the school* 36-39**

PREFACE

To Students and Parents:

The Mart ISD Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents must be familiar with the campus Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found as an attachment to this handbook and posted in each principal's office and in the administrative offices. The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Policy adoption and revision is an ongoing process. Please be aware that this document is updated annually, changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications as necessary throughout the school year. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Please complete and return to your homeroom/classroom teacher the following forms: School Parent Partnership, Parent and Student acceptable use form, Acknowledgement form of handbook, User agreement of acceptable use of electronic communication.

Nondiscrimination Notice

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

The following District staff members have been designated to coordinate compliance with these requirements as well as Liaison for Homeless Children and Youths and Parent Involvement Coordinator for students participating in Title I programs;

Title IX Compliance Coordinator

Superintendent

PO Box 120

700 Navarro St.

Mart, TX 76664

(254) 876-2523

Section 504 Compliance Coordinator

Superintendent

PO Box 120

700 Navarro St.

Mart, TX 76664

(254) 876-2523

Asbestos Management Plan

The district's Asbestos Management Plan is designed to be in compliance with state and federal regulations addressing asbestos. The plan is in each campus office and updated yearly. If you have any questions, please contact MISD Central Office 254-876-2523.

Pest Management Plan

The district applies only pest control products that comply with the state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to application inside their child's school assignment area may contact MISD Central Office 254-876-2523.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards- Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

CONTACT PERSON: Steve Holland, Director of Falls Education Cooperative

PHONE NUMBER: 254-803-2045

NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS ADMENDMENT

The Protections of Pupils Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protection information.”** If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychology problems of the student or student’s family member.
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student’s family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - Religious practices, affiliations, or beliefs of the students or student’s parents; or
 - Income other than that required by law to determine program eligibility.A survey that concerns any or these points is called a “protected information survey.”
2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collections, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by law.
3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - Protected information surveys of students(including and instructional materials Used in connection with the survey);
 - Documents used to collect personal information from students for any of the Above marketing, sales, or other distribution purposes, and
 - Instructional material used as part of the educational curriculum.
4. **Receive notification of district policy.** The School District will develop a policy, In consultation with parents, regarding these rights, and will make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students, such as U.S. Mail, e-0amil or distribution of this handbook, of this policy at least annually at the start of each school year and after and substantive changes has been made.
5. **Report violations.** Parents and eligible students who believe their rights have been Violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2004-2005, most ninth graders will be required to enroll in the Recommended or Distinguished Achievement Program. Parents who elect to place their child on the Minimum graduation plan must seek approval from the high school principal and complete state mandated paperwork. (see Graduation Requirements)

Nontraditional Programs

The District will provide eligible high school students the opportunity to enroll in a competency-based academic alternative program. To be eligible for this program a student must be credit-deficient and/or a parent. The District currently participates in the TLC program provided by Falls County CoOp in Marlin. The District may also consider funding student enrollment in other competency-based academic alternative programs. Once a student enters a competency-based program, that student may not be re-enrolled in the regular education setting at Mart High School. See the counselor for additional information.

ATTENDANCE

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

Compulsory Attendance

The state compulsory attendance law requires that:

A student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions and/or extended year programs unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

If kindergarten, first or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required/mandatory tutorials, will be considered truant and subject to disciplinary action. Accelerated instruction/required tutoring will be required for students who do not meet the passing standards for any state assessment grades 5-12. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or

Is absent on three or more days or parts of days within a four-week period.

Early Childhood and Pre Kindergarten Attendance

Students enrolled in the Early Childhood and Pre-Kindergarten programs and are under six years of age must attend school once they are enrolled. These students are subject to the Texas Education Code Sec. 25.085 (Compulsory Attendance Law), the Mart ISD attendance policies, and the 90% attendance rule (Sec 25.092 Minimum Attendance for Class Credit). A warning notice will be sent after the third and sixth absence regarding the 90% attendance and warning will immediately be sent when the compulsory attendance law is violated. The parent(s)/guardian(s) will be subject to court action for violating the compulsory attendance law.

Attendance for Credit

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

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

- All absences, except those for religious holy days and documented health care appointments for which routine make-up work has been completed, will be reviewed.
- For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- 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 acceptability and authenticity of documentation expressing reasons for the student's absences.
- 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, parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

Students who miss school to participate in non-school sponsored/sanctioned activities will receive unexcused absences and the absence will count against the 90% rule and compulsory attendance law as required by the Texas Education Code.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent. The board of Trustees shall hear the appeals at the Level Three of Policies FNG. Lost academic credit due to violation of the attendance policy and laws may be regained by meeting the requirements established by the principal or attendance committee. The following are possible options:

- Attending make-up sessions that will be held on designated days;
- Taking and passing an advance placement examination or credit by examination, if not in conflict with 19 T.A.C. 75.172.

A student participating in an extra-curricular activity is required to attend school on the day of the activity. A student participating in extra-curricular activities is expected to attend school the following day. Failure to do so could result in an unexcused absence or truancy,

as well as banning the student from the next scheduled competition or meeting of that activity. The principal will consider the situation and make a determination.

When a student must be absent from school, the parent/legal guardian should call the school prior to 9:00A.M. to inform the school. Upon returning to school after an absence, and no more than two days later, a student must bring a note signed by the parent/legal guardian or a doctor's note or a legal court note, describing the reason for the absence. A student absent for more than 3 consecutive days because of personal illness must bring a statement from a doctor or health clinic verifying the illness or condition which caused the student's extended absence from school. [See FEC(LOCAL).] Notes signed by the student (unless the student is 18 or older), even with parental permission, as well as faked, dishonest telephone calls, will be considered disciplinary infractions requiring discipline of the student.

To leave campus during the regular school day, the student is required to:

- Obtain parental permission by either a legitimate note or phone call explaining why the student must be allowed to leave school the; and
- Secure Principal or Principal's designee approval, explaining illness or extenuating circumstances; and
- Sign out in the office.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned 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. (see Homework/Make-up Work)

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

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. A withdrawal form may be obtained by the parent from the principal's office. 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. Please note: Three parent/guardian notes for illness will be accepted without further follow-up of physician notes.

[For further information, see policies at EHBC, EIA, FDC, and FDD.]

Late Arrival to School or Class (Tardies)

A student who is tardy to class may be assigned to after-school detention. Repeated instances may lead to ASD, ISS or more severe disciplinary action. Three un-excused tardies will be counted as one un-excused absence. The 4th and each unexcused tardy following may be considered an un-excused absence.

[See Attendance for Credit)

AWARDS AND HONORS

At the elementary school at the end of each nine weeks grading period students are awarded for perfect attendance, all "A" Honor Roll, "AB" Honor Roll, and top Accelerated Reader points. The end of the year awards include perfect attendance, top Accelerated Reader points by grade level, Golden Rule Award, and top two academic students by classroom, and commended Performance on TAKS.

At the **middle school** at the end of each nine weeks grading period students are awarded for perfect attendance, all "A" honor roll, "AB" honor roll, and students are awarded a reward for meeting all of the following:

1. No unexcused absences and no more than 1 excused absence (this includes tardies and/or leaving school early)
2. Not advanced to Step 3 in the Discipline Management Plan
3. an A or B in conduct in all classes;
4. No detentions (morning, lunch or after-school);

5. passing all classes;
6. met all Accelerated Reading Point Requirements for grading period; and
7. no overdue library books or fees owed to school.

