



**MANOR EXCEL ACADEMY**

2012-2013

# **STUDENT HANDBOOK**



**A Guide to Student Rights & Responsibilities**



# Acknowledgement of Review

## of 2012-2103 Student Handbook

Please review the *Manor Excel Academy Student Handbook: Rights and Responsibilities* with your child. His/her teacher has discussed it in the class, at the *Code of Student Conduct* and the policies and regulations it references are an important part of daily student life, supporting a safe and secure learning environment. Please understand that this handbook contains vital information that your child will need during the school year to be successful. There will be periodic reviews of important sections of the Code during the year, in particular sections related to:

- *Participation in Senior Activities*
- *Credit Recovery*
- *Technology Resource Use by Students Regulation*

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Code of Student Conduct*. This enables students to succeed in school and the community as well as makes them accountable for their own actions.

As the parent/guardian of \_\_\_\_\_ (student's name), I understand that this handbook contains information that my student and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the District's Code of Conduct. I have read and discussed the *Student Handbook: Students Rights and Responsibilities*.

I understand that it and the policies and regulations it references apply to all students at all times on all school property, including school buildings and on school grounds; in all school vehicles; at all school related activities including but not limited to, field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Parent's/Guardian's Signature	Date
Student's Signature	Date

**This handbook was sent home to be shared with the parent (s) guardian (s) on \_\_\_\_\_.**





**MANOR EXCEL ACADEMY**

**SUCCESS...**

**One student at a time!**

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## IMPORTANT PHONE NUMBERS FOR STUDENTS

If you need assistance beyond Manor Excel Academy, the following offices and services of the Manor Independent School District may be helpful:

**If you need help with...**

Mentor/Volunteer Program .....	512.278.4886
Homeless Education Program.....	512.278.4462
Migrant Education Program .....	512.278.4462
Children’s Mental Health Partnership .....	512.278.4462
General Education Homebound .....	512.278.4462
Pregnancy Related Services .....	512.278.4462
Campus Liaison Support.....	512.278.4886
AVID .....	512.278.4851
School Counseling Services.....	512.278.4854
Drop Out Prevention .....	512.278.4429
Child Development Center .....	512.278.4267
Parent Resources/Workshops.....	512.278.4886
Shots for Tots .....	512.278.4462
East Rural Community Center (Manor) .....	512.272.5561
CommUnityCare East (Manor) .....	512.978.9780
St. Vincent dePaul (Manor) .....	512.573.6834
Advocacy Outreach.....	512.281.4180
Austin Child Guidance.....	512.451.2242
Catholic Charities .....	512.651.6100
Child Protective Services .....	800.252.5400
Medicaid, Food Stamps or TANF .....	512.445.0022
Medicaid Hot Line .....	800.448.3927 or 800.248.1078
Medical Assistance Program (MAP).....	512.978.8130
People’s Community Clinic .....	512.478.4939
Shots For Tots .....	512.972.5520
Children’s Health Ins. Program (CHIP) .....	800.647.6558
Alcoholics Anonymous.....	512.480.0004
Narcotics Anonymous .....	512.480.0004
Austin/Travis County MHMR.....	512.478.5644
Child Incorporated.....	512.451.7361
Dental Clinic (Manos de Cristo).....	512.477.2319
Domestic Abuse Hotline.....	800.252.5400
Legal Assistance (no criminal).....	512.374.2700
Runaway Hotline. ....	888.580.4357
Safe Place. ....	512.267.7233
Shelter for Women and Children. ....	512.933.0600
Shelter for Youth-LifeWorks.....	512.735.2400 or 512.735.2255
Shelter.Salvation Army Emergency .....	512.476.1111
Travis County Housing Authority .....	512.480.8245
Women, Infants and Children (WIC) .....	512.972.5400
United Way - Capital Area.....	512.472.6267





# Manor Independent School District

## MANOR ISD VISION

### “Achieving Excellence Through Innovation”

#### Mission Statement

Manor ISD creates opportunities for all students, parents and staff to improve community involvement, support the commitment to 21st century learning, and increase the overall success of Manor ISD.

#### Goals

1. Demonstrate sustained growth in student achievement by ensuring learning for all students through high standards, integrated technology, and the district-wide curriculum.
2. Cultivate a safe, nurturing environment that promotes responsible, productive, and positive behaviors.
3. Sustain and strengthen effective and efficient processes for all operations.
4. Build and retain leadership capacity at all levels.

#### Board of Trustees

Desiree Cornelius-Fisher..... President  
 Allen Ambuhl .....Vice President  
 Matildy V. Samaripa, Jr.....Secretary  
 Melinda Fiebig..... Trustee  
 Dr. Adriana Gutierrez..... Trustee  
 John Jonse..... Trustee  
 Marlin Thomas ..... Trustee

#### Manor Independent School District Leadership

Kevin Brackmayer..... Interim Superintendent  
 Rusty Wallace..... Deputy Superintendent  
 Robert Peters..... Assistant Superintendent

Programs and Policies of the public schools are established by a seven – member board. Board members can be contacted through the office of the Superintendent of Manor ISD.

## **BOARD OF EDUCATION POLICIES AND ADMINISTRATIVE REGULATIONS**

Related Board of Education Policies are identified here and can be accessed through your local library, school, or via [www.manorisd.net](http://www.manorisd.net). Please be advised that the Board of Education may revise or create policies over the course of the school year. Policies and regulations referred to in this handbook are available in the Manor Independent School District Board Policies or on our website at [www.manorisd.net](http://www.manorisd.net).

State laws, State Board of Education Bylaws, and Manor Independent School District Board of Education Policies and Regulations that are enacted after the publication of this document shall supersede those statements and references contained in this handbook.

### **Student Conduct**

- Technology Use by Students
- Search and Seizure
- Use of Tobacco by Students
- Use of Personal Electronic Communication Devices by Students
- Attacks by Students
- Possession & Use of Weapons and Dangerous Implements by Students
- Alcoholic Beverages, Controlled Substances or Other Intoxications
- Student Transportation

### **Students Charged with Community Offenses, GRAA**

### **Bullying, Cyber bullying, Harassment & Intimidation, Hazing, & Bias Behavior, FFI (Local)**

### **Student Absences & Excuses – Lawful and Unlawful, FED (Legal)**

### **Student Rights and Responsibilities, FN (Local) A**

### **Student Attire and Personal Appearance, FNCA (Local)**

### **Care of School Property by Students, FNCB (Legal)**

### **Vehicles Prohibited on School Property, FNF (Local)**

### **Student Records, FL (Local)**

## **About the MEA Student Handbook**

A committee of teachers, administrators, and advocates met to consider recommendations and to make needed revisions.

Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications. 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.

### **Questions concerning the handbook should be directed to:**

Felicia Turner  
Instructional Coach, Manor Excel Academy  
[Felicia.Turner@Manorisd.net](mailto:Felicia.Turner@Manorisd.net)  
512.278.4851  
Or  
Bertha Day  
Academic Coordinator/ Assistant Principal  
Manor Excel Academy  
[Bertha.Day@Manorisd.net](mailto:Bertha.Day@Manorisd.net)  
512.278.4851

## **Disclaimer**

*Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory only to guide the student and parent. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules is left up to the principal of Manor Excel Academy.*



Dear Students, Parents, and Guardians:

It is my pleasure to welcome you to Manor Excel Academy (MEA). Our mission is to ensure each student receives an innovative, alternative education program. We have a highly qualified, caring and enthusiastic staff, all of which are committed to one belief, failure is not an option.

The key elements for success at MEA include: respect for self & others, motivation to learn, desire to explore, and willingness understand your classmates and teachers.

This handbook is designed to guide you to a successful and memorable experience at Manor Excel Academy. It contains important information relating to graduation requirements, school policies, procedures, student resources, and places you can go to receive any assistance you need throughout the year. Please continue to refer to this handbook throughout the school year. We encourage you to take the initiative for a new beginning and every opportunity to give back to your community and school. The faculty and staff at MEA believe that everyday success here will equal everyday success in life.

Take this opportunity to meet new people, further your education, and explore new horizons. Make positive choices, give it your all, and remember that your possibilities for success are limitless! Remember, our commitment is Success...One Student at a Time!

I look forward to working with you this school year.

Always working to make the world a better place,



Chris Harvey  
Manor Excel Academy - Principal

## THE HISTORY OF MANOR EXCEL ACADEMY

### **Our Mission Statement**

We exist to ensure each student receives an innovative, alternative education.

### **Our Vision Statement**

MEA will be the alternative education model that prioritizes blended learning, acceleration, and a structured learning environment to produce self-confident, career focused, life-long learners.

Manor Excel Academy is a 21st Century College and Career Readiness Diploma program, committed to academic excellence in a non-traditional setting to ensure that students graduate, enroll in post-secondary education, and become productive citizens and lifelong learners. MEA offers a technologically driven and project based instructional program through small class sizes, small group and individualized instruction. The academic program is designed to recover courses and accelerate completion of the coursework requirements for graduation in the State of Texas. Within the instructional program, there is also an intense focus on preparation for TAKS/STAAR tests. The instructional staff is committed to positive relationships, acceleration, rigor, relevance, and most importantly, student success. In addition to rigorous instruction, the Manor Excel Academy program focuses on post-secondary learning institutions and enrichment activities to help each student set goals for success after graduation. Every MEA graduate completes a College/ Career Portfolio, preparing him/her for post-secondary enrollment or the workforce.

