

# Student / Parent Handbook

2015 - 2016

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## The Serenity Prayer

God grant me the serenity  
to accept the things I cannot  
change;  
courage to change the things  
I can;  
and wisdom to know the  
difference.

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# Purpose of the Student/Parent Handbook

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The purpose of this handbook is to provide information regarding the operation of our school. It is intended to serve as a helpful resource to students, parents, school staff and the Board. Included you will find general information regarding the school's policies, practices, and procedures.

It is very important that you review this information as a family. We understand that students and parents often flip to the back pages and sign the required documents without even reading the contents. Students and parents are expected to read, understand, and comply with all provisions of this handbook. The goal of this document is to clearly state the school's expectations and to support students in being successful at Serenity.

These guidelines and expectations support, but do not limit, our authority.

Please contact Serenity High at 469.742.7830 if you have questions or need further explanation. This handbook can also be accessed on Serenity's website at <http://serenity.mckinneyisd.net/> or [www.serenityhigh.org](http://www.serenityhigh.org)

# Mission Statement & School Values

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Serenity High is Changing Lives One Day at a Time

On behalf of the Serenity High School Staff and McKinney ISD we are pleased to welcome you as part of our recovery school community. Enrollment at Serenity promises to be a journey of learning and growing awareness for students in recovering. We serve as a vehicle in innovative education options for parents and youth as well as an environment with additional supportive services.

Serenity High exists for adolescents returning from recognized substance abuse treatment centers who are committed to obtaining a high school diploma in a safe and supportive, chemical-free environment.

You are here because of your commitment to remaining clean and sober and to earning your high school diploma. That commitment includes acceptance of our core recovery values:

Recovery Values:

- HONESTY      Be honest with yourself and those you care about
- RESPECT      Respect yourself and others
- SUPPORT      We help ourselves by helping others
- COMMITMENT      Keep an open mind and be willing to make healthy changes
- COMMUNITY      People are not for hurting

The faculty and staff are also committed to our core values and to supporting you and your family in the recovery process. Our expectations for your academic achievement and recovery are high; and we will support you as coaches and facilitators in both the recovery and instructional process. Ultimately, the responsibilities of success lie with you, but know we will support you along each step. We are committed to maintaining the school culture by having school policies and procedures which are designed to support your recovery while at the same time providing a safe school environment for all.

We are pleased to have you as part of our recovery school community. Welcome!

# Faculty and Staff

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Recovery Coordinator /Math/Electives

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# School / District Calendar



## 2015-2016 School District Calendar

JULY 2015						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

DECEMBER 2015						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

FEBRUARY 2016						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

AUGUST 2015						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JANUARY 2016						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

MARCH 2016						
S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

SEPTEMBER 2015						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- Holiday
- Staff Development or Teacher Work Day - Student Holiday
- Nine Weeks Begin/End
- No School - Parent/Teacher Conferences - All campuses
- Bad Weather Day

APRIL 2016						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

OCTOBER 2015						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- Holidays:**
- September 7 Labor Day
  - November 23 - 27 Thanksgiving
  - Dec. 21 - Jan. 1 Winter Holiday
  - January 18 MLK Day
  - March 7-11 Spring Break
  - May 30 Memorial Day
  - June 3\* Anticipated Graduation Day (TBD)

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

JUNE 2016						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Total Instructional Days 175

# 2015 - 2016 School Day Schedule

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Monday & Wednesday		Tuesday & Thursday	
1 <sup>st</sup>	8:30 – 9:20	1 <sup>st</sup>	8:30 – 9:20
2 <sup>nd</sup>	9:20 – 10:10	2 <sup>nd</sup>	9:20 – 10:10
3 <sup>rd</sup>	10:10 – 11:00	3 <sup>rd</sup>	10:10 – 11:00
Recess/4th	11:00 – 11:30	Recess/4th	11:00 – 11:30
Lunch	11:30 – 12:00	Lunch	11:30 – 12:00
5 <sup>th</sup>	12:00 – 12:50	AA / NA Meetings	12:00 – 12:50
6 <sup>th</sup>	12:50 – 1:40	5 <sup>th</sup>	12:50 – 1:40
7 <sup>th</sup>	1:40 – 2:30	6 <sup>th</sup>	1:40 – 2:30

Note: Tutoring and special projects instruction is conducted from 7:30 – 8:30 and 2:30 – 3:30

Fridays:

Performing community service is an integral part of the school culture at Serenity High. It reflects one of our recovery values and provides students the opportunity to give of themselves which benefits the organizations being served, and builds their self-esteem which is a key component of sobriety. The community service hours are documented and can be applied to college admission applications, grants/scholarships, and job applications.

