

MALONE ISD



STUDENT HANDBOOK

Local

2020-2021

If you have difficulty accessing the information in this document because of disability, please contact Linda Buffe – linda.buffe@maloneisd.org – 254.533.2321

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Preface

To Students and Parents:

Welcome to the 2020–2021 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Malone ISD Student Handbook is designed to provide basic information that you and your child will need during the school year.

Both students and parents should become familiar with the Malone ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district's website at www.maloneisd.org and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact a teacher, principal, or superintendent.

Also, please complete and return to your child's campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment:

1. Acknowledgment Form OR Acknowledgment of Electronic Distribution of Student Handbook;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information;

3. Consent/Opt-Out Form.

NOTE: References to policy codes are included so that parents can refer to board policy. The district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.maloneisd.org.

Accessibility

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Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. All students are asked to bring a note upon return from an absence.

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Attendance Incentive Plan

Students have the opportunity to qualify for semester attendance drawings and receive gift certificates for attendance.

- **Students with exempt absences or no more than 2 absences during a semester will be included in an end of semester drawing for an electronic device.**
- **Students with perfect attendance or exempt absences for the year will be eligible for the grand prize drawing at the end of the year.**
- Students with **perfect attendance or exempt absences** for the semester will receive a \$5.00 gift certificate.
- Students with **perfect attendance or exempt absences** for the entire year will receive an additional gift certificate at the end of the year.

Perfect attendance is defined as being present on school campus every day.

If a student has a medical, dental, counseling, or a court appointment, appropriate documentation **MUST** be returned to school from said appointment and student **MUST** be present on school campus at some point during the same school day in order for the **absence to be exempt.**

The class with the best six weeks' attendance average will be rewarded with a movie and refreshments.

Awards and Honors (All Grade Levels)

Academic UIL

Students in grades 2-8 have the opportunity to participate in Academic UIL. All participants will be rewarded with a field trip

Beta Club

Students in grades 6th-8th also have the opportunity to be a member of the BETA Club. Membership is an honor bestowed upon a student, and membership is by majority vote of the faculty based on outstanding scholarship, character, leadership, service and citizenship.

Honor Rolls and Mustang Award

Students earning all "A's" or "A's & B's" in the four/five core subjects are honored per six weeks and receive a gift certificate at the end of the year.

Three students exhibiting outstanding effort and achievement during six weeks are honored with the Mustang Award.

Accelerated Reader Program

Students who earn the required points for their reading level will receive a gift certificate at the end of the year. Those students who exceed their point goal will also be rewarded with a field trip at the end of the year.

- **.3 - .9 Reading Levels** ~ 2 points per six weeks; 12 points to qualify for the end of year gift certificate; 20 points to qualify for the end of year field trip.
- **1.0 – 2.5 Reading Levels** ~ 4 points per six weeks; 24 points to qualify for the end of year gift certificate; 40 points to qualify for the end of year field trip.
- **2.6 – 3.5 Reading Levels** ~ 7 points per six weeks; 42 points to qualify for the end of year gift certificate; 60 points to qualify for the end of year field trip.
- **3.6 – 4.5 Reading Levels** ~ 9 points per six weeks; 54 points to qualify for the end of year gift certificate; 80 points to qualify for the end of year field trip.
- **4.6 – 5.0 Reading Levels** ~ 12 points per six weeks; 72 points to qualify for the end of year gift certificate; 100 points to qualify for the end of year field trip.
- **5.1 & Higher** ~ 15 points per six weeks; 90 points to qualify for the end of year gift certificate; 120 points to qualify for the end of year field trip.

If a student fails to meet their required point goal, the student will NOT be eligible for the gift certificate OR the field trip incentive.

Credit by Examination

Credit by Examination—If a Student Has Taken the Course/Subject (All Grade Levels)

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

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

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

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district’s board of trustees, and state law requires the use of certain examinations, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which examinations are scheduled during the 2019–20 school year will be published in appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

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

Kindergarten Acceleration

Parents wishing to accelerate their student from Kindergarten to first grade must submit a written request to the superintendent by the end of the third week of school. Testing will take place during the fourth week. Results will be reviewed and a decision rendered by

the end of the first six weeks of school. A score of 80 on each exam in all four subject areas of Language Arts, Mathematics, Science, and Social Studies must be scored in order for advancement consideration.