## SCHOOL CHARACTERISTICS

### **Instruction:**

Clear focus on academic learning, high academic standards with creative instruction.

### **Professional Development:**

Ongoing professional development activities that improve teacher quality, build a positive campus climate, maintain strong campus academic focus, enhance teaching strategies, and develop alternative instructional methods.

### **Decision Making:**

Facilitate teacher and staff leadership through autonomy, which builds innovation, creativity, instructional excellence, trust, and loyalty.

### **Community:**

Students and staff share expectations for learning and students are encouraged to take a variety of courses that enable them to pursue their interests and aspirations.

### **Parental Involvement:**

Parent involvement at MEA is a fundamental key to higher student achievement. We encourage parent volunteerism and involvement on campus committees. Campus resources are available to promote adult education, physical education, and job readiness for our parents.

### **Social Development:**

Networking with community agencies such as Manor ISD Student and Family Support Services, non-profit organizations, and volunteer organizations.

**Manor Excel Academy  
600 East Parsons Avenue  
Manor, TX 78653**



**School Numbers:**

School Phone: 512.278.4851

School Fax: 512.278.4859

**School Hours:**

Monday: 10:00 am – 4:00 pm

Tuesday – Friday: 9:00 am – 4:00 pm

**MANOR EXCEL ACADEMY LEADERSHIP TEAM**

Christopher Harvey .....	Principal
Bertha Day.....	Academic Coordinator/Assistant Principal
Felicia Turner .....	Instructional Coach
Kathryn Morman.....	Data & Accountability Specialist
Ivonne Malone.....	Guidance Counselor
Leticia Gutierrez .....	Social Worker
Teranika Odems.....	AVID Coordinator
Crystal Cruz.....	Senior Associate & Registrar
Esmeralda Lopez.....	Attendance Specialist & Receptionist

**MANOR EXCEL ACADEMY INSTRUCTIONAL TEAM**

Gary Barriere .....	Special Education
Jeri Birdwell .....	English Teacher
Donald Bosier.....	Middle School Teacher
Kelli Burns .....	Math Teacher
Audrey Fontenot.....	Community Liaison
Nicole Martinez.....	Art Teacher
Sidna Menchaca.....	Career & Technical Education Teacher
David Nailling.....	Social Studies Teacher
Blanca Valencia .....	Social Studies Teacher
Open.....	Science Teacher

**MANOR EXCEL ACADEMY CUSTODIAL TEAM**

Angel Gonzalez.....	Supervisor
Sessrea Fuentes.....	Team Member
Norma Mendoza.....	Team Member



## **EXPECTED STUDENT BEHAVIORS**

*Manor Excel Academy students are chosen to be members of a select group. Manor Excel Academy has an expectation for young men and women to behave in an exemplary manner. As such, Manor Excel Academy students are members of a unique family. As a family, we support one another every day. We believe everyone deserves a safe, supportive, and orderly environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. Therefore, we will always pledge to:*

*Be Safe*

*Be Respectful*

*Be Responsible*

*Be Reflective*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

This handbook is a guide to the rights and responsibilities of students in Manor Excel Academy. This section includes only a summary of laws, policies, and regulations that affect students. It is not a definitive statement of student rights in any particular situation. For additional information, please read the specific laws, policies, and regulations referenced throughout the handbook. Manor Independent School District policies are available at [www.manorisd.net](http://www.manorisd.net).

A student has legal rights guaranteed by the Constitution of the United States and Texas state law. In addition, students have privileges provided by the Board of Education Policies and Regulations. These rights and privileges can be exercised in school as long as they do not interfere with the rights of others or the school's responsibilities to provide a safe and orderly learning environment. MEA encourages students to balance the expression of his/her rights by honoring his/her responsibilities outlined in this handbook.

## STUDENT RIGHTS

### RIGHT TO FREEDOM OF EXPRESSION

The First Amendment to the United States Constitution protects religious freedom and liberty against government interference or encroachment. Religious freedom will be subject to limitation only in the event of acts that endanger health and safety, damage property, or disrupt the educational process. There will be no required participation in or attendance at any religious programs, prayers, or devotional instruction as part of a course of study. Being religiously neutral, the schools will not promote any religion, will not express opposition or hostility to religion, and will not show preference for one religion over another. It will be the responsibility of students and staff to respect the religious beliefs of others.

A student absent for documented religious reasons will not be subjected to denial of credit provided the total number of non-religious absences is not excessive.

### RIGHT TO DUE PROCESS AND APPEAL

When students are alleged to have violated school policy, they have the right to certain due process protections. This means that they are entitled to notice of the allegations against them and the opportunity to respond to the allegations. If a student is suspended for ten or fewer school days or believes that an action taken by the school is a violation of policy, the parent may use the Complaint Process, Board of Education Policy, to initiate an appeal. If a student is suspended for more than ten school days, the parent may use the procedures set forth in Board of Education Policy, Student Suspension and Expulsion.

### RIGHT TO FREEDOM FROM HARASSMENT AND DISCRIMINATION

Manor ISD is governed by federal, state, and local anti-discrimination laws. To address these, Manor ISD has adopted policies that forbid discrimination in providing equal educational opportunities on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability. If a student and/or parent/guardian believes that a student has been discriminated against on these bases, the parent/guardian/student must file a complaint in accordance with Board of Education Policy. A copy of the procedure and the necessary forms for filing are available at the local school or in the Superintendent's office.

### RIGHT TO CONDUCT ACTIVITIES IN SCHOOL BUILDINGS

All student organizations desiring to conduct activities in public school buildings or on public school grounds shall be permitted to conduct these activities only if authorized to do so and shall thereafter be subject to the supervision of the administration and faculty of the school.

Any secret, exclusive, or self-perpetuating organization which seeks to organize and perpetuate itself by taking in members from among the students enrolled in the public schools in which they are students, upon the basis of decision of the membership of the organization, rather than from the free choice of any students in the school who are qualified to fill the special aims of the organization, shall be prohibited from conducting its activities in public school buildings or on public school grounds.

No organization which officially represents the school in any capacity and no curricular or extracurricular activity which is organized with or by the school may deny or segregate participation or award or withhold privileges on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability except where the purpose of the activity requires qualifications.

### RIGHT TO FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE OF PROPERTY

A student has the right to freedom from unreasonable search and seizure of his/her person and property. School officials, however, have a right under the law to search students or their property whenever there is a reasonable suspicion that the students have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property. Searches may include the student and his/her backpack, desk, automobile, Manor ISD owned computing resources including all data stored on the Manor ISD network, or personal belongings. Students shall not be asked nor required to disrobe, i.e., no strip searches.



## **RIGHT TO CONFIDENTIALITY OF AND ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) guarantees to parents/guardians of students under age 18 and the eligible student (18 and older) the right to:

- Inspect and review the educational records of the student.
- Request the district to disclose information in the educational records to persons/agencies outside the Manor ISD system.
- Request the amendment of the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
- File with the US Department of Education a complaint concerning alleged failures by the district to comply with the requirements of FERPA.
- Obtain a copy of the district's policies on confidentiality. School records are maintained and kept by the school office in a secure location. They contain a list of credits, standardized test results, academic portfolios, grade-point averages, behavioral and psychological evaluations, screening and health records, attendance and disciplinary records, directory information, and a list of activities.
- In order to inspect, review, or transfer educational records, the eligible student and/or the parent/guardian must complete a request form. Other than school staff, no additional person may inspect, review, or transfer student educational records without:
  - Have written consent of the eligible student
  - The written consent of the parent/guardian if the student is under 18 years of age, or
  - A properly issued court order, except under the conditions specified in FERPA.

Under the provisions of FERPA, the district may release educational records to other school systems, colleges, and universities to which the student intends to enroll or transfer without written consent. The district may also

release directory information, including name, date of birth, dates of attendance, current school, participation in school activities and sports, degrees and awards received, and photographs without consent unless the eligible student and/or parent/guardian notify the student's principal in writing not to release the information included as directory information in the student record.

## **PARTICIPATION IN SENIOR ACTIVITIES**

Graduating students who violate Board policies on possession, consumption, or distribution of alcoholic beverages, controlled dangerous substances, counterfeit controlled dangerous substances, non-controlled substances, or other intoxicants, at any time during the last four weeks of school prior to the last scheduled day for graduating students, or during the time between the last scheduled day and the graduation ceremony, whether the activity takes place on school buses, within a school building or upon any school property, or during any school, school-related, or Board-sponsored activity, whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments, shall be prohibited from participation in all senior activities, including proms, award ceremonies, and graduation ceremonies.

Other disruptive behavior by senior students during the last four weeks of school will jeopardize the privilege of participating in graduation ceremonies.

### *Commencement Exercises*

Prior to graduation, prospective graduates must complete pre-graduation check-out form, as well as agree to the behavior guidelines for graduation.

## **RIGHT OF FREEDOM FROM UNREASONABLE PUNISHMENT**

Students have the right of freedom from unreasonable punishment of the group for the offense of one student or a few students. Offenders will be charged individually. Students who feel they have been subject to unfair punishment have the right to register a complaint, beginning with a school administrator.

## STUDENT RESPONSIBILITIES

Students are responsible for treating each other fairly and for acting in compliance with school policies and reasonable directions from school staff.

### ACADEMIC INTEGRITY

Learning occurs best in an environment with academic integrity. Academic integrity is a fundamental value of teaching, learning, and scholarship. Academic integrity is defined as exhibiting honesty in all academic exercises and assignments. Academic integrity is an integral part of promoting self-respect, trust, student achievement, and positive relationships among all stakeholders in our school community. Students are expected to exhibit academic integrity with regard to all academic exercises and assignments.