Serenity's student volunteers perform community service at the following locations:

- Press Elementary School
- Slaughter Elementary School
- Lawson Early Childhood Center
- St. Michael the Archangel
- St. Vincent de Paul Food Pantry
- Pecan Grove Cemetery
- Crape Myrtle Trails of McKinney
- Parish Episcopal School
- Imagine International Academy

# Parental/Guardian Rights and Responsibilities

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SECTION I: McKinney ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

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

- Encouraging your son/daughter to put a high priority on their education and working with them on a daily basis to make the most of the educational opportunities Serenity provides.
- Becoming familiar with all of your son/daughter's school activities and with the academic programs, including special programs, offered in their home district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Supporting your child's recovery and keeping the school inform of their progress at home.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BOB, and contact the campus principal.
- Attending school board meetings to learn more about district operations. [See policies at BE and BED for more information.

## PARENTAL RIGHTS

### CONSENT, OPT-OUT, AND REFUSAL RIGHTS

#### Consent to Conduct a Psychological Evaluation

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

#### ***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

#### Obtaining Information and Protecting Student Rights

##### ***Participating in Third-Party Surveys***

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

# Parental/Guardian Rights and Responsibilities

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

## **Requesting Professional Qualifications of Teachers and Staff**

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

## **Reviewing Instructional Materials**

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

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

Teachers may display a student’s work which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

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

# Parental/Guardian Rights and Responsibilities

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

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

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

## Limiting Electronic Communication with Students by District Employees

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

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

## Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This "directory information" will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

The District has designated the following categories of information as directory information for school-sponsored purposes only: student name, photograph / image, date of birth, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and schools attended by student.

Note: Due to the policy confidentiality in which students are enrolled at Serenity High the Release of Directory information does not apply as student's personal information is closely guarded.

# Academic Planning and Guidelines

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Students enrolled at Serenity High are given the opportunity to complete a given course from the point at which they last studied the subject. This philosophy is intended fostered hope for students who have experienced little or no success in school. Allowing them to move ahead with their high school education is a motivating factor for future academic achievement.

Academic instruction at Serenity High is implemented through three modalities with self-paced learning being the core pedagogy for student success.

APEX Learning online course provides a complete scope and sequence based on national and state standards. The curriculum is organized into semesters, units, lessons, and activities. A typical semester includes five to seven units, each with three to six lessons. A typical lesson comprises a number of activities including studies, practices, readings, journals, labs, discussions, projects, explorations, reviews, and embedded assessments. Each course is taught and reinforced by the use of a blended learning model which provides digital content and assessments to help our instructors address student learning and achievement. Multimedia tutorials provide students with opportunities to explore and understand new concepts, allowing each student to move at their own pace. Our instructors monitor the progress of each student and customize instruction to meet individual needs and foster their success.

Text Books are used to supplement other forms of instruction as well as serve as the principle source of information in selected courses. In many instances text books are used to enhance differentiated instruction as it provides the student with another medium of information that can be discussed with their instructor.

## Early Graduation Requirements

Early graduation is possible if all graduation and recovery requirements are met, the student is in good standing and the student has the early graduation process completed. Families may contact the guidance office for details and requirements.

## Withdrawing from a Course

Students may withdraw from a course without penalty with written approval from their instructor and final permission from the Principal.