The Principal will have the final approval regarding student participation in incentive rewards.

Two students are recognized as “Students of the Month” from each grade level.

The year-end awards at the middle school include perfect attendance, “A” honor roll, “AB” honor roll, most outstanding student in each subject, Honorable Mention, Principal’s Award, and - Commended TAKS Performance. Other awards/recognition may be awarded throughout the year to recognize student accomplishments.

At the **high school** a variety of awards and forms of recognition are presented to students who excel in academics and extra-curricular activities. Consult the specific activity for a list of awards and attending eligibility criteria. Private individuals, civic, or professional organizations are welcome to recognize and award students for accomplishments. Each situation will be subject to the rule and criteria as established by the organization and/or by Mart ISD.

There are two honor rolls at Mart High School that are recognized each nine week grading period: The “A” honor roll for students who have all 90% or higher grades and the “AB” honor roll for students who have all 80% or higher grades. Students assigned to Step 3 or above on the discipline management program will not be eligible for honor roll recognition.

High School Academic Awards: Please consult with the High School Principal for information and qualifications for earning the Mart Independent School District Superior Academic Award (SAA). This award involves the awarding of an academic sweater or blanket.

Letter jacket qualifications:

UIL Literary

- Recipient must be: District champion or top three at Regional or score points at the district meet in two separate years or qualify for the state meet. See UIL Coordinator for additional details.

Band

- Must be a band member the junior year and in good standing and have competed in a least four UIL Band Contests (including marching contest, UIL solo and Ensemble contest, concert and sight-reading contest, and state solo and ensemble contests). See Band Director of additional details

Athletics and Cheerleading

Lettering policy

1. regular practice attendance
2. academic status
3. effort and attitude
4. coaches’ discretion
5. participate at the varsity level for a minimum of eight weeks

Letter jacket policy—A point system consisting of 100 points will be used. Two or more sports lettermen must earn 100 points. One sport lettermen points are reduced to 60.

Points will be earned according to the criteria listed below.

1. 30 points for each Varsity letter in any of the team sports
2. 15 points for each JV letter in any of the team sports

3. 20 points for each Varsity letter in any of the individual sports
4. 10 points for each JV letter in any of the individual sports

Transfer students: Points can be transferred from the previous school.

Note: Per UIL regulations, only one jacket can be awarded to a student during their high school career. Jackets will be ordered three times a year: October 1, February 1, and May 1. See the Athletic Director for additional details

National Honor Society

The National Honor Society is an organization that is established to recognize students who display top scholarship, as well as demonstrate proper civic behavior. Membership is open to all sophomores and older who maintain an overall grade average of 90% with no semester average lower than 80%. Candidates are evaluated on the basis of service, leadership, honesty, and citizenship. Please refer to the Mart High School NHS handbook. All nominations will be screened by the principal. Each member will be elected based on a majority vote of the faculty council.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's physical property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the principal to apply. Meal prices for 2009-2010 are as follows:

Breakfast - \$1.50		
Lunch – Grades Pre K - 4 -	\$2.00	
Lunch – Grades (5-8) -	\$2.15	Lunch – Grades (9-12) - \$2.30
Reduced-price breakfast -	\$0.30	(Adult Lunch - \$3.00)
Reduced-price lunch -	\$0.40	(Adult Breakfast- \$1.75)

All food service meals should be prepaid. Meals may be paid for in weekly or monthly amounts. Mart ISD offers free on-line pay services go to the district website [www. Martisd.org](http://www.Martisd.org) click on café tab. Transactions on line must be at least \$50.00. Charging of meals will no longer be available. Cash will not be taken during serving times from students or staff. Prior arrangements must be made. Middle and High school students must take care of cafeteria expenses before school.

All food purchased by students in the cafeterias must be eaten in the cafeterias or in designated areas approved by the campus principals. This includes free/reduced meals as well as full-pay meals. High school students may take cafeteria food to the pavilion area. Trash must be picked up or the privilege maybe revoked. The drink and snack machines may be turned off during the high school daily lunch serving time per the USDA policy regarding Foods of Minimal Nutritional Value.

Mart ISD is providing ONE FREE breakfast for each student. Breakfast opportunity is available on each campus at unique times built into the daily schedule. Elementary students have breakfast opportunity from 7:15-8:00. Middle School and High school have daily time scheduled unique to each campus's master schedule.

Free afternoon snack program for tutorial/extended year program is available on each campus. Information for each campus will be in beginning of year packet.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Agricultural Science and Technology Education, Business Education, Family and Consumer Science, and Technology Application as well as enrollment opportunities in programs at Texas State Technical College. Information regarding admission to these programs can be obtained from CATE coordinator, Jeni Gooden.

Mart ISD 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.

CLASS RANK / TOP TEN PERCENT

In the final ranking of the senior class all grades will be considered, except Physical Education or substitutes, vocational courses that are work program courses, correspondence courses, credit by exam courses, and local credit courses. If more than one course can be used for the same credit toward class ranking then the course with the highest grade will be used. There are three recognitions: valedictorian, salutatorian and honor graduate, all of which will be determined at the end of the semester after all grades are posted. Students who enroll at Mart High School for only their junior and senior year will not be considered for valedictory or salutatory honors, but can be eligible to be designated an "honor graduate." If a student enters Mart High School from another district his/her grade point average will be computed according to rules of Mart ISD. Only courses that have been available at Mart High School will be weighted for that individual. If a course was weighted at the student's previous district, but was not available to Mart HS students during that year the courses will not be weighted when calculating the GPA. The same policy applies to courses within Mart ISD. If courses were not available to all members of a class, the course will not be weighted for GPA purposes. Course credits earned through summer school or alternative credit recovery programs will not be considered in class ranking or GPA.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Student and parents should contact the high school counselor for further information about how to apply and the deadline for application.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. (For further information, see the high school principal or counselor and policies EIC and FJ.)

Honor Graduates and AP/Honor Courses

The middle school offers advanced courses, to qualified eighth grade students, in Algebra I, Health, and BCIS. These courses offer advanced studies. The criteria for selection in to these classes are based upon TAKS scores, placement test scores, academic excellence in other areas, and outstanding work habits. Upon successful completion of course requirements, earning a passing grade, and meeting State Assessments Standards, high school graduation credit that may be awarded for these courses while in the 8th grade. Please see the Middle School principal and refer to Administrative Regulation 602 for additional information.

In order to be a High School Honor graduate, the student must complete the following requirements:

1. Earn a scholastic average of 90 percent or better in all courses that count toward class ranking (only courses that count toward class ranking will count for honor graduates).
2. Successfully complete six AP/honors courses that are state approved: English I AP, English II AP, English III AP, English IV AP/Dual Credit, Algebra II AP, Pre-Calculus,

Principal approved distance learning courses can also count as honors courses. Mart High School is able to offer only some of these courses, however as the curriculum is developed additional courses may be added. Students taking honors courses will have a 1.1 multiplier added to their nine weeks average for classes that are designated as AP/Honors. Students who take English IV AP, Calculus AP, Biology AP, Spanish III and Physics may be required to take the Advance Placement Test to receive the 1.1 multiplier as a part of their GPA. See "Graduation Requirements" for more details.