Students in Grades 1–5

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

Students in Grades 6–8

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

Elementary Advancement – Grades K-8 for the 2020-2021 School Year

For students enrolled in Malone ISD for the School year 2020-2021

<i>Test Window</i>	<i>Applications due by 4:00 p.m.</i>	<i>Notes</i>
August 10 - August 25, 2020	August 14, 2020	K-8 Advancement: For all students enrolled in Malone ISD for the 2020-2021 school year.

Credit for Advancement – Grades 6-8

<i>Test Date</i>	<i>Applications due by 4:00 p.m.</i>	<i>Notes</i>
Monday, June 7, 2021	May 21, 2021	For June entering grades 6-8: Testing cannot be a result of unexcused absences and/or failure to meet the academic requirements of the course.

Elementary Advancement – Grades K-5 for 2020-2021 School Year

Test Window	Applications due by 4:00 p.m.	Notes
April 1- May 18, 2021	May 7, 2021	Grades 1-5 Advancement: Testing window is for students who would like to take the advancement test for the upcoming school year 2021-2022. Tested at the enrolled campus.
June 1-June 4, 2021	May 10, 2021	Kindergarten Acceleration: Students new to Malone ISD for 2021-2022 school year. Information Parent Meeting (TBD)

For Students in Grades K-8 New to Malone ISD for the School Year 2020-2021

Testing Date	Application due by 4:00 p.m.
August 2 - August 6, 2021	July 16, 2021

Dress and Grooming (All Grade Levels)

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:

- Any apparel or unusual accessory (**ex. low-cut shirts, holes in jeans with or without tights, hair color/haircuts**) that the school officials have reason to believe would disrupt normal school activities is unacceptable. Cleanliness, neatness, and good taste are standards for appropriate dress.
- **For PreK-4 grade, tights/leggings or like fashions may be worn with dresses, skirts, and shorts of appropriate length or mid-hip length tops.**
- **For grades 5-8, tights/leggings or like fashion may be worn with dresses, skirts, shorts, and tops that are fingertip length.**
- **Tight-fitting and revealing clothes (ex. Under Armour), as well as clothing designed for wearing as undergarments are prohibited to be worn as outer garments.**

- ***For 4th- 8th grade dresses, skirts, shorts, or slits in either, shall not be more than three inches above the knee.***
- Shorts must be worn underneath all dresses or skirts for all grades.
- Dresses, blouses, shirts, or other tops similar to sundresses that have back or front exposure (ex. spaghetti straps or sleeveless) are not to be worn at school. When a student raises her hands above her head and her midriff is exposed, the blouse or top is unacceptable.
- All shirts longer than mid-hip must be tucked in. Shirts shall be buttoned, except at the collar. Tank tops may not be worn by students unless they are part of a school uniform approved by the administration and worn only at the approved times and places, or have a t-shirt under it. Boys may not wear shirts longer than the fingertips.
- No sleepwear, loungewear, or house shoes will be permitted.
- Appropriate undergarments must be worn.
- Pants must be worn at the waist.
- Clothing or other personal items with the imprints and emblems found to be objectionable by students or adults may be prohibited when, in the judgment of school officials, such apparel may reasonably be expected to result in disruption and/or distraction from normal school activities. Slogans, emblems, pictures, or writing are prohibited when they:
 1. Depict nudity or that are lewd, offensive, vulgar, or obscene. This prohibition shall be interpreted specifically to include clothing and jewelry or other ornaments that depict, advertise, or glorify Satan or satanic rites or that indicate a possible preoccupation with death, violence, sadism, or evil; example: skull and crossbones.
 2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(L).
 3. Depict, glorify, or suggest association with street gangs.
- The same restrictions designated above shall apply to any icon or representation visible on the person. This includes, but is not limited to tattoos, drawings, and/or other markings on the body. Tattoos must be covered with adhesive bandages.
- Hats and caps shall not be worn indoors, unless authorized by the superintendent for special occasions or situations.
- ***Hairstyles of extreme fashion (ex. mohawks, letters, stripes or shapes cut into hair), abnormal artificial color, hair curler devices, and extremes in makeup will not be permitted.*** (“Extreme” shall be determined by the administration). Hairstyles for all students should not impair vision and should be cleaned, combed, and neatly groomed. Male students’ hair shall not be any longer than the top of a dress shirt collar in length. **Male students are not allowed to have ponytails or dreadlocks.**
- ***Makeup is not permitted for PK-5th grade.***