MEA students will be asked during orientation to sign an acknowledgement that they have read the Academic Integrity Policy and Regulation at the start of each year, along with a statement pledging that they have read, understand, and will adhere to this Policy and Regulation when submitting all academic work.

MEA students who enroll after the beginning of the school year will be asked during orientation to sign an acknowledgement that they have read the Academic Integrity Policy and Regulation at the start of each year, along with a statement pledging that they have read, understand, and will adhere to this Policy and Regulation when submitting all academic work.

Copies of the signed acknowledgement will be retained at each school's main office.

Violations of the Academic Integrity Policy and Regulation may result in disciplinary action.

Consequences for violations may vary according to the severity of the violation and will follow the progressive interventions and discipline as outlined in the Student Code of Conduct.

## ADMISSIONS INTO MANOR EXCEL ACADEMY

### Application

Students need to complete a detailed application and submit it to the Manor Excel Academy Registrar if they are interested in being considered for admission. This application is available on the Manor Excel Academy website and any middle school or high school campus in Manor ISD. Students in the district must ensure the following before enrollment at MEA:

- Closure on attendance issues (make-up hours, denial of credit, etc...).
- Settled accounts with the cafeteria, textbooks, library, etc.
- Closure on Academic Grade Summary.

Incomplete applications will be returned to the applicant. Once the application is deemed complete, MEA administrators prioritize each one according to specific risk factors: cohort graduation year\*, age of the student, number of credits earned to date and life circumstances. All applications are ranked by priority rather than by date of submission. Next, a tour and interview is scheduled for the student and parent. Then the transcript is analyzed and an individual graduation plan is developed. It is important that contact numbers and emails on the application are current and correct. Admission will be determined only after the interview process is complete.

Please note that being scheduled for an interview does not guarantee admission as it may be determined that the student is better served on a traditional campus or that we are unable to provide services appropriate for the student.

Accepted applicants will attend an orientation designed to familiarize students and families with Manor Excel Academy's program and opportunities, will receive communication on attendance, academics, and behavior expectations, and a description of successful habits.

## Eligibility for Enrollment

To be considered for enrollment a student must have:

1. Completed the application/referral process and submit it with a current transcript from all schools attended.
2. Students who are currently enrolled in a discipline alternative education program may first have to attend a high school in a non-disciplinary setting before enrolling in Manor Excel Academy.
3. Students within the district must apply and be accepted before the last 9 weeks of the school year. Enrollment opportunities during the last 9 weeks will be reviewed on an individual basis.

## Application Requirements

In order to be admitted into Manor Excel Academy, a student must have the following:

- Completed MEA Application, Referral Form, and Recommendations.
- Interview with an Administrator.
- Home Campus Administration clearance of obligations with signature.
- Meet at least one of the enrollment criteria.

## Enrollment Criteria

- Student has a 4+ credit deficit.
- Parent/Pregnant.
- Attendance concerns.
- Students needs a supportive, non-traditional approach to education, a change in social environment, or wishes to graduate early.

## Removal from Manor Excel Academy

A student may be removed from Manor Excel Academy in the following ways:

1. Assignment to MAP for failure to adhere to the Manor ISD Student Code of Conduct.
2. Expulsion from Manor ISD for serious violations outlined in Chapter 37 of Texas Education Code.
3. Court-mandated order to GED program.
4. Not meeting attendance, academic, and/or behavior expectations.

Except for graduation, dismissal will require an exit conference with the parent and school officials (ARD committee if so deemed necessary). A student enrolled in Manor Excel Academy is expected to stay until he/she graduates.



## 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 unless the student is otherwise legally exempted or excused. ***A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment.*** The student's presence on school property is then unauthorized and may be considered trespassing. 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 basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

All Manor Excel Academy students must adhere to the state and local attendance policies. A student may lose credit if excessive absences result in attendance for less than 90% of the days the class is offered.

- The daily schedule begins at 9:00 am and ends at 4:00 pm on Late Start Mondays. On Tuesday – Friday classes begin at 10:00 am and ends at 4:00 pm Tuesday - Friday. Students are required to be present the entire day, unless they are enrolled in the Work-Based Learning, Dual Credit, or Voluntary Internship program.
- Leaving campus during any part of the day without permission is strictly prohibited. Any student who leaves campus will be required to recover that day and may be ticketed by Manor or Travis County Police.
- Parents/Guardians are asked to call 512.278.4851 if the student is to be absent or tardy. When students are absent and the parents do not call, a staff person will attempt to contact the parent by phone. In some cases, a home visit may be made.
- If a student is absent, he/she must submit a letter of explanation from the parent excusing the absence, unless the student is 18 years old. If the student is 18 years old, a letter of explanation must be submit from him/her. The absence will remain unexcused until the note is submitted and approved.

- Students 18 years or older who sign themselves out will be considered absent until a note is received.
- Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Absences for appointments with doctor, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences for attendance purposes if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the health care provider's office. This note also should be signed by the parent or accompanied by a note from the parent. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

## AVID

AVID is a college preparatory elective which provides academic, social, and curriculum support for students who would like to attend college. AVID targets highly motivated students and holds these future college students to the highest academic standards. Students must apply for the program with the AVID Coordinator.

### Why apply?

State-funded independent research together with AVID data, validate that the AVID college-readiness system works. AVID students are likely to take and pass AP classes, complete their college eligibility requirements, and get into four-year colleges than students who don't take AVID. Almost all AVID students who participate for at least three years are accepted to college, with roughly three quarters getting into four-year universities. AVID also helps ensure students, once accepted to college, possess the higher-level skills they need for college success.

**CELL PHONES AND OTHER ELECTRONIC DEVICES**

For safety purposes, the district permits students to possess telecommunication devices including mobile phones. However these devices must remain turned off during the instructional day, including during ALL testing. The use of cell phones in restroom areas, hallways, lunchrooms, classrooms, etc. is strictly prohibited.

A student who uses a device during the school day will have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15. If a student acts as his/her own guardian, a fee of \$15 will be assessed. Confiscated telecommunication devices that are not retrieved by the student’s parent will be disposed of after the notice required by law. (*see policy FNCE.*) Failure to turn over the device when not in compliant with the policy will result in other interventions/consequences outlined in this handbook.

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

**CLASSES, GRADES, & PROGRESS REPORTS**

Students at Manor Excel Academy attend 4 classes a day. Each class is composed of no less than a 90 minute block of time. Each class is composed of 20 minutes of direct teaching, small differentiated groups of instruction, online curriculum, and individual tutorials. TEKS are tested weekly to measure readiness for the TAKS/STAAR assessments.

**Grading Policy**

Quizzes / Tests	20%
Daily Work (VSCHOOLZ, warm ups, class assignments)	20%
Projects	20%
Final	20%
Notes (student binder checks, Cornell Notes, graduation plan, student data, etc.)	20%

**Progress report**

- MEA Report Cards will be sent home with the student to parents once each nine week period.
- Students will conference with their team advocate each four and nine weeks regarding their progress.
- Students are expected to earn a minimum of 2.5 credits each nine weeks.
- Students must recover unexcused absences (see absence policy)
- Students will not receive the credit earned until attendance for unexcused absences is made up.
- Students are promoted to the next grade level when they have met core subject requirements.
- All parents/guardians will receive progress reports from classroom teachers about their child's academic success.

**COLLEGE PORTFOLIO**

The college portfolio is a process that ensures student readiness for post-secondary experiences. Once a student becomes a senior, they begin attaining and completing all documents for this artifact. The portfolio contains a student testimony, resumé, financial aid information, pertinent application and admissions information, etc. Upon completion of all components of the portfolio, students are presented with a completion ceremony called, “Cake Celebrations”. During the Cake Celebrations, the honorees closest friends and family partner with the staff to share words of encouragement.

## **COMMUNITY OFFENSES**

The Board of Education recognizes that the presence of a student who has been charged with a criminal or juvenile offense of a serious nature in the community, especially an offense involving violence or weapons, may pose a threat to the safety and welfare of the student and others in the school community and disrupt the educational process in the school. The Board also recognizes that the educational needs of a student who has been charged with a criminal or juvenile offense of a serious nature in the community must be carefully balanced with the Board's obligation to provide a safe school environment free of disruption for all students.

In accordance with these principles, if school administrators determine that the presence of student charged with a criminal or juvenile offense of a serious nature in the community poses a threat to the student or others, or to the educational process, the student may be assigned to an alternative educational program pending a final administrative decision of the student's educational placement.

## **COMPUTER RESOURCES**

To prepare you for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Manor Excel Academy has a 1:1 computer to student ratio. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. You and your parents will be asked to sign an Acceptable Use Agreement located in the District Student Code of Conduct regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action, including involuntary removal from the campus. Be aware that electronic communications such as—e-mail—using District computers are not private and may be monitored by District staff. Students are expected to use the computer resources for study aides, research, and other approved uses under staff supervision. Any student participating in academic dishonesty will receive a failing course grade, lose technology privileges, and other disciplinary action, including possible involuntary removal from the campus.

## **CREDIT BY EXAMINATION**

Credit by Examination is defined as academic credit granted by a school when a student has demonstrated proficiency in a subject as measured by an examination. At MEA a student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction.

### **If You Have Taken the Course**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the Academic Coordinator and approved by the Principal, be permitted to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. Circumstances excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher. The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the examination. The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an examination.