The top ranked honor graduates will be declared Valedictorian and Salutatorian (See Graduation Requirements.)

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. [Further information may be found at policy FFAD in the District's Policy Manual.]

Bacterial Meningitis

State law requires the District to provide the following information:

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

Where can you get more information?

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

Other Health Matters

In accordance with EHAB, EHAC, and FFA, the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. The district offers physical education to students in middle schools. Students in grade six through eight will be required to participate in daily physical activity for at least 30 minutes for at least four semesters during those grade levels (SB530). For additional information on the district's requirements and programs regarding elementary and middle school student physical activity requirements, please see the appropriate building principal.

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the school nurse. If you would like to volunteer to be a part of this committee please contact any building principal for information.

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting access to vending machines. For more information regarding these policies and guidelines please see the superintendent.

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply-by a phone call or a conference with the teacher and/or campus principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual that instructs a parent or student should then discuss the complaint with the campus principal (Level I). If unresolved, a written complaint and a request for a conference should be sent to the Superintendent (Level II). If still unresolved, the District provides for the complaint to be presented to the Board of Trustees (Level III).

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of

these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Mart ISD rules and discipline will apply:

- During the regular school day or while a student is going to and from school on District transportation.
- During lunch periods in which a 10th-12th grade student, meeting principal criteria, is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any misconduct at a school-related event regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

For information regarding searches of student lockers and vehicles brought onto school property, please contact the principal.

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

School rules apply to school social events to which a student brings a guest. The building principal or designee must approve all guests for all events and situations. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

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

Corporal Punishment

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

However, the principal will honor a parent's written request that discipline methods other than corporal punishment be used.

Disruptions

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

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

Radios, CD Players, Cell phones and Other Electronic Devices and Games

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

Cell phones sighted in any campus building by any employee is not permissible. All such phones will be confiscated and turned into the campus office. The first infraction, the student's cell phone may be returned after 3:35 to the student once a \$15 administrative fee has been paid to the student activity account through the campus office. This fee will also apply after each additional infraction. The principal may also ask the parent to pick up the student's cell phone in person. After multiple infractions, the student may receive a discipline STEP and be placed in ASD, ISS, or DAEP, or the cell phone may be kept in the principal's office until the end of the school year. During required state assessments, all student cell phones must be turned off and into the test administrator prior to the test beginning; failure to do so will result in disciplinary action.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes that he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). See also policy FNCL.

Dating Violence

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

Sexual Harassment / Sexual Abuse

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or the superintendent, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The principal (principal's designee) or Title IX coordinator will conduct an

appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal (principal's designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ(EXHIBIT) in the District's policy manual.

CORRESPONDENCE COURSES

Prior to enrollment in correspondence courses, all students shall make written request to the principal. Students shall not be awarded credit towards graduation if approval is not granted prior to enrollment. Grades earned in correspondence shall not be used in computing class rankings. Seniors who are enrolled in correspondence courses to earn credit required for graduation shall complete the course and submit the grade for recording at least 30 days prior to the graduation ceremony date in order to be eligible for graduation at the end of the term.

Students are allowed to use only two (2) correspondence credits toward graduation credit. Students may be enrolled in only one correspondence class at any one time.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades five through eleven will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements and Class Ranking.**]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information, see the principal or counselor.

[See policies at EIC and FJ.]

The District offers career and technology programs in Agricultural Science and Technology Education, Business Education, Home Economics, and Technology Application as well as enrollment opportunities at Texas State Technical College and its programs. Information regarding admission to these programs can be obtained from the counselor.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. To the extent possible under legal and ethical guidelines, the counselors protect the privacy rights of children and their families. However, it should be noted that absolute confidentiality is not legally permissible and a student or other person consulting with a school counselor should ask the counselor beforehand about the extent of confidentiality.

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

CREDIT BY EXAMINATION

With Prior Instruction

A student who has received prior instruction in a course or subject—but did not receive credit for it—may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination.

A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. [For further information, see policy EEJA.]

Without Prior Instruction

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. Examinations will be scheduled for one designated day in May and one designated day in August of each school year. See campus principal or counselor for specific dates, deadlines, and requirements. The passing score required to earn credit on an examination for acceleration is 90.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. For further information, see EEJB. Grade reclassification will only occur prior to the beginning of instruction for the upcoming school year.

CREDIT RECOVERY POLICY – Please see the High School principal for graduation credit recovery programs.

DISTRIBUTION OF MATERIAL

School Materials

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

Student Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy

FMA(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The principal has designated area near the office as the location for approved non-school materials to be placed for voluntary viewing by other students unless otherwise instructed.

Non-student Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with policy GF(LOCAL).

DRESS AND GROOMING

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

Any attire worn by a student of parent that interrupts instruction and/or normal class/school procedures will not be permitted. The following list is a guide to appropriate attire in the instructional setting. The classroom instructional leaders (teachers) and the campus instructional leader (principal) will determine compliance as consistently as possible. Mart ISD requests that parents/guardians monitor the clothing and attire that their student's wear to school and respect the district's attempt to provide a distraction free instructional atmosphere.

1. Shirt, blouses, and dresses must cover the shoulders and must be buttoned and/or snapped appropriately.
2. No tank tops, muscle shirts, see-through, or transparent material for any clothing are acceptable. Sleeveless shirts are not permitted for Middle School and High School students. This type of clothing is not permissible even if worn under another outer garment such as a zippered jacket, hoodie, or over shirt.
3. No showing of midriff. (Shirts or blouses that expose the midriff when arms are at the side or when the hands are raised to the shoulders will be declared a violation of the dress code.)
4. Student clothing should not be cut as to attract undue attention and disrupt the school environment. Inappropriate length of a dress or skirt will be determined on an individual basis by the teacher or principal. (Note: *Finger tips length does not apply in determine the appropriate length of a dress.*) Boys are prohibited from wearing a dress.
5. Head coverings must be removed when in the school building. Bandannas, headbands and do-rag-type head coverings are prohibited in the school building. Hoods on any clothing should be removed from covering the head while in the building.
6. No clothing that advertises or advocates the use of drugs, alcohol, tobacco, or any illegal substances are allowed.
7. Sunglasses may not be worn in the building without a proper prescription from a physician. Sunglasses being worn in the hair are prohibited.
8. Shoes must be worn at all times and must be properly laced and tied/buckled. Flip-flops, aqua socks, and soft cloth house shoes are prohibited. Exception: High School Students (grade 9-12) may wear flip-flops until further notice. High heeled shoes are not appropriate footwear at the Middle School. Elementary students grades early childhood, pre-k and K-4 must wear shoes that cover their toes and must have a back or strap over the heel. Note: ***Students at all campuses must wear appropriate footwear in PE as required by the instructor.***