- Shoes must be worn at all times, unless removal is authorized by the superintendent for physical education class or in special situations. **No flip-flops (shoes with foam or rubber soles) or shoes with heels higher than one inch. No shoes with wheels allowed.**
- **Students must bring a change of shoes appropriate for physical education classes.** No black-soled shoes will be allowed in physical education classes.
- Disruptive jewelry will not be worn. No visible body piercing is allowed. Boys will not be allowed to wear earrings even if covered. **Only stud earrings are allowed for grades PreK-4.**
- No sweat bands, do rags, or bandanas shall be worn, unless authorized by the superintendent for PE classes, or in special situations.
- Only prescribed eyeglasses may be worn except on special occasions.

If the teacher or superintendent determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to bring personal mobile telephones to school; **however, all telephones must be turned into the Principal Office each morning. Failure to turn in phone will result in confiscation of phone and will be considered a violation of the Student Code of Conduct – SEE GENERAL CONDUCT VIOLATIONS.** It is the student's responsibility to pick up the phone from the office between 3:30-3:35 only. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

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

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student or parent may pick up the confiscated telecommunications device from school administration for a fee of \$15.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required

to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ['Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

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

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

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

The Athletic Concussion Oversight Team for 2019-2020 is composed of the following members: Leonard Buffe, athletic director; Tom Herrin coach; and medical doctor to be determined or parent's choice of medical doctor; Windy Schwartz principal, and Linda Buffe, Superintendent.

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned. For this information, contact Penelope ISD, Coach Ballew at 254-533-2215.

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

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Field Trips

Attending a field trip is a privilege, not a right. Certain discipline actions and behaviors may limit or cause a student to not participate or attend a co-curricular or end-of-year field trip. Students must meet behavior expectations set by the teacher and the administration.

Siblings of students who are enrolled in school will not be allowed to attend the field trips of other siblings enrolled in school.

Grading Guidelines (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Grading Categories and Percentages

KG – 2nd Grade: Homework-10%, Daily-80%, and Test-10%

3rd – 8th Grade: Homework-25%, Daily-40%, Test-25%, and 6-Weeks Test-10%

6th-8th Semester Grade: Semester Exam-15% and All Six Weeks Weighted-85%

Pre-K and Kindergarten achievement is reported to parents as letter grades. Numerical grades are used for reporting 1st-8th grade achievement.

Graduation Activities

Graduation activities will include:

- 8th Grade Graduation
- Kindergarten Graduation

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on STAAR assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

The following students and student groups shall be recognized at graduation ceremonies:

- Valedictorian and Salutatorian
- Mustang Citizenship Award
- Beta Club Honor Graduates

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

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

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of cap and gown, flowers, and pictures—both the student and parent should monitor progress toward completion of all requirements for graduation

Health-Related Matters

Student Illness (All Grade Levels)

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

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

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

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Homework (All Grade Levels)

Homework assignments can be beneficial in some classes. Teachers should communicate the purpose for each homework assignment. Through these assignments, a teacher should attempt to achieve a wholesome relationship between home and school.

The teacher is responsible for assignments effective, well-planned homework that aids the students in the mastery of the STAAR for that course. Homework shall be used to support, enrich, or reinforce topics covered in class and should satisfy at least one of the following objectives:

1. To provide drill that helps the student practice the basic skills of a subject.
2. To give students practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.
5. To help the students prepare for classroom work.
6. To allow students to make up work after absences,
7. To provide a means of re-teaching essential skills

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. **A student will be permitted to complete missed assignments due to absences according to the number of days missed (i.e. 1 day absent, 1 day to complete missed assignments; 2 days absent, 2 days to complete.)**

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that,

even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

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

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Make-up work not completed while in DAEP will be completed upon return to the regular school setting. Work completed in DAEP will have the same grade value as regular school work.