### **If You Have Not Taken the Course**

A student can be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an examination for acceleration is 90. This test will be created and administered by MEA in a secure testing environment. Manor Excel Academy will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. All costs must be provided by the parent. The dates on which exams are scheduled will be determined by the campus 30 days prior to the administration of the exam. Students will have an opportunity to register for the exam and take it on the administration date.

## DIGITAL CITIZENSHIP

Digital Citizenship is the responsible use of technology, including hardware, software, & online resources, to enhance learning, productivity, communication, & performance. Manor ISD has adapted 5 elements from the International Society for Technology Education.

- Digital Access
- Digital Etiquette
- Digital Law
- Digital Literacy
- Digital Security

## DISCIPLINARY ACTION

Students spend the majority of their time in classroom environments where behavior is expected to meet the high standards set by Manor Independent School District. While most discipline matters are managed in the classroom, some student behavior is managed by the office through an office referral that may result in interventions or consequences based on the nature of the violation of MISD Board policy or the Code of Student Conduct. Parent/guardian involvement is critical to the creation of safe and orderly environments. Parent/guardian notification is desired at all levels of interventions and consequences, but it is required whenever there is the possibility that a student might be removed from the regular school environment.

## DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

### School Materials

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

## Nonschool Materials

Unless a student (or a nonstudent) obtains specific prior approval from the principal, 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. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Deputy Superintendent; materials not approved by the Deputy Superintendent within three days are 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 in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

## DUAL CREDIT COURSES & COLLEGE COURSEWORK

Dual Credit courses are courses that students take at a college which earn both college credit and satisfy high school graduation requirements. Dual Credit courses are offered through Austin Community College. Before enrolling in dual-credit courses, students must receive permission from a high school counselor and the Principal. Additionally, students need to be aware of the following conditions:

1. Students must take a course that has received prior approval by the Manor Excel Academy.
2. Although both high school and college credit may be earned, the course will receive no grade points toward the grade point average.
3. After the first three weeks of the semester, students will be unable to drop the college course and switch to the appropriate high school course.
4. Manor Excel Academy has no control over grades issued by the college.

Although the MEA counselor will be available to assist as needed, it is the student's responsibility to gather all information about the college course, i.e. application information, registration approval, and the ability to transfer the credits from one college to another.

## GRADE CLASSIFICATION

Students are classified according to the number of credits they have earned and their years in high school.

Required classification credits are listed below:

### Class of 2008, 2009, 2010

Freshman Promotion from 8th grade

Sophomore 5 to 10.5 credits

Junior 11 to 16.5 credits

Senior 17+ credits

### Students entering grade 9 in 2007-2008 and thereafter

Freshman Promotion from 8th grade

Sophomore 6 to 11.5 credits

Junior 12 to 17.5 credits

Senior 18 plus credits

## GRADING POLICY

Manor Excel Academy offers the same curriculum as the regular schools. Delivery is presented through a computer based system called VSCHOOLZ as well as teacher led instructional based activities. The method for computing semester and final grades is uniform throughout the district. The grading scale is as follows:

A: 90 – 100

B: 80 – 89

C: 70 – 79

F: Below 69

## GRADUATION REQUIREMENT FOR DIPLOMA

To receive a high school diploma from the District, you must successfully complete the required number of credits and pass TAKS/STAAR. Additionally, students must complete **ALL** senior exit requirements/portfolio requirements from Manor Excel Academy. All students should plan to graduate on the Recommended Plan. Students should take rigorous coursework in order to be prepared for their next endeavor. Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (IEP). Students and parents may choose to select the Minimum Plan for graduation, after consulting with the Counselor and Principal.

Preparing for graduation can be expensive. You and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture; therefore, you and your child should monitor his or her progress toward completion of all requirements for graduation. These expenses will be incurred the second semester of the senior year. It is possible the company from which you bought these items will not refund your money if your child does not graduate.

## LEAVING CAMPUS

Manor Excel Academy is a closed campus. Students *may not* leave for lunch. MEA students are not allowed on any Manor ISD campus during school hours or after school without permission or school staff supervision. Any student violating this rule will be subject to receiving a ticket for trespassing. If attending an event approved by both campus administrators without a parent/guardian escort, student needs to display a student ID badge at all times.

## LUNCH

School lunches will be served in the cafeteria and are available for to all students. Commercially prepared foods delivered at lunch time are not allowed, unless prior approval is obtained. Parents are invited to eat lunch with their student at least once every 9 weeks. We ask that parents call before 10:00 am to arrange alternate lunch plans so our cafeteria staff can adjust the food count. If a parent chooses to eat a school lunch with their student, then the parent will pay the adult cost. Parents must also have written approval from the parents/guardians of other students before a parent can share food with other students.





## MAKE UP WORK

For any missed class, the teacher may assign the student make-up 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 in meeting subject or course requirements.

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

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

## MEDICATION & MEDIAL EMERGENCIES

Manor ISD Specified Employees (campus nurses) may administer medication provided:

1. The district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. The prescription medication must be brought in the original container and be properly labeled. All medication, prescription and over the counter will be provided by and delivered to school by the parent. Medication should never be in the possession of the student.
3. All medication will be secured in the nurse's office and given only with written parental permission.

## MUSIC POLICY

**Every 9 weeks, students will have music if they:**

- Have a 75 or higher in each class.
- Have less than 2 referrals (no electronic device, fighting, harassment/bullying, or teacher disrespect referrals).
- Work on the correct course work in the correct class, no sleeping.
- Maintain 90% attendance.
- Students must wear student I.D. in a visible location and have music pass in visible location when using music in designated areas.

**Students will lose their music if they:**

- Fall below 90% attendance.
- Sharing music, headphones, devices, etc.
- Have 2 or more referrals.
- Disrespect their teacher (1 offense).
- Violate electronic device policy (1 offense).
- Fight or have verbal aggression with student or staff (1 offense).
- Bully or harass another student or staff (1 offense).
- Sleep in class.
- Work on the wrong subject in the wrong class.
- Fail to complete assignments (warm ups, short cycle assessments, tests, TAKS camp, etc.) or Fall below a 75 any class.
- Have their music too loud (above personal listening volume) and/or causing a distraction and refuse to adjust it based on the adults expectations. Students cannot share headphones.

### **Policy Process:**

- Students with a MEA Student ID will be given a music pass with their name on it. This pass cannot be shared. Doing so will have the pass taken up. To listen to music in the designated areas, a student must have their student ID and music pass visible. If the items are at home, the student cannot listen to music.
- The first pass is free. A replacement pass will cost \$3 if lost or stolen or destroyed.
- Students will not be allowed to get a pass to go get their headphones, mp3 player, etc. from another class.
- Acceptable music devices are NOT activated cell phones. Student must immediately allow teacher to check for phone service by dialing out. If a student refuses, the music pass will be taken up (MEA staff will not investigate theft of devices). Students cannot use USB device to listen to music.
- Music cannot be used in PE, during passing periods, in the hallways, or in the front office.
- Music will be allowed in the cafeteria as long as students remain orderly, follow adult supervision, and keep music at a personal listening level.
- Internet Music is acceptable. However, searching for songs is not a reason for prolonged periods away from working. Lewd, offensive, sexual, or adult musical content is not permissible using school resources (internet music sites).
- When working solely on VSCHOOLZ, the students will be allowed to listen to music.
- When working alone on projects, students will be allowed to listen to music.
- A Music "Go Sign" will be created to be posted in class to communicate when the teacher is finished with their instruction.
- Students will be asked to put away their music during: Teacher instructions, small groups, warm ups, TAKS camps, lessons, tutorials, etc.

### **Policy Violations:**

- Staff will pick up the music pass and turn it in to the principal.
- Suspension from music for a time period designated by the Principal.
- Can earn it back by meeting administrator guidelines set during the time period designated.
- 3 policy violations constitute permanent ban from music.
- Students refusing to turn in their music pass after a violation may be banned from using music for the remainder of the school year.
- Please note that the administrator can implement other consequences as deemed necessary for policy violations.

### **OUTSTANDING BALANCES**

If there are student fees and outstanding balances on any student account such as lunch money, high school related fees, etc. transcripts and report cards will not be released to the student, parent or another school, nor will that student be allowed to participate in any field trips. Once the balances have been paid, transcripts, report cards, and records will be released and the student may attend trips.

### **PLAGIARISM**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism shall be considered cheating and the student shall be subject to disciplinary action that may include confiscation of any or all documents or assignments related to the act of plagiarism. Credit will not be given for any document confiscated as a result of plagiarism.

## **PRINCIPAL PLAN: ATTENDANCE RECOVERY POLICY**

### **Every 20 hours Removes 1 Asterisk (\*)**

- Every 5 consecutive days of attendance = 20 hours or removal of 1 asterisk (\*).
- Every 10 consecutive days of attendance = 60 hours or removal of 3 asterisk (\*).
- Every 20 consecutive days of attendance = 120 hours or removal of 7 asterisk (\*).
- Students attending parent nights = 3 hours.
- Parents/guardians of a student attending parent nights = 2 hours each; Maximum of 7 hours each parent night.

When a student goes to a Manor ISD educational/ sponsored event, will earn 10 hours towards community service/attendance hours—Administrator approval needed prior to event attendance; student must attend entire event.

When a student does 4 hours of Community Service in Travis County (i.e. Habitat for Humanity, Animal Shelters, Nursing Homes, etc.) 10 hours will be awarded.