9. Belts if worn must be buckled at all times. Suspenders and overall straps must be worn as designed, over the shoulder.
10. Sagging clothing and excessively long shirt tails are considered a safety concern. Male students' pants/trousers must be pulled up at all times. The school administration may enforce this safety concern by requiring the shirt tails of male students to be tucked in so that the belt line is visible at all times. The legs of pants/trousers must be worn appropriately.
11. Appropriate undergarments shall be worn and worn appropriately. Undergarments must not be visible.
12. Any clothing that conveys lewd, offensive, vulgar or obscene messages are banned, as are any inappropriate messages, this includes messages that promote satanic groups, cults, racism, skulls, or gang activities. No pants, slacks, or shorts with words across the seat are acceptable.
13. No cut up/frayed/holey jeans will be allowed, even if they are worn over something.
14. Appropriate shorts may be worn. Shorts must not be disruptive and attract undue attention or interrupt the educational process. Shorts must be longer than the fingertips when arms are extended straight down the side of the leg. Shorts must not be disruptive or revealing. Students in violation of the shorts requirements will lose the privilege to wear shorts for the remainder of the school year (and will be subject to the student code of conduct).
15. Bicycle shorts or other types of clothing that are excessively tight are not allowed.
16. Boys are prohibited from wearing earrings, ear studs, or tape covering the ear/eye brow.
17. When excessive earrings are worn in the ear and become a distraction, they may be considered disruptive to the educational process.
18. Tattoos, nose rings/studs, tongue rings/studs, bellybutton rings/studs, or other ornaments or jewelry that may be viewed as a distraction by school personnel are prohibited. Tattoos are required to be covered at school.
19. Grills or any other ornamental mouth pieces are prohibited.
20. Pajama type clothing is prohibited.
21. Blankets or quilts are not acceptable for clothing or coats.
22. Oversized jackets are prohibited in the building.

Hair

1. Hair is required to be neat, clean and well groomed. Hairstyles and colors that are considered a disruption will not be allowed.
2. Hair curlers, rollers, and combs/pics/sunglasses worn in the hair are prohibited.
3. The length of hair for boys front/bangs shall not touch the eyebrows; Sides in front of and over ears must not extend past middle of ear; back must be off the top of the standard shirt collar. Boys' hair must not be pinned, rolled under, tucked behind ear or flipped up to meet the necessary hair length.
4. Sideburns must be kept neat and trimmed and may not extend past the bottom of the ear lobe.
5. Male students are to be clean shaven daily- Mustaches, goatees, or beards are prohibited.
6. Male students are prohibited from wearing pony tails, pigtails, dreadlocks or tails of any kind; braids without decorations that do not create tails may be worn until further notice.
7. Hair must not extend out more than 2 inches from the curvature of the scalp.

The principal has the authority to make decisions declaring any hair or clothing to be a distraction or inappropriate for school.

STUDENTS WHO REPEATEDLY DO NOT CONFORM TO DRESS CODE MAY BE ASSIGNED ANY OF THE FOLLOWING; ASD, ISS, or SENT HOME for the day. IF A STUDENT IS SENT HOME BECAUSE

DRIVER'S LICENSE/ LIABILITY INSURANCE

A student must meet one of the following requirements to be eligible to receive an instruction permit and/or Texas driver's license to operate a motor vehicle.

1. The student has been enrolled for at least 45 days, and is currently enrolled in a program to prepare persons to pass the high school equivalency exam (GED).
2. The student attended a public or private school at least 90 percent of the semester proceeding the date of application.

To prove compliance with one of these two requirements, a student must have verification of enrollment form issued to him/her by the school before going to the Department of Public Safety. This form is valid for 30 days from the date it is issued during the school year and 90 days if issued during the summer vacation.

Note: Students are required to have a driver's license and liability insurance to operate a car on campus. Students will be required to show proof of both and records will be kept on file in the office.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

Dual Credit course may be offered as the situation is made available and will be governed by board policy EHDD(Local). Any college course work that will be used as dual credit must be approved in advance by the Principal and Superintendent.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student who receives at the end of a grading period a grade below 70 in any academic class including honor courses, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks. Students in honor/advanced courses must maintain a 70 or higher class average with the 1.1 multiplier to participate.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse, however.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.
- A student is allowed up to 15 absences from a class during the school year for activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- A student may not participate in a UIL or extracurricular activity during the school day and during the class period in which the student is not making a minimum grade of 70.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct.

- A student must be in attendance at least 4 periods of the day to be eligible to participate in school-related activities on that day or evening. The principal will determine whether a student may participate if extenuating circumstances are noted.
- For a middle school student to remain in an athletic period the entire school year, he/she must participate in at least two sports. Those students who participate in only one sport may have their schedules changed to allow them to be in an athletic period only during the season of their sport.

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

A student who has committed a serious unlawful act or been guilty of persistent misconduct may be suspended either temporarily or permanently, from all extracurricular activities by the principal.

Athletic and cheerleading expectations and guide lines- please see appropriate sponsors.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, *etc.*
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books or school issued textbooks.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credits that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. See Transportation.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent. For further information, see policy FP.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 school days before the event. Fund raising is not permitted on school grounds during school hours without expressed permission of the principal. Organizations must conduct only two fundraisers per year. The activity must be placed on a calendar in the central administrative office and must be approved by the principal and superintendent. For further information, see policies FJ and GE.

GENERAL EQUIVALENCY DIPLOMA (GED)

Any person 17 or older, who is not currently enrolled in school, and who does not hold a diploma from an accredited high school, may take the test to earn the GED. Inquire with the counselor about the test.

GIFTED AND TALENTED

Mart ISD is dedicated to providing learning opportunities that are commensurate with the abilities of gifted and talented students in the areas of general intellectual development and in the content of the core academic areas of mathematics, language arts, science, and social studies.

Each fall students may be nominated for the gifted and talented program by a teacher, counselor, parent, community member, or self. A newspaper article and notes to parents will give specific dates and procedures for nominations. With parental approval, the administration will conduct a series of tests and collect various pieces of information about the student. A screening and selection committee will review each nominee's profile and determine whether the student will be placed in the gifted and talented program. Parents of nominated students shall be notified in writing upon the selection or denial of the student for the gifted and talented program. Participation in the program is voluntary.

Kindergarten students are nominated, evaluated, selected, and services are provided in a pull-out instructional arrangement by March 1 of each year. Grades 1 – 4 will be served daily in regularly scheduled classes. Grades 5 - 8 will be served daily in a regularly scheduled class. Classes for grades K-6 will be designed with interdisciplinary units based on the students' interests. Critical and higher level thinking skills, independent studies, and problem solving will be incorporated into the curriculum. Advanced students in Grade 8 will have the opportunity to participate in classes for High School graduation credit (Algebra I, BCIS, Health). GT students in Grades 9 – 12 will have opportunities to take Honors, Pre-Advanced Placement and Advanced Placement/honors classes in core areas.

GRADE CLASSIFICATION

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

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10 (Sophomore)
12	11 (Junior)
17	12 (Senior)

Note: To be classified as a junior, the student must be in their third year of high school and to be classified as a senior, the student must be in their fourth year of high school and must have earned the appropriate unit of credits.

GRADING GUIDELINES

Teachers will follow the established campus/department procedures concerning re-taking of failed grades, extra credit, the accepting of late work, how the nine-week grade is computed, and the type of assignments that are required and the weight of each assignment in determining the grade. See Report Cards, Progress Reports, and Conferences.