Parties

Parties will take place during the last hour of the school day, unless the superintendent approves a time change.

Parents may furnish birthday treats from 3:00 to the end of the day. The parent must also furnish any needed supplies.

No personal invitations to parties will be given out on school premises or school buses.

Elementary Parties

Administration has approved three class parties for PreK, Kindergarten, First, Second, Third, Fourth, and Fifth Grade: Christmas, Valentine’s Day, and Easter.

- Teachers will cooperate with parents in planning parties.
- Parents may furnish treats.
- Rules for conduct continue through the parties.
- Teachers are responsible for maintaining an orderly atmosphere.

Middle School Party

Grades 6th-8th will have a collective party and gift exchange for Christmas as agreed upon by the middle school teachers.

Promotion and Retention

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

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

Elementary and Middle/Junior High-Grade Levels

In grades Pre-K and Kindergarten, promotion is based on mastery of curriculum.

In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for core subject areas and a grade of 70 or above in three of the following areas: Language Arts, Reading, Mathematics, Science, and Social Studies.

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

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

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

Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see superintendent or special education director.

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

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

Fire Drill Bells

- 3 series of 5 continuous beeps - leave the building
- 1 series of 5 continuous beeps - halt; stand at attention
- 2 series of 5 continuous beeps - return to the classroom

Tornado Drill Bells

- 3 series of 3 continuous beeps - move quietly but quickly to the designated locations

2 series of 3 continuous beeps - return to the classroom

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- **By automated message using SchoolMessenger, or by personal telephone call if an emergency closing occurs during the school day.**

Scholarships

A student who attends Malone ISD for their 7th and 8th grade years are eligible to apply for the Malone ISD Scholarship. All scholarship requirements MUST be met.

- Applicants must apply in their senior year of high school.
- Contact Linda Buffe for information

School Facilities

Use by Students Before and After School (All Grade Levels)

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

The following areas are open to students before school, beginning at 7:10 a.m.

- Pre-Kindergarten – 5th grade students are to report to the cafeteria for breakfast.
- Grades 6 – 8 are to report to the gym.

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

Students are not allowed to enter the building in the mornings before 7:10 a.m. unless by special permission.

Parents are expected to pick up students by 3:40 p.m. on Monday-Friday unless otherwise scheduled. Teachers and staff leave school at 3:45. A late pick-up time may cause staff to miss their scheduled appointments.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus.

Any change in routine drop-off destinations must be called in no later than 2:00 p.m. on the day of the change. Late changes after this time cannot be guaranteed to be followed as bus drivers have additional duties and cannot always be reached.

Cafeteria Services (All Grade Levels)

The district participates in the Community Eligibility Provision (CEP) under the National School Lunch and School Breakfast Program and provides healthy breakfasts and lunches each day at no charge for ALL students.

Adult Meal Prices

Visitor/Parent: Breakfast: \$2.00 Lunch: \$4.00 **Pay in cafeteria or office.

Student Breakfast Schedule – To Be Determined

Student Lunch Schedule – To Be Determined

NO SHARING OF FOOD BROUGHT FROM HOME IS ALLOWED.

Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Students are only allowed to have in their possession five (5) library books at a time. If books are missing or lost for an extended time, students will not be allowed to check out additional books until the lost or missing books are paid for or returned. It is preferential that books are returned. Books that are abused or torn beyond repair must be paid for before additional books can be checked out. Habitual abuse of library books can cause loss of library privileges.

Tardies (All Grade Levels)

A student who is tardy to school by arriving after the second bell at 7:45 must report to the school office to obtain a tardy slip. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Students must be on campus at 7:40 to prevent tardies.

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

The district has identified the following areas where hazardous traffic conditions and/or areas presenting a high risk of violence exist for students who live within two miles of the campus:

- Students living on the South side of SH 171 within the city limits.
- Students living east of FM 308.

Because students in these areas might encounter hazardous traffic conditions or be subject to areas presenting a high risk of violence when walking to and from school, the district will provide transportation to these students. Please contact Leonard Buffe for additional information.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the school office at 254-533-2321.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

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