When a student does 8 hours of Community Service in Travis County (i.e. Habitat for Humanity, Animal Shelters, Nursing Homes, etc.) 20 hours will be awarded or removal of 1 asterisk (\*).

Student will be responsible for:

- Picking up & keeping up with Community Service/ Attendance Recovery Sheet.
- Logging hours.
- Getting names, signatures, documentation, and phone contact information of community service provider.

- Documentation of proof must include the following: Copy of Sign in sheet from the event and/or Flyer/pamphlet signed by Manor ISD staff or Community Service provider, 3/4 of page (minimum) essay about the event using the 5 W's of Writing or another graphic organizer—(12 font, double spaced, 1 inch margins top/bottom/left/right).

Turn in Community Service/ Attendance Recovery Sheet on Wednesdays each week, with a minimum of 20 hours, to the Attendance Specialist between 8:00 am - 9:00 am or 12:00 pm - 12:30 pm. The Attendance Specialist will verify the documentation and submit it to the MEA Registrar for final approval and asterisk removal. Updated transcripts will be delivered on Fridays after 2 pm.

### **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 or principal designee has granted approval because of extenuating circumstances, a student will not 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 must get the teacher's permission to report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **SCHEDULE AND COURSE SELECTIONS**

Course selections are handled by the Counseling Office. Any issues a student may have with his/her schedule can be discussed with the counselor. Schedule changes are done through the Counseling Office and approved by the principal. Schedule Change Requests can only be made during the first 5 days of each 9 weeks.

### **SOCIAL MEDIA**

It is the practice of Manor Independent District Schools to monitor social media activity and utilize the information for the safety and security of all students and staff.

## STUDENT ATTIRE

### Head Coverings

No hats, caps, head band, do-rags, scarves, bandanas, or hoods for males or females.

- » An exception can be made with written proof of religious or medical purposes.

### Skirts and Dresses

- » Must not be overly tight or revealing .
- » Must extend beyond the fingertips when arms are extended at one's side.
- » Backless dresses are not permitted.

### Shirts

- » Must not be overly tight, oversized, or revealing.
- » Must have sleeves.
- » No tank tops or jerseys allowed without an appropriate shirt underneath.
- » All shirt openings must be hemmed.
- » Males will wear their shirt tucked in at all times with the waistband visible and must wear a belt.
- » Appropriate t-shirts must be worn under buttoned shirts that are left open.
- » No halter or cropped tops .
- » Nothing draped over the shoulder or neck.
- » Must not have pictures, emblems, or writings that are lewd, offensive, vulgar, obscene or violent.
- » Must not advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under FNCF (LEGAL).

### Shorts and Pants

- » Must not be overly large or baggy.
- » Must be worn at the waist.
- » Waistband must be visible and a belt must be worn at all times.
- » Must not be tight or revealing.

- » Must extend beyond the fingertips when arms are extended at one's side.
- » Must not be worn in a way that show gang affiliation.
- » Must not have items hanging from pockets or belt loops.
- » Chains are prohibited.
- » Pants are designed to be worn at the waist and will be worn at the waist. "Sagging" pants are not appropriate.

### Undergarments

- » Must not be worn as outerwear & must not be visible.
- » Pajamas must not be worn as outerwear.
- » Boxers (underwear) must not be seen at anytime or worn as outerwear.
- » Proper undergarments must be worn and must not be visible .

### Shoes

- » Must be worn at all times.
- » No house shoes or flip flops.
- » No taps.
- » No cleats.
- » No skates.
- » No shoes displaying gang affiliation.

### Hair

- » Must be brushed, combed & clean.
- » Hair picks, sticks, and curlers are not allowed. (Bobby pins are acceptable)
- » Distractive hair coloring or styles are not allowed.
- » Student has 3 days to correct hair color or design style, if deemed inappropriate by the administration.
- » Personal items that might be used to inflict physical harm to another person such as jewelry with sharp edges, combs, picks, etc. are not permitted at school.

## Body Piercings

- » Piercings allowed in the ears only.
- » Must not represent gang affiliation.
- » No representation of drugs, alcohol or firearms.
- » If a tattoo depicts an illegal activity or other prohibited substance (see descriptions under Shirts sections for prohibited designs), it must be covered.

## Sweaters with Hoods

Jackets must not exceed the length of the student's 2nd knuckle when the arms are extended to the student's sides. If a student is found to be in violation of this policy, they will be REQUIRED to remove their jackets while on campus.

*There may be additional dress requirements added by the administration.*

## STUDENT IDENTIFICATION BADGES

Students will be required to wear name badges at all times. Students may get badge in the front office. There will be a \$3 fee to replace a lost or stolen badge.

## TARDY POLICY

Students must be in class on time to avoid missing significant instruction. If a portion of class is missed, the activity will have to be made up. If late for class, the student's chance of meeting goals and completing class work is at risk. Classes begin at 9:00 am and end at 4:00 pm. Teachers will be at the door to usher students into class. When the door closes, all students outside of class are tardy. Teachers will be responsible for a Tardy Sign-in Sheet stationed at the classroom entrance.

### Repetitive tardies/absences can lead to:

- Warning from Staff
- Lunch Detention
- Attendance contract will be written
- Credit can be held in that class
- Loss of field trip, enrichment activity privileges, etc.

### 3 absences

1st Warning Letter

### 5 absences

2nd Warning Letter and report to Leaver Team

### 6-9 absences

Attendance Contract

### 10 absences

Court Filing, loss of course credit, and possible involuntary removal from MEA.

After 5 unexcused absences, the student will be placed on an Attendance Contract. Completion of the contract will restore course credit, and prevent court filing. Failure to complete the contracted intervention program will result in the school filing truancy to the Travis County Judicial System. Lastly, students who exhibit continuous truancy patterns may be recommended during Truancy Court proceedings for permanent removal from the MEA diploma program, to a GED program separate from Manor ISD.

## Just in case you are wondering...

- Any student arriving to class after the published start times will be considered tardy.
- Students who arrive late to Manor Excel Academy must sign in at the MEA front office and obtain a pass to enter class.
- Students are responsible for arriving on time to eat breakfast prior to entering class. Students arriving late through personal transportation will not be able to have breakfast.
- Students with excessive absences or illnesses will be asked to provide a doctor's note to verify the necessity of missing school.

## TECHNOLOGY USE BY STUDENTS

Students will have the opportunity to use Manor Independent School District (MISD) technology-related resources. Student use of technology develops skills in defining, accessing, managing, evaluating, creating, communicating, and problem solving.

For MISD technology-related resources (including hardware, software and approved mobile devices) that are accessed by minors, and in accordance with the Children’s Internet Protection Act (federal law enacted December 2000), MISD has implemented technology protection measures to block or filter Internet access to pictures and sites that are inappropriate or harmful to minors.

MISD is committed to providing safe and quality instructional opportunities for all students. The student is responsible for appropriate behavior while using technology-related resources. Teachers monitor student activities while online for appropriateness and instructional relevance. Instructional mobile devices that are sanctioned by MISD are accompanied by parent/teacher Acceptable Use Policy forms that are kept on file within the school.

### Students shall:

- Use the provided school network account in an ethical, responsible, and legal manner for school-related tasks only.
- Communicate with others using appropriate language in a courteous and respectful manner.
- Maintain the privacy of their personal information, such as name, address, phone number, account passwords, social security numbers, and respect the same privacy of others.
- Use only MISD authorized accounts and passwords.
- Comply with and respect copyright law, fair use guidelines, as well as intellectual property rights of others.

### Students shall not:

- Seek to override or bypass technology-related resources or network security provisions.
- Use any network account for non-school related activities.
- Conduct unauthorized copying of licensed software, download or copy files without permission, or install personal software on computers.
- Plagiarize online content.
- Read, send, or forward personal e-mail, chat messages, or instant messages.
- Create, access or distribute offensive, obscene, bullying, or inflammatory materials on MISD technology-related resources (including hardware, software and approved mobile devices).
- Remove or damage hardware components.
- Knowingly access unauthorized technology-related hardware and software to tamper with or destroy data.
- Connect personal computing devices such as laptops or mobile devices to the AACPS network whether wired or wireless.
- Use electronic resources for commercial, personal purchasing, or illegal purposes.
- Use electronic, including Web 2.0, resources to access social networking sites such as Facebook, or to conduct cyberbullying. (Exception: In classes where the teacher has been trained and approved by AACPS to utilize limited Web 2.0 resources instructionally, an Acceptable Use Policy signed by student and parent, must be on file).
- Use electronic resources and equipment in any other manner that would violate AACPS Board policies.
- Share user account information or passwords with others.

## Directed Internet use

- Requires appropriate adult supervision (i.e., staff members or their adult designees must be present to actively monitor student access to the Internet).
- Internet use is permitted at all levels and in compliance with above stated conditions.
- Internet searches will be conducted using MISD recommended search engines and sites.
- Students may not type in web site addresses (urls).
- Independent Access for MEA students is permitted with the presence of an adult and in compliance with the above stated conditions.

## TESTING

To receive a high school diploma, students must successfully pass TAKS/STAAR exit-level tests. However, MEA is focused on College and Career Readiness. Thus, we promote students taking college entrance exams as well. 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 freshman and sophomore years to determine the appropriate exam to take; entrance exams are usually taken one year before anticipated graduation. Prior to enrollment in a Texas public college or university, students must take the Texas Success Initiative (TSI) test; THEA, COMPASS, TASP. ACT, SAT and TSI test registration forms will be found in the Counseling Office and the College and Career Center. Students are responsible for their registration and registration fees; unless they qualify for a fee.