GRADUATION ACTIVITIES

No student will be able to participate in graduation ceremonies unless he/she has met all local and state requirements to graduate or is otherwise approved to participate in these ceremonies by the high school principal and/or superintendent. The school is not required to conduct graduation ceremonies. They are held to honor the graduates; hence, these activities are a privilege, not a right. Any student acting in an inappropriate manner before or during graduation activities can be banned or removed from these activities by the principal. Any student who has not paid all fines and charges and accounted for all school issued property can be banned from the graduation activities. Students graduating from a competency based program will not be allowed to participate in the graduation activities unless approval is granted by the principal.

GRADUATION REQUIREMENTS

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination. See Graduation Requirement charts.

The District will require students in grade 11 to take a state test for graduation in the 2004-2005 school year. The grade 11 exit-level tests will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. See Testing.

Graduation Programs

Beginning in the 2004-2005 school year, all ninth grade students will be required to enroll in the Recommended or Advanced (Distinguished Achievement) Graduation Program. Permission to complete the Minimum Program would be granted only if an agreement were reached among:

the student; the student's parent or person standing in parental relation; and the counselor or appropriate administrator.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on all exit-level tests. A student in this situation may participate in graduation activities if approval is granted by the principal.

MART HIGH SCHOOL GRADUATION REQUIREMENTS

	MINIMUM	RECOMMENDED	DISTINGUISHED
ENGLISH	4 Credits	4 Credits	4 Credits
MATHEMATICS	3 Credits (Must include Alg I) Must Include Alg I and Geometry *	3 credits must include Alg I, Alg II(AP), and Geom(AP)	3 credits must include Alg I, Alg II(AP), and Geom(AP)
SCIENCE	2 Credits must include one from Biology, Chem, Physics Must include Bio and IPC (a student may sub. Chem or Physics for IPC, however which ever is taken the other must be taken as academic elective	3 Credits* must include 3 credits from IPC, Bio I (AP) Chem, or Physics 1 credit must be Biology	3 Credits must include 3 credits from IPC, Bio I (AP) Chem, or Physics 1 credit must be Biology
SOCIAL STUDIES	2 1/2 Credits World History or World Geo (1 Credit) US Hist (1 credit) Am. Government (1/2 Credit)	3 1/2 Credits W. Hist (1 Credit)- W. Geo. (1 Credit) US Hist (1 Credit) Am Government (1/2 Credit)	3 1/2 Credits W. Hist (1 Credit)- W. Geo. (1 Credit) US Hist (1 Credit) Am Government (1/2 Credit)
ECONOMICS	1/2 Credit	1/2 Credit	1/2 Credit
FOREIGN LANG.	NONE	2 Credit same Language	3 Credits Same Language
HEALTH	1/2 Credit	1/2 Credit- HB3 elective	1/2 Credit HB3 elective
PHYSICAL ED.	1 1/2 Credits	1 Credits	1 Credits
FINE ARTS	NONE	1 Credit count as elective	1 Credit count as elective
TECHNOLOGY APP	1 Credit	1 Credit	1 Credit
SPEECH	1/2 Credit of Communications Application**	1/2 Credit of Communications Application	1/2 Credit of Communications Application
ELECTIVES	1 Academic Credit from: W. Hist, W. Geo., or any science course* offered by MHS and 5 1/2 credits of any state approved courses and 4 credits of any state or locally approved courses	3 1/2 Credit or state approved courses 2 credits from local or state approved courses HB3 increases to total of 6 instead of 5	2 1/2 Credit or state approved courses 2 credits from local or state approved courses
ADVANCED MEASURES	NONE	NONE	Must achieve a combination of four(4) of the advance measures approved by SBOE*

* See course catalog, counselor, or principal for information regarding SBOE approved advance measures.

**Parents must first seek permission from principal to place their child on the Minimum plan

*Beginning with the freshman class of 2007-2008/graduating class of 2011, all students will be required to take 4 courses in each of the following core areas; Math, Science, Social Studies, and English.

*IPC can satisfy one of the lab-science requirements through 2011-12. Incoming freshman class 09-10 IPC will not count

HB 3 impacts ALL students starting Sept.1, 2009.

HB3- 9th grade students 2007-08 or later- 26 credits (true 4x4 Health counts as elective; technology credit counts as elective; PE 1 credit required)

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, appropriate attire, and senior picture, both 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.

Homeless Students

For more information on services for homeless students, contact district's Liaison for Homeless Children and Youth, Patricia Roberson at 254-876-2574.

HOMEWORK/MAKE-UP WORK

All students in grades one through four will be required to complete homework on a daily basis. This extra practice is needed for students to master the lessons for the day. We encourage all parents to assist your child with his/her homework each day. This is one way for all parents to be involved with the education of their child. Those students in grades 1 – 4 who do not turn in their homework on time will be referred to the ZAP (Zeroes Aren't Permitted) program. Students will be assigned to the ZAP Room during recess to work on the assignment. The highest grade a student can make on an assignment that has been Zapped is 75.

Students shall be expected to make up assignments and tests after absences. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified.

Students in grades 5-12 who are absent from school should report to the principal or designee immediately upon return. The principal/designee shall decide if the absence is excused or unexcused. If it is unexcused, the student will receive a maximum grade of 70 for all academic work during the absence. The student should have one day of make-up work for each day of absence. Any assignment is then due on the following day. Assignments made to the student before the student was absent will be due upon the students return to class.

High School students who fail to turn in assignments on time, perform inadequately on any assignment, miss/fail a test may be required to stay after school to correct or complete these assignments as part of after school tutorials. High school tutorials will be conducted Monday-Thursday 3:45-4:45. It is the student's responsibility to arrange for alternative transportation if needed.

Middle School students who fail to turn in assignments on time or perform inadequately on any assignment may be required to attend morning tutorials or stay after school to correct or complete these assignments.

Example A:

Monday	student is absent because of illness
Tuesday	student confers with principal and gets assignments from teachers
Wednesday	all assignments from Monday are due

Example B:

Monday & Tuesday	absent
Wed. & Thursday	get assignments and do work
Friday	all work due in all classes, whether classes meet or not

* It is the student's responsibility to obtain any assignments given during his/her absence.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience including a religious belief, the

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

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

INSURANCE – STUDENT ACCIDENT INSURANCE

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. This information should be provided in the enrollment packet or given the first day of school. If this information was not provided please contact the principal office. Students have 10 days to enroll in the student insurance program from the first instructional day of enrollment.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

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

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

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

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

For further information, see policy GRA.

LOCKERS AND LOCKS

High School students who want to use a locker are required to sign a locker use agreement and agree to abide by the rules of the agreement. Students must use school-issued locks and are responsible for the locks.

LUNCH PERIOD

Mart ISD has closed lunch periods for all students except seniors (A senior is defined as a student who has sufficient credit, and taking English VI and/or Am. Government/Economics and in their fourth year of high school). All non-senior students are to remain on campus during the lunch period. Meals may be purchased in the cafeteria (see "Cafeteria Services") or may be brought from home. For a student to leave the campus during lunch they must follow the same procedures as leaving school at any time during the day. 1) Obtain parental permission by either legitimate note or phone call explaining why student must be allowed to leave school; and 2) Secure the principal or principal's designee approval, explaining illness or extenuating circumstances; and 3) Sign out in the office. The principal may give permission for a student to leave during the lunch period if the student is performing official school business as a representative of the school and the student has parent/guardian permission. The principal may also allow students to leave campus during lunch as a reward for school-related successes. The principal may also take away the open lunch privileges for senior students if in the opinion of the principal he/she believes it is in the best interest of the student(s), school, or for disciplinary reasons. Students in violation of the closed campus policy will be subject to truancy violations and leaving school without permission. (This could be punished by advancing in discipline step, lunch detention, or suspension of lunch privileges, ASD, ISS or AEP.)

MEDICINE AT SCHOOL

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

Only authorized employees, in accordance with policy, and:

If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

Medication may not be stored in private vehicles.

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

The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day. For further information, see policy FFAC.

All medication with the exception of approved asthma medication is to be turned into the school office with the appropriate written documentation immediately upon the student's arrival at school. Students are not permitted to possess, take, or distribute medication while at school.

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, advanced nurse practitioner, a physician, or a certified 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].

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS(Parent Involvement Policy)

The Mart ISD believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed. See Academic Counseling.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at HS 876-2574, MS 876-2762, and ES 876-2112 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

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

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family 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 will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program

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

- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. See also Student Records.
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Become a school volunteer. For further information, see policy GKG and contact the principal.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the superintendent or the principal.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. See policies BE and BED for more information.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. (See Pledges of Allegiance and a Minute of Silence)
- To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

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

Parents also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.

PARKING

The High School and Elementary parking adjacent to Navarro Street will be for staff, parents, faculty and visitors only. The parking area between the Agriculture and Band buildings and the south parking area near the cafeteria and the gym will be for students and designated staff. The parking areas at the Science Building will be for high school faculty and staff. The areas in front of the administration building and Family and Consumer Science building will be reserved for staff, faculty, school vans and visitors.

At the Middle School parents are asked to drop off and pick up students at the front of the school. Buses will drop off and load students on the west side of the building. Students enrolled in Middle School are not permitted to drive or park a vehicle within the Middle School parking lot without first describing the extenuating circumstances and gaining the approval of the principal.

High School Students who choose to drive to school and park on the campus must first register their vehicle in the high school office. In order for the vehicle to be officially registered to park on campus, the student must have a valid driver's license and proof of insurance on each vehicle that may be driven throughout the school year. It is the student's responsibility to provide updated information for insurance and license that may become expired throughout the course of the school year after the vehicle has been registered. Any student in violation of this parking rule will be punished in accordance with the student code of conduct.

PHYSICAL EXAMINATIONS

The District shall comply with all state health laws, as well as UIL rules regarding physical examinations required for participation and general health. If the school nurse conducts any vision, auditory, dental screenings or other screenings, the nurse will contact the parents and make them aware of any potential problems discovered during the screenings.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the year, a parent may submit a written request to the appropriate campus office to request a copy of their child's physical fitness assessment conducted during the school year.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, (unless situations or emergencies arise) all students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, 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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades K-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for language arts, reading, mathematics, science, and social studies, with a grade of 70 or above in language arts, reading, science, and mathematics.

In grades 9-12 if the course is a two-semester course, then the semester grades will average together to determine credit, provided neither of the semester grades dipped below 60 percent. If the student passes one semester, but fails the other and the passing grade is not enough to pull the yearly average up to a 70 percent, then the student must re-take the course for the failed semester and receive a high enough grade to average out the yearly grade to 70 percent. Every three weeks of each nine-week grading period, the district will provide notice of progress to the parent of a student whose grade average in a class is below 70 percent or at risk of failing.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- 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.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. 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. 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.]

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

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test and may be required to attend the Summer School Program for TAKS test enrichment. [See Graduation for information regarding new exit-level tests required by state law.] Students in the sixth through tenth grade may be required to attend summer school for promotion consideration and TAKS test enrichment if any one test is below the state passing requirements or the student fails their Language Art, Science, or Math course for the previous year.

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

[For further information, see policies at EHBC, EI, and EIE.]

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse or designee will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks.

After each three weeks of a nine-week grading period, parents are given written notice if the student's performance in any course is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. Each three week report will also contain student conduct and attendance information.

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

Grades

For all grade levels, work done in/for class will be averaged every nine weeks.

The following grading system will be used:

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
Below 70	F	Failing

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District.

Although the District has implemented safety procedures, the cooperation of students is essential to ensure 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 safety hazards, such as intruders on campus.
- 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.

Accidents at School

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the principal's office.

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 need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

Drills: Fire, Tornado, and Other Emergencies

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

Emergency School-Closing Information

When conditions of inclement weather, icy roads, or lack of adequate heat exist, the superintendent will make the official decision as to the closing of a campus, either for a full day or part of a day. The superintendent will make the decision for the closing of school or delaying

the opening of school by 5:30a.m. The official announcement will be made on the following radio and television stations:

KWTX-TV KCEN-TV KXXU-TV KWTX-1230 KWTX-97.5 WBAP-820

SCHOOL FACILITIES

Vandalism

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

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the principal.

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is 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 District policy, whether or not a student is present.

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security 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 Detection Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs, alcohol, and firearms. At any time, trained dogs may be used on lockers and vehicles on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials

[For further information, see policy FNF.]

SEMESTER EXAMS

For grade 9-12:

Fall & Spring semester—Students may be exempt from taking semester exams by meeting high academic, attendance, and discipline standards; however the teacher reserves the right to require students to take the test.

EXEMPTION POLICY—Students may be exempt if:

Zero absences and a grade of 80 & score of 2200 on TAKS OR grade of 85

One absence and a grade of 83 & score of 2200 on TAKS OR grade of 88

Two absences and a grade 90 & score of 2200 on TAKS OR grade of 90

Three absences and a grade of 90 & score of 2200 on TAKS OR grade of 95

A student cannot be exempt if they have been placed on Step 3 or higher or assigned ISS, AEP or Saturday School through the step system and if they have any unexcused absences. Each class stands on its own concerning attendance. Actual attendance, being present 90% of the class, determines exemption status. School activity absences do not count against exemption status.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, and migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The principal can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. (See page 1 of this handbook).

If a student receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus [See FDB(LOCAL)].

STUDENT OFFICES AND ELECTIONS

Clubs and organizations are free to elect officers under the procedures of their by-laws. Contact the sponsor of each organization for more information.

High School Class Officers

1. Be in good academic standing with an average 75 or higher in all classes
2. no pink slips or discipline issues during school year
3. Can not be on probation thru court system at any time
4. No truancy, excessive absences, or unexcused tardies

Criteria for Homecoming/Prom Queen/King and Court

Those being nominated for Homecoming/Prom Queen and King must meet the following criteria to qualify to hold the honor:

1. 2 or fewer pink slips or discipline for minor issues during the school year
2. Average of 75% or higher in all classes through out the school year
3. Cannot be on probation thru the court system at any time during the school year
4. No truancy or excessive absences, 2 or more unexcused tardies
5. No ISS, JJAEP or DAEP placements

STUDENT RECORDS

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

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

- The parents, whether married, separated, or divorced, unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members with a “legitimate educational interests.” These members include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are: working with the student; considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504; Compiling statistical data; or Investigating or evaluating programs.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which the student transfers or in which he or she subsequently enrolls.