## TRANSCRIPTS

Transcripts may be requested through the registrar. A request form must be submitted, and a parent signature is necessary for students under 18 years of age. Transcripts may be picked up 3-5 business days after the request is made.

## TRANSPORTATION

At registration, parents/guardians must communicate the primary means of transportation for student arrival and departure. Please note that all names of eligible drivers for the student must be submitted in writing to the school prior to transporting the student. Students will not be able to ride home with other students, friends, relatives, or anyone else without written approval from the parent/guardian of each student. Transportation options include:

- Walking
- Driving
- Parental/Guardian drop off/pick up
- Public transportation
- Manor ISD school bus

## VEHICLES ON CAMPUS

- Students must park in the front of the building in student parking.
- Students must possess a valid Texas license.
- Students must have valid insurance. Student's name must be on insurance documentation.
- Students must purchase parking permit from the MEA office for \$10.
- Students are to exit their vehicle upon arriving at school and are not to return to any vehicle once school has started.
- Parking on campus is a privilege and may be revoked if students violate reasonable driving and parking expectations. Students are expected to park on campus in the appropriate student parking lot and in the appropriate manner.

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable suspicion 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 should make certain that it is locked and that the keys are not given to others.

Vehicles parked illegally (including failure to display a valid parking permit) or in an inappropriate location may be towed at the owner's expense.

## **VISITORS, MEETING, & VOLUNTEERS**

All visitors, including parents, must sign in at the main office and be given a visitor pass before going elsewhere in the building. Given the incidence of recent school violence nation-wide, we are instituting this policy for the safety of your children. At MEA we have an open door policy. All visitors are welcome to all classrooms at all times. Keep in mind, that if a teacher is having a special, closed activity, they may choose not to accept visitors at that time.

Because the focus of MEA is academic excellence, we ask that parents not congregate in hallways, or do anything that may disrupt discipline or instruction. If any visitor, including parents, engage in disruptive, threatening, or inappropriate behavior while on school property, or towards any MEA student or staff member off of school property, they can be removed from the building, permanently barred from the building, barred from attending MEA events, the police can be called, and a restraining order can be filed. Disruptive, threatening, or inappropriate behavior includes:

- Endangering the physical safety of another by the use of force or the threat of force.
- Engaging in behavior that disrupts classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others.
- Intoxication.
- Failure to model and support MEA's core values.
- Interrupting a class while in session.
- Refusing to leave a classroom when asked to do so by the teacher.
- Speaking to any other student that is not their own.
- Using profanity or raising of one's voice.
- Making threats of bodily harm, violence, or any type of terrorism, bombing, shooting, or murder.
- Falsely accusing MEA staff members.
- Refusing to identify oneself to MEA staff members.

- Failure to comply with staff instructions.
- Trespassing on school property while school is not in session.

### **Parent Meetings**

Parents need to schedule all meetings in advance. Please call to schedule a meeting before coming up to school, as the teacher you would like to meet may be teaching or otherwise unavailable.

### **Volunteers**

We at MEA pride ourselves in being a school that is completely open to parents. We welcome parents as visitors as well as partners. We are always grateful for volunteers who can spend time with us during the day or on Saturday. This can be rewarding not only for the children, but for you as well. We recognize that not all parents have the time to spend helping out during the day. We are grateful for any time you can give us.

Please call the office in advance to plan volunteering days or contact the campus social worker to see what volunteering opportunities are available.

## **GETTING HELP WITH A PROBLEM**

### **ACADEMIC PROBLEMS**

For help with an academic problem, the student should:

- See the teacher who teaches the subject. Students may seek out the teachers on a personal basis. Teachers routinely work with individual students who are having academic problems. The teacher may recommend help sessions or mentoring, or may make a referral for additional assistance. The teacher may ask for a conference with the student and his/her parents/guardians.
- If the teacher is unable to help the student resolve the problem to the student's satisfaction, the student should go next to the Academic Coordinator or Instructional Coach, or Data & Accountability Specialist.
- Further help can be obtained through the school counselor.



- For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with his/her parents/guardians and with the principal or assistant principal. Parents/guardians may wish to join the student in discussions with the principal.
- Solving an academic problem requires the student's help, along with the help from teachers and sometimes parents/guardians, school counselor, and other school professionals.

## EXTRACURRICULAR ACTIVITIES

For help with problems involving extracurricular activities, the student should:

- See the teacher assigned to the activity at a time when he/she can give you his/her undivided attention. Try not to discuss the problem during the activity period itself.
- If the student is unable to get help in solving the problem by doing the above, discuss the matter with parents/guardian and with the principal. Parents/guardians may wish to join the student in discussions with the principal.

## GROUP PROBLEMS

For help with a group problem related to discipline, security, personal safety, or welfare:

If a group of students feels it shares a common problem, the best way to seek assistance is for the group to send two or three representatives to the teacher or administrator involved and present the group's point of view on the matter.

Communication between one or two people and a large group is extremely difficult and is an ineffective approach to problem-solving. The most effective approach is one that involves communication between representatives of the groups involved.

## PERSONAL PROBLEMS

For help with personal problems which may affect a student's school life or activities:

- If possible, discuss the problem with parents/guardians.

- If a student and his/her parents/guardians cannot solve the problem, there are a number of people in the school who may be able to offer additional help. The student may speak to a teacher with whom he/she feels comfortable.
- School counselors, district psychologists, and social workers at the school are trained to offer help with personal problems.
- The assistant principal and the principal will also be able to discuss the problem with the student and attempt to work on a solution. If they are unable to do so, they will seek assistance.

## SCHOOL PROBLEMS

If students have a problem related to discipline, security, personal safety or welfare, or vandalism, the student should:

- Tell the nearest teacher or adult staff member. Tell him/her exactly what has happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
- Talk to the principal or assistant principal right away.
- Express feelings. It is natural to feel worried and upset. Talk to someone who will listen and understand — perhaps a peer mediator, peer helper, teacher, school counselor, MISD psychologist, social worker, or an adult mentor. It is important to talk to a trusted adult.
- Ask to talk to a MEA counselor, school psychologist, or social worker who can help students learn ways to deal with problems so that they may feel safer and more comfortable when faced with similar problems in the future.
- In addition to alerting school personnel, a student should tell his/her parents about the problem. They will want to know.

It is important for students to know that when a report is made to the school about an incident of this nature, every effort will be made to keep the information and identity confidential.

## **BULLYING, CYBERBULLYING, HARASSMENT, INTIMIDATION, HAZING, & BIAS BEHAVIOR**

Manor Excel Academy operates under a ZERO TOLERANCE atmosphere regarding bullying, fighting, hazing, harassment, sexual harassment or abuse of students/staff, or violence of ANY type on this campus.

Bullying and cyberbullying, harassment and intimidation, hazing, and bias behaviors are unsafe and do not reflect respect for others as defined by the Code of Student Conduct. If you or someone you know is a target of one of these behaviors, you can report it using the Bullying, Harassment, or Intimidation Reporting Form, available on the school website or from the main office or the school counseling office. You can also tell a staff member, who will respond quickly and provide a practical, private, and safe place to report.

### **IF YOU ARE BEING BULLIED...**

- Tell someone — a parent, a teacher, a counselor.
- Try not to show anger or fear.
- Calmly tell the student to stop...or say nothing and walk away.
- Try to avoid situations where bullying is likely to occur.

### **IF YOU KNOW SOMEONE WHO IS BEING BULLIED...**

- If you feel safe, tell the bully to stop.
- If you don't feel safe...
  - » Say kind words to the student being bullied —Be a friend!
  - » Don't encourage the bully by laughing or joining in.
  - » Tell other bystanders how to help stop bullying.
  - » Tell an adult.
  - » Encourage the bullied student to talk to someone.

For MEA staff to be able to prevent physical or emotional altercations, we need to be made aware of bullying or harassment, in writing, immediately. Statement forms

can be collected in the front office and returned to any MEA staff personnel. We strongly encourage victims or witnesses to report any kind of confrontation to the administrative or teaching staff.

If an administrator determines that one of these behaviors has occurred, the students involved will receive support from a school counselor, psychologist, school social worker, pupil personnel worker, or school health staff person to be sure everyone involved feels safe and supported and understands how to avoid these situations in the future.

### **HARASSMENT**

Hazing, harassing or abusing other students/staff is unacceptable and guilty students will be disciplined accordingly. Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. This includes cyber harassment on internet media forms such as, but not limited to: FACEBOOK, MYSPACE, TWITTER, etc. Discipline will include but is not limited to: ISS, suspension, placement in MAP, and/or possible expulsion. Law enforcement will be contacted to conduct an investigation and file charges when appropriate.

### **SEXUAL HARASSMENT / SEXUAL ABUSE**

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 MEA employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. MEA 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 and/or Manor ISD District designee.