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

The principal or superintendent is custodian of all records for currently enrolled students at the assigned school and of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable request for explanation and interpretation of records. The address of the superintendent's and principal's offices are:

700 Navarro
Mart, Texas 76664.

Eligible students and parents may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complain process found in policy. [FNG].

Copies of student records are available at a cost of \$0.10 per page, payable in advance. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it. Directory information includes, but is not limited to: A student's name, address, telephone number, and date and place of birth.

- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

- The student's e-mail address.

However; release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the acknowledgement form attached to this handbook.]

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

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names addresses, and telephone listings, unless a parent has advised the district not to release their child's information without prior written consent.

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

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Summer School

A student maybe required to attend summer school at the discretion of the principal for: Student Success Initiative Requirements, credit recovery, attendance, failure to perform satisfactorily on any state assessments, identified at risk, grade requirements, and enrichment opportunities.

Students with Disabilities

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

TESTING (STATE ASSESSMENT)

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests (TAKS):

- Mathematics, annually in grades 3 – 7 without the aid of technology and in grades 8 – 11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3 – 9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10 and 11
- Science in grades 5, 8, 10 and 11

TAKS Testing dates: see school calendar for preliminary testing dates.

To receive a high school diploma, students must successfully pass exit-level tests. See **Graduation** for information regarding exit-level tests required by state law.

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

College Requirements

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, students must take the Texas Academic Skill Program (TASP) test.

TEXTBOOKS

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

TRANSPORTATION

School Sponsored

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 personally requests that the student be permitted to ride with the parent, or the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent. (see policy FMG(Local))

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 available at the school. Further information may be obtained by calling 876-2523.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in the Bus Rider Regulations in this handbook and the Student Code of Conduct. Violation of these standards may result in suspension and/or permanent removal from riding a bus.

VIDEO CAMERAS

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

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

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as

there duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. This includes spouses and children of students.

WITHDRAWING FROM SCHOOL

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

MART INDEPENDENT SCHOOL DISTRICT

7/1/09

2009-2010 CALENDAR

JULY						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	Tu	W	Th	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
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27	28	29	30	31		

	Holidays
	Comp Time Staff Training
	Bad Weather Days
	Waivered Comp Days
	Staff Development
	Early Release-Teacher Training
	TAKS Test Day
	Early Release-Parent/Teacher Conf
	Nine Weeks Begins
	Summer School
	Nine Weeks Ends

HOLIDAYS

September 7.....Labor Day
 November 23-27Thanksgiving
 December 21-Jan 1.....Christmas Break
 March 15-19.....Spring Break

STUDENT HOLIDAYS

Teacher Training, Teacher

Workdays, Bad Weather Days

August 11-13.....Comp Time Staff Training
 August 14-21.....Staff/Training/Workdays
 August 14.....New Teacher Orientation
 November 23-25.....Waivered Comp Days
 April 2 & 5.....Bad Weather Days
 May 29.....Staff Training/Workday

DATES TO REMEMBER

Sept 11...Early Release-Homecoming 2:00 p.m.
 Sept 16.....Early Release -Staff Training
 Oct 21.....Report Card Day
 Oct 28...Early Release-Parent/Teacher conferences
 Dec 18.....Early Release 12:00 p.m.
 Jan 6.....Report Card Day
 Jan 18.....Early Release - Staff Training
 Feb 15.....Early Release - Staff Training
 Mar 12.....Early Release 12:00 p.m.
 Mar 24.....Report Card Day
 May 5...Early Release-Parent/Teacher conferences
 May 28.....High School Commencement
Early Release 12:00 p.m.

GRADING PERIODS

First Semester.....82 Days
 Second Semester.....98 Days
 1st 6 wks Eligibility Check.....October 2
 1st 9 wks.....Aug. 24 - Oct. 16 (39 days)
 2nd 9wks.....Oct. 19 - Dec. 18 (43 days)
 3rd 9wks.....Jan. 4 - Mar. 12 (50 days)
 4th 9wks.....Mar. 22 - May 28 (48 days)
 Summer School.....June 7-June 30 (18 days)

TEST DATES

(Revised June 2009)

October 20-23.....TAKS/TAAS Exit Retest
 Mar 1.....TAKS Exit SS
 Mar 3-5.....Retest TAKS Exit. ELA-Grades 10,11
 3-5.....Reading-Grades 3,5,8,9. Writing-Grades 4,7
 April 6.....TAKS 5, 8 Math
 April 27.....TAKS 3,4,6,7,10 Math, Exit ELA
 April 28.....TAKS 4,6,7 Reading, Exit Math
 April 29.....TAKS 5, 8, 10, Exit Science; 9 Math
 April 30.....TAKS 8,10,Exit Social Studies
 May 18.....TAKS 5 & 8 Math Retest
 June 29.....TAKS 5,8 Math Retest
 June 30.....3,5,8 Reading Retest

JANUARY						
S	M	Tu	W	Th	F	S
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31						

FEBRUARY						
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28						

MARCH						
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28	29	30	31			

APRIL						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	Tu	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

UIL Spring Dates 2009-2010

Tentative

March 22-26: District Academics, OAP
 April 6-9: Area OAP
 April 10: Certification for District Track
 April 12-16: District Golf/Tennis
 April 17: Certification for Area Trac
 April 30-May 1: Regional Athletics
 April 23-24: Regional OAP/ Academics
 May 6-8: State Academics, OAP
 May 14-15: State Track Meet

BUS RIDER REGULATIONS

General Safety Rules:

1. Passengers will follow the driver's instructions at all times.
2. Each passenger will board and leave the bus in an orderly manner at the designated bus stop.
3. Passengers will not stand when the bus is in motion.
4. Passengers will keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers will not deface the bus and/or its equipment.
6. A passenger will not extend his/her head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
7. Passengers will not smoke or use any form of tobacco on school buses.
8. Usual and acceptable classroom conduct rules will be observed. Unruly conduct, including the use of obscene language, will subject the passenger(s) to disciplinary action in accordance with the Student Code of Conduct.
9. Upon leaving the bus, a student will not cross immediately in front of the bus until directed by the driver.
10. Only students who are eligible/assigned to ride a bus may be transported and must ride the assigned bus. Prior approval from the building principal must be obtained before a student can ride a bus that he/she is not assigned.

Procedures for waiting for the bus:

1. Be at your bus stop five (5) minutes before the scheduled pick-up time.
2. Stand on the sidewalk or back from roadway while waiting for the bus.
3. When the bus approaches, form a line (if more than one student is waiting) and be prepared to lead immediately.
4. Stand still and stay clear of the bus until it comes to a complete stop before moving toward the bus to board.
5. If you miss the bus, go home immediately. Parents should instruct their children on what procedures to follow in the event they miss the school bus.

Procedures for loading the bus:

1. Keep hands and feet to yourself.
2. Use the handrails and steps.
3. Upon boarding the bus, immediately find a seat and sit down or sit in the assigned seat (the bus driver can assign students to certain seats). Remain seated for the remainder of the route. Students who refuse to sit in the assigned seat or deny another student access of a place to sit will be referred for disciplinary action.