## GANG RELATED ACTIVITY

No student shall knowingly participate in gang and/or gang-like activity, irrespective of whether schools are in session, within Board of Education owned or leased property, including school buildings or on school grounds; on school buses or other school vehicles; or during any school, school-related, or school sponsored activity, whether held on school property or at locations off school property, which includes, but is not limited to:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item which evidences or reflects membership in or affiliation with any gang.
- b. Commission of any act which furthers the interests of any gang, gang-like activity, or act of violence, including but not limited to:
  1. solicitation for membership in a gang;
  2. requesting any person to pay for protection or otherwise intimidating or threatening any person;
  3. committing or inciting criminal acts or violation of AACPS policies;
  4. soliciting other students to engage in physical violence against any other person;
  5. engaging in any act, either verbal or nonverbal, including gestures handshakes, slogans, drawings, etc. showing membership or affiliation with any gang;
  6. challenging or provoking fights, stare-downs, mad-dogging (threatening glance; to stare fixedly at someone in a hostile manner), flashing colors, verbal remarks, etc.;
  7. marking or defacing school property with messages, symbols, or slogans that may signify gang affiliation;

8. displaying gang apparel, signs, symbols, or slogans on personal property;
9. engaging in physical confrontations where one or more persons confront another individual or group; and
10. using electronic devices such as pagers, cell phones, or computers to communicate gang activities while on school property.

## CONFIDENTIALITY IN COUNSELING

When a student indicates that he or she is thinking about hurting himself or herself or other students, school personnel are required to take action to ensure the safety of the student or other students. This action will include sharing of information with the school principal, parents, and may include other outside agencies.

No statement, oral or written, made by a student seeking counseling for any form of drug abuse may be used as admissible evidence against him/her in any proceedings. Below are some of MEA's Counseling Services:

- **Counseling Referrals:** In most cases, the Counseling Office does not meet with students without a referral from a teacher. This ensures that the student's attendance record is correct. Teachers will be provided with referral slips. Referral slips should be filled out by the teacher and delivered to the Counseling Office by the teacher. Students will then be called out of class by the Counseling Office. Of course, if there is an emergency, the student can see the counselor, administrator, or any other available staff immediately.
- **Academic Counseling:** You and your parents are encouraged to talk to the counselor to learn about course offerings, graduation requirements of various programs, and early graduation procedures. Students may schedule a conference with the counselor by asking a teacher for a counseling referral. Parents may schedule a conference with the counselor through the school secretary. Twice a year the counselor will hold conferences with the students to discuss their graduation plans. Parents will be notified of this meeting and will be encouraged to attend.

- **Other Counseling Services:** The counselor is available to assist students with a wide range of personal concerns like college and career prep, bullying, peer mediation, and building positive relationships. 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. The counselor may also make available information about community resources to address concerns; with parent consent as the State and Federal law requires.

All in all, counseling aims to modify behaviors by teaching positive alternatives to practices that have traditionally yielded negative results.

### **WHERE TO GET HELP**

You may seek assistance through the following staff members or programs, which may be available at schools:

- School Nurse
- Teachers
- School Counselor
- Principal and Assistant Principal
- School Social Workers
- Instructional Coach
- Data & Accountability Specialist
- AVID Coordinator

## **COUNSELING SERVICES**

**Anger Management**

**Communication**

**Self-esteem**

**Alcohol/Drug Use**

**Conflict Resolutions**

**Personal Growth**

**Decision Making**

**Gangs Violence**



# **How To Be Successful**

*Academically And Socially*  
**At Manor Excel Academy**

- ☑ Remain on task during class
- ☑ Complete all assignments on your course syllabus
- ☑ Complete all assigned projects
- ☑ Use Academic Integrity – (cite sources & do your own work)
- ☑ Ignore distractions
- ☑ Take Cornell Notes and Study – 1 to 2 hours at home each day recommended
- ☑ Ask questions when unsure
- ☑ Keep copies of course syllabi to review
- ☑ Treat staff, other students, computers and other property with respect at all times
- ☑ No fighting under any circumstances
- ☑ Greet staff by name. When visitors come in the classroom, stand and greet the visitor
- ☑ Keep all books, folders, papers, and school property free of profanity, gang paraphernalia
- ☑ Follow instructions of all staff members
- ☑ Keep hands and feet away from other students
- ☑ No profanity, use of racial slurs, verbal abuse, or offensive language
- ☑ During transition, walk & talk swiftly to class
- ☑ Follow the dress code
- ☑ Wear ID badge



# GLOSSARY

## Absence, unlawful

An absence for a day or any portion of a day for any reason, other than those cited or coded as lawful. A student who misses ten or more days of school in a semester is considered “excessively absent.”

## Absence, lawful

Lawful reasons for an absence include illness, death in the family, court order, other emergency, or an activity approved by the principal. A student on religious absence will not be subjected to attendance review and/or denial of credit provided the total number of non-religious absences is not excessive.

## ACT

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

## Alcohol and Other Drugs

Alcoholic substances; inhalants or other intoxicants; and controlled dangerous substances, including prescription drugs, over-the-counter medications, look-alikes, and substances represented as controlled substances, and drug paraphernalia.

- *Possession*: The student has on his/her person, or within the student’s personal property, or has under the student’s actual or constructive control, any of the substances listed in this offense.
- *Consumption/Use*: The student has consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense.
- *Distribution/Sale*: A student has disseminated or transferred any of the substances listed in this offense with or without compensation.
- *Possession with Intent to Distribute*: The student has in his/her possession, as previously defined, any of the substances listed in this offense in a quantity or packaging to indicate intent to distribute or transfer to another person/people with or without compensation.

## Alternative School

Manor Alternative Placement Referrals to the placement program may be made for students with chronic barriers to learning. These academies offer students educational services designed to address the students’ academic, social, and behavioral needs. Both academies require students to wear uniforms, require parent involvement.

## Ammunition

A projectile that can be fired from a firearm or other gun or otherwise propelled such as a bullet, arrow, pellet, etc. Any other object which by virtue of its shape or design gives the appearance of any of the aforementioned.

## Anti-social behavior

Any conduct that may cause property damage or physical or psychological harm to others, including but not limited to, injury, harassment, theft, vandalism, and alcohol or illegal drug use, distribution or intent to distribute controlled dangerous substances.

## ARD

The admission, review and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student’s parents are part of the committee.

## Arson/Fire

Attempting to, aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set fire.

## Attacks

Unprovoked aggressive actions toward another person that meets one of the sub-definitions below:

- A physical attack causing serious physical injury.
- A physical attack causing minor physical injury.
- A physical attack without injury but may include other aggressive physical action against another.
- Threats.

Intentionally frightening another person with the threat of immediate offensive physical contact or physical harm.

## AVID

Advancement Via Individual Determination

## Bias Behavior (See Harassment and Intimidation)

An offense, verbal, written, or symbolic in nature, committed against a person or property which is motivated by the offender's bias, a negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity / national origin.

Types of bias:

- *Disability*: A negative opinion or attitude toward a group of persons based on their physical or mental impairments / challenges, temporary or permanent, congenital or hereditarily acquired, accident, injury, advanced age, or illness.
- *Ethnicity/National Origin*: A negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.
- *Racial*: A negative opinion or attitude toward a group of persons who possess common physical characteristics; i.e., color of skin, eyes, hair, facial features, genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

- *Religious*: A negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- *Sexual-Orientation*: A negative opinion or attitude toward a group of persons based on their sexual attraction toward and responsiveness to members of the opposite or same sex.
- *Hate Crime Bias*: behavior that is a criminal offense.

## Bomb Threat

The making of threats or providing false information concerning the presence of explosive material or devices on school property without cause in writing, in person, or by phone.

## Bullying

Repeated, conscious, willful and deliberate intent, direct or indirect, to physically or psychologically intimidate or distress someone else; physical, social, or verbal actions or intimidation toward another person with negative intent. (See also Cyber-bullying, Relational Bullying)

## Bystanders

Individuals who observe bullying, cyberbullying, harassment and Intimidation, hazing, and bias behavior and who, by their inaction, encourage, support, or promote its occurrence.

## Cell Phone Misuse

Use of cellular phone, camera phone, video phone, or other communication devices during the school day or on school buses unless in an emergency.

## Cheating

Providing, receiving, or viewing answers to quiz or test items or independent assignments. Having books, notes / notebook, or mobile devices out during test without permission.



## Community Service

An unpaid service for the benefit of the public that is performed as part (or all) of a consequence for committing an infraction.

## Computer Misuse

Any unauthorized or inappropriate use of technology-related resources.

### Category I:

- Intentionally loading/distributing a virus, malware, malicious program.
- Installing/running/using/distributing a keystroke logger program (used to capture logon credentials/passwords/PINS, etc).
- Possession of a keystroke logger including on portable media.
- Using or attempting to use credentials other than your own.
- Altering or attempting to alter grades/any school record. Includes attendance, test scores.
- Theft of hardware or components/parts.
- Changing configuration(s) on network equipment. Includes servers, switches, and routers.

### Category II:

- Intentional physical damage to computers.
- Intentional damage to network includes data jacks, cabling, racks.
- Changing configuration(s) on computers, workstations, printers.
- Running/distributing network scanners in an attempt to discover network resources (i.e. port scans, ip address scans).

### Category III:

- Installing unauthorized programs on MISD/MEA hardware. And storing unauthorized programs on AACPS equipment (home directory). (Defined as non-malicious software not approved for use in MISD).
- Using/distributing a proxy application (circumvents web filtering and security).

- Using/distributing a proxy site (circumvents web filtering and security).
- Using the network to access or store Inappropriate content (music, photos, videos, etc.).

### Category IV:

- Running/distributing unauthorized programs including from portable media, i.e., games (defined as non-malicious software not approved for use in MISD/MEA). Includes distribution of unauthorized programs.
- Playing unsanctioned online games without authorization from teacher/administrator.
- Streaming non-instructional media (i.e. ,music, video, online content).
- Non-instructional electronic activity during class (i.e., chat rooms, messaging, etc.).