Conduct on the bus:

1. The driver is in full charge of the bus and the students. Students will comply fully and promptly with the driver's instructions. Arguing with the driver will result in a disciplinary referral.
2. Students will not mark or deface the bus or any part of the bus. The person responsible for the vandalism will pay vandalism costs. Students are not to tamper with mechanical equipment, accessories or controls of the bus. Students are not allowed to operate the passenger door of other driver controls except in cases of extreme emergencies.
3. Normal-level conversation is permitted. Students are to refrain from loud talking, excessive noise and unnecessary movement that can distract the driver.
4. Eating and drinking on the bus during regular routes are prohibited.
5. Students are not to throw objects inside the bus or out the windows or doors of the bus.
6. Students will keep all body parts and clothing inside the bus.
7. Students will face forward and keep their feet on the floor in front of them.

8. Students will assist in keeping the bus safe and clean.
9. Students should use the emergency door and exit controls only during supervised drills or actual emergencies.

Cross the street of highway:

1. All students living on the left side of the roadway (this is determine by the direction the bus is traveling) will exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the bus driver to signal that it is safe to cross. Student should check that it is safe to cross once the driver signals them.
2. Each student should look in both directions and walk directly across the road.
3. Students should never cross behind the bus.

Extracurricular Trips:

1. Bus rider safety rules apply to all school-sponsored events.
2. Students will comply with requests of the trip sponsor, chaperones, and the bus driver.
3. Radios, tape players, and CD player with headphones and electronic games will be permitted on the buses for extracurricular trips only with the permission of the trip sponsors and bus driver. **NOTE:** These items are prohibited in the instructional setting at all times. The school is not responsible for personal items that students choose to bring to school or the school-sponsored events.
4. Students who have been suspended from riding the school bus are also suspended from riding buses on extracurricular trips during the duration of the suspension.
5. Eating and drinking on the bus during extracurricular trips will be permitted only with the permission of the trip sponsors and the bus driver. Student are expected to keep the bus clean and throw all trash in designated containers.

Video Cameras:

The student's signature and parent's signature for receipt of this handbook, acknowledges that the student and parents understood that the Mart Independent School District has video recording equipment that can be installed on buses to monitor school transportation. Each bus is equipped with a monitor box in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus. Videotaping during bus routs of during extracurricular trips will be conducted at random and at the bus driver's request. The principal will review the tapes and document evidence of student misconduct. Students found to be in violation of the Bus Rider Regulations or Student Code of Conduct shall be notified and disciplinary action initiated.

Videotapes shall be treated as protected students records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain the custody of the Superintendent.
2. Parents of student who wish to view a videotape in response to disciplinary action against a student may request such access under the procedures set in Policy FL(Exhibit).
3. Only the appropriate and approved persons related to or involved in the discipline action of the event will be permitted to view the bus videotapes and this must follow the privacy act regulations.

Guidelines for Disciplinary Action and Consequences:

Note: Disciplinary sanctions and changes in transportation for a student with a disability will be accordance with provisions in the student's Individual Education Plan (IEP).

The following are procedures that will be followed when a discipline concern arises on a bus. The bus driver will attempt to correct the misbehavior of the student and if the misbehavior continues, the bus driver will write a discipline referral and give it to the principal of the student. The follow are guidelines that the principal may follow:

First Offense: The principal will conference with student and parent and send a written notice to the parent or guardian stating that the next offense will result in a minimum 2 day suspension from bus riding privileges.

Second Offense: The principal will conference with student and parent and send a written notice to the parent or guardian stating that the student is suspended from riding the bus 2 days (depending on the seriousness of the incident the length could be longer)

Third Offense: The principal will meet with the student and parent/guardian and send a written notice to the parent/guardian that the student is suspended from riding any school bus for 3 to 10 days.

Fourth Offense: The principal will meet with the student and parent/guardian and send a written notice to the parent/guardian stating that the student is suspended from riding any school bus for the remainder of the semester. If a student is suspended for the duration of the fall semester and commits another offense the spring semester the student will be suspended the remainder of the school year.

NOTE: Principals have the authority to assign discipline consequences other than or in addition to suspension from riding the bus (the Student Code of Conduct can be applied for misconduct on any bus).

Severe Clause: Students committing a severe offense will be immediately suspended from the bus riding privileges. The principal is authorized to take appropriate disciplinary action including suspension of a student from riding any bus for the remainder of the year. Students committing serious offenses on the last day of school will be penalized for the violation at the beginning of the upcoming school year. The student will also lose bus riding privileges for summer school, if the student attends summer school or required to attend summer school. Parents will receive notification of any last-day-of-school offenses by mail.

Severe offenses can include:

1. Assault or terrorist threat.
2. Sells, gives, and delivers. Possesses, uses, or under the influence of any controlled substance of alcohol.
3. Engages in conduct relating to abusing glue, aerosol paint, or volatile chemicals.
4. Retaliation against any school employee.
5. Public lewdness or indecent exposure or exposure.

If a student becomes unruly on the bus and the other students and the bus driver are in danger the proper law enforcement agency will be notified to remove the student from the bus and the parents will be notified.

NOTICE TO PARENTS

Mart Elementary School, Mart Middle School, and Mart High School are School-wide Title I Campuses. The Principal's attestation of meeting the No Child Left Behind Highly Qualified requirement is on file in the respective campus administration office and is available for your access.

NOTICE of Federal Program Planning for Mart ISD

The Mart Independent School District is currently in the application process for the 2009-20010 federal programs listed below:

- Title I, Part A – Improving Basic Programs
- Title I, ARRA – American Recovery and Reinvestment Act
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title II, Part D – Enhancing Education through Technology
- Title III, Part A – Language Instruction for Limited English Proficient and Immigrant Students
- Title IV, Part A – Safe and Drug Free Schools and Communities Program

Campus eligibility for Title I is based on low income data and enrollment. **Private Nonprofit Schools** and/or **Homeschools with government nonprofit status** interested in receiving program information and/or providing input into program planning for services for eligible students may contact Todd Gooden, Superintendent, at 254-876-2523 or 700 Navarro, Mart, Texas 76664

Mart ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or hiring practices. Inquiries regarding the Title IX policies should be directed to the Superintendent at Mart ISD at the address and telephone number listed above.

**SCHOOL - PARENT - STUDENT
2009—2010 PARTNERSHIP PLEDGE**

The most effective learning takes place when school, parents, and students work together, communicating in a mutually respectful manner.

Therefore:

Mart ISD pledges to:

- Provide a safe place for children to learn
- Teach the Texas Essential Knowledge and Skills so children can achieve to their maximum educational potential
- Strive to be aware of children's unique needs
- Communicate regularly with parents on their child's progress
- Involve parents regularly in decisions relating to the education of their children

Student pledges to:

- Attend school regularly
- Be an active participant in his/her own learning
- Be a responsible learner
- Complete all class work and homework
- Follow school rules and promote school safety

Parents pledge to:

- Send child to school on time and prepared to learn
- Be active and participate in school activities, such as open house, parent/teacher conferences, parent education programs, and other related activities
- Encourage child to complete all assignments at school and ensure child completes all homework assignments
- Work closely with classroom teacher to ensure the success of their child
- Support school rules
- Take a stand against drug and alcohol abuse

Student

Parent

School Principal