## Conference

A communication that takes place either face-to-face or by telephone.

## Consequence

A result that follows from an action or condition.

## Criminal Behavior

Any behavior that is considered an infraction against the law.

## Cutting Class

Unlawful absence from a class or school activity. (See Absences, unlawful)

## Cyber-bullying

The use of information and communication technologies — email, mobile devices, text messages, instant messaging, defamatory personal websites, personal polling sites, or a combination of these — to support deliberate repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others. (See also Bullying)

### **Dangerous Implements**

Any implement or substance used as a weapon to inflict bodily harm, including any object or implement capable of causing harm or used in such a way as to cause harm to another. This includes, but is not limited to, laser pointers, pencils, and scissors.

### **Demonstration and Mass Protest**

Willful disturbance of school activities through a march or rally that prevents the orderly conduct of school classes or activities.

### **Destruction of Property/Vandalism**

Damage, destruction, or defacement of property belonging to the school or others.

### **Disrespect Toward Others**

Inappropriate comments or physical gestures to others.

### **Disruption to Classroom or School**

Behavior that interferes with instruction, learning, and a safe and orderly environment, which includes, but is not limited to, chronic talking, throwing objects, horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.

### **Disruptive Clothing or Appearance**

Articles of personal appearance that may create a significant risk of a material and substantial disruption to the educational process or the operation of the school. This includes, but is not limited to, clothing, hats, jewelry, book bags, or other articles of personal appearance which depict profanity, vulgarity, obscenity, violence, symbols of hate, or promote use or abuse of tobacco, alcohol, or other drugs, gang colors or gang-related signs on personal or school material.

Additionally, except in individual cases as approved by the principal of a school, the following specific items are not permitted: bare feet, hats, caps, hoods, chains, spikes, or other head wear except as required for health, safety, or religious purposes, and clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid-thigh.

### **Due Process**

A student facing suspension must be given oral or written notice of the allegations, an opportunity to hear the evidence, to respond if the student denies the allegations, and notice and hearing before the student is removed from the school. Note: a student that poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible.

### **Electronic Communication**

A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, mobile device, computer, or pager.

### **Electronic Device Misuse**

Use of communication devices, such as cell phones, and other electronic devices during the school day or on school buses unless in an emergency. (Exception: In classes where the teacher has been trained and approved by MISD to utilize limited Web 2.0 resources instructionally, an Acceptable Use Policy signed by student and parent, must be on file).

Other devices include, but are not limited to the use of an iPod, CD player, or hand-held game, use of camera cell phones or PDA camera to invade privacy (in hallways, restrooms, etc.) or violate this code of conduct. (See also Cell Phone Misuse)

### **ESL**

English as a Second Language

### **Extortion/Strong Arming/Blackmail**

The process of obtaining property from another with or without that person's consent, by wrongful use of force, fears, or threats, including burglary and robbery.

### **False Fire Alarm**

Pulling a fire alarm or reporting a fire or other dangerous situation without valid cause.

### **False Information/Accusations**

Willfully or maliciously giving false information, record, or accusation against school personnel or other students.

**Fighting**

An incident involving two or more students with physical contact, such as hitting, kicking, punching.

**Fireworks/Explosives**

Combustible or explosive substances or combination of substances or articles, including firecrackers, smoke bombs, and flares.

**Forgery/Counterfeit Currency**

Purposely signing another person's name or making and/or distributing realistic copies of something, especially money, in order to defraud or deceive.

**Gambling**

Wagering money or property.

**Gang-like activities**

Any demonstration of gang behaviors, inciting anti-social behaviors, or behaviors similar to those of gangs.

Gang membership may include but is not limited to a group or organization comprised wholly or in part of students who seek to perpetuate a gang by taking in additional members from students enrolled in school, with the intent of participating in anti-social, criminal activity or violation of Manor ISD policies and regulations.

**Gangs (Criminal Gangs)**

A group or association of three or more individuals who individually or collectively:

- Engage in a pattern of criminal activity;
- Have as one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and
- Have in common an overt or covert organizational or command structure, which includes but is not limited to:
  - » a common name;
  - » identifiable marks, colors, signs (gestures/terminology), or symbols;
  - » a claim to turf or territory; and
  - » associate on a regular basis.

**Pattern of criminal gang activity (gang activity)**

The commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes or acts by a juvenile that would be an underlying crime if committed by an adult.

**Harassment and Intimidation (see Bias Behavior)**

A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe.

**Hazing**

An act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.

**IEP**

The written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with

**Improper Physical Contact**

Forceful actions against another — unintended to do physical harm, i.e. horseplay, roughhousing.

**Inappropriate Language**

Using vulgar or abusive spoken or written language, such as cursing, swearing, or threatening.

**Inciting/Participating in School Disturbance**

Causing a disruption to the atmosphere of order and discipline in the school or otherwise preventing orderly conduct.

**Infraction**

An offense or behavior that breaks a rule; could be criminal behavior.

### **Injury**

Loss or pain caused by an assault which is documented or confirmed by school staff.

### **Insubordination (Uncooperative behavior)**

Refusing to follow a reasonable request to a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance which includes, but is not limited to, walking away when an adult is talking to you, talking back to an adult, refusal to work in class, refusal to report to the office, refusal to allow search.

### **Leaving Area without Permission and/or Leaving Class or School Grounds without Permission**

Leaving the classroom or other assigned area without permission from the adult in charge and/ or leaving the classroom or school grounds during regular school hours without a parent/guardian or someone listed on the emergency card.

### **MAP**

Manor Alternative Placement

### **MEA**

Manor Excel Academy

### **MISD**

Manor Independent School District

### **NCLB**

The federal No Child Left Behind Act of 2001.

### **PBIS**

Positive Behavior Intervention and Supports.

### **Plagiarism**

Deliberately presenting the ideas, works, or statements of another as one's own, without acknowledgement of the source. Academic dishonesty.

### **Reckless Vehicle Use**

Irresponsible use of an automobile or motorcycle on school property. (See also Unsafe Actions)

### **Relational Bullying**

A socially manipulative, non-physical behavior intended to hurt others and interfere with the educational environment. It includes ignoring, isolating, excluding, and shunning.

### **Reportable to Police**

Certain offenses require police reports while others depend on whether the activity is considered criminal behavior. A standard or criteria to determine whether an offense is reportable to the police or not is whether the behavior is considered illegal or whether it causes injury to persons.

### **Restitution**

Replacing item(s) that were stolen or damaged or providing fair market value by way of compensation or service.

### **Section 504**

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

### **Sexual Activity**

Inappropriate behavior of a sexual nature, including, but not limited to, indecent exposure, consensual sex, or possession of sexually explicit material.

### **Sexual Assault**

Physical sexual attack on school system staff, or another student.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others that occurs more than once, and continues over a period of time that makes a person feel uncomfortable or unsafe.

**STAAR**

State of Texas Assessment of Academic Readiness

**Stealing**

Taking or attempting to take property of another person or institution without permission or knowledge of the owner.

**Suspension**

Removal from school for specified period of time due to misbehavior.

**TAKS**

The Texas Assessment of Knowledge and Skills, the state's standardized achievement the currently given to student in certain subjects in grades 3 – 11.

**Tardiness**

Arriving late to school or to class.

**TEKS**

Texas Essential of Knowledge and Skills

**Theft**

Taking or obtaining the property of another person or institution without permission or knowledge of the owner.

**Tobacco (possession, use, sale, or distribution)**

Possession, use, sale, or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or smokeless tobacco.

**Trespassing**

Being on school property without permission, including while suspended or expelled; includes breaking and entering.

**Unsafe Actions**

Any action that has the potential to cause danger or physical harm to self or others, to include Reckless Vehicle Use.

## **PROCEDURES FOR REPORTING ALLEGATIONS OF BULLYING**

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expressions through electronic means, or physical conduct. Bullying is not tolerated by the Manor Independent School District. Any student or parent that has engaged in or experienced bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district or school to obtain an incident report form that may be used to submit the complaint. Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time.

If you would like additional information about the district's bullying policy please contact campus administration or the central office of Manor Independent School District.

## INCIDENT REPORT FORM (STUDENT)

Student Name <i>(if you wish to provide it)</i>	Date
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### Details of the incident(s)

Name of the student(s)  
that were the **victim** of Bullying: \_\_\_\_\_

Name(s) of student(s) that  
engaged in Bullying: \_\_\_\_\_

Date and Time of the Incident \_\_\_\_\_

Location of the Incident \_\_\_\_\_

Name(s) of individuals that  
**witnessed** the action of Bullying: \_\_\_\_\_

What happened? *(Attach additional pages if needed)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.***

Signature <i>(Reports made by students may be anonymous)</i>	Date
Received By	Date

## INCIDENT REPORT FORM (ADULT)

Name		Date
Home Address	Home Phone	Cell Phone

Name(s) of alleged offender: \_\_\_\_\_

Name(s) of alleged victim: \_\_\_\_\_

Describe your relationship to the alleged victim(s)/offender(s): \_\_\_\_\_

Date(s) and Time(s) of alleged incident: \_\_\_\_\_

Location(s) of alleged incident: \_\_\_\_\_

List any witness(es): \_\_\_\_\_

Describe the incident(s) as clearly as possible, including information such as: what force or physical onctact, if any, was used; any verbal statement such as threats, requests, or demains, and any electronic methods, including e-mail, social media, and the like. Attach additional pages if more space is needed):

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***I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.***

Signature	Date
Received By	Date