# Academic Planning and Guidelines

## Online Learning in MISD \* Course Offerings Matrix \* 13-14

	<b>chigh</b>	<b>chigh</b>	<b>non-chigh</b>	<b>non-chigh</b>	
	<b>CR</b>	<b>OC</b>	<b>Credit Recovery</b>	<b>Original Credit</b>	<b>Acceleration</b>
	<b>free</b>	<b>free</b>	<b>free</b>	<b>\$100 (\$50 for f/r)</b>	<b>\$220 (\$50 for f/r)</b>
English I A / B	YES	YES	YES	Approval Required *	
English II A / B	YES	YES	YES	Approval Required *	
English III A / B	YES	YES	YES	Approval Required *	
English IV A / B	YES	YES	YES	Approval Required *	B ONLY
Biology A / B	YES	YES	YES	Approval Required *	
IPC A / B	YES	YES	YES	YES	
Chemistry A / B	YES	YES	YES	Approval Required *	
Physics A / B	YES	YES	YES	Approval Required *	
Earth & Space Science A / B		YES		YES	
Algebra I A / B	YES	YES	YES	Approval Required *	
Geometry A / B	YES	YES	YES	Approval Required *	
Math Models A / B	YES	YES	YES	YES	
Algebra II A / B	YES	YES	YES	Approval Required *	
Pre-Cal A / B	YES	YES	YES	YES	
W Geography A / B	YES	YES	YES	Approval Required *	
W History A / B	YES	YES	YES	Approval Required *	
US History A / B	YES	YES	YES	Approval Required *	
Economics (.5)	YES	YES	YES	YES	YES
Government (.5)	YES	YES	YES	YES	YES
Spanish I A / B	YES	YES	YES	Approval Required *	
Spanish II A / B	YES	YES	YES	Approval Required *	
Spanish III A / B	YES	YES	YES	Approval Required *	
French I A / B	YES	YES	YES	Approval Required *	
French II A / B	YES	YES	YES	Approval Required *	
Medical Terminology (.5)	pending	pending	pending staff req.	pending staff req.	
Prin. of Bus., Marketing, & Finance (.5)	pending	pending	pending course dev.	pending course dev.	
Money Matters (.5)	pending	pending	pending course dev.	pending course dev.	
Banking and Financial Services (.5)	pending	pending	pending course dev.	pending course dev.	
Business Information Mgmt. A / B	pending	pending	pending course dev.	pending course dev.	
Princ. of Arts A/V Tech. & Comm. (.5)	pending	pending	pending course dev.	pending course dev.	
Psychology (.5)	YES	YES	YES	YES	YES
Sociology (.5)	YES	YES	YES	YES	YES
Health (.5)	YES	YES	YES	YES	YES
PE - Foundations (.5)	YES	YES		Approval Required *	
PE - Outdoor Ed (.5)	pending	pending	pending course dev.	pending course dev.	
Communication Applications (.5)		YES		Approval Required *	
Reading I A / B	YES	YES	YES	Approval Required *	
Creative Writing (.5)	YES	YES	YES	YES	YES
Music Appreciation A / B	YES	YES		Approval Required *	

\* For a student needing an original credit that is not pre-approved, the student's counselor must seek approval from the campus' Associate Principal prior to enrolling the student in the course.

# Academic Planning and Guidelines

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## Transition Plan

### Withdrawing to the home district/school

- Meet with student and parent(s)
- Parent contacts receiving school/district
- Serenity faculty provide withdrawal grades
- Serenity registrar provides transcript upon request from receiving school/district

### Returning from treatment

- Student and parent complete the re-enrollment document
- Student and parent submit a recovery and support plan
- Parents are responsible for providing transcripts from schooling received during treatment
- Clinic generated drug test is required for re-enrollment

### Credit requirements completed for graduation

- Graduation Completion Checking List
- Check List requiring instructor's initials
- Graduate Questionnaire
- Parent Questionnaire
- Student Questionnaire
  1. Student meet with Stephen the week of course closure
  2. Review attendance record for the semester
  3. Stephen will email teachers for information regarding course closure
  4. Student meets with Juli to review to review transcript
  5. Meet with the TAKS Coordinator for verification of TAKS/STAR testing status
  6. Cap and gown picture with photographer
  7. Drug Testing – graduates are required to submit one UA per month up to graduation which is arranged with the Recovery Coordinator
  8. Closure for Community Service
  9. Student is provided contact information for admission to post secondary education
  10. Juli or Stephen will call parents for notification of completion of courses
  11. Graduation Packet (invitation, graduation program, Serenity coin)

# Academic Planning and Guidelines

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## High School Student Classification

### Grade Level      Credits

9<sup>th</sup> Freshman    0 – 6

10<sup>th</sup> Sophomore 6.5– 12

11<sup>th</sup> Junior        12.5 – 18

12<sup>th</sup> Senior        18.5 +

### Graduation Checklist: Reach Your Goal

- Keep track of your high school credits to be sure you will meet all local and state requirements by the end of your senior year.
- During your sophomore year, begin researching the universities or colleges you are interested in attending. Check what prerequisites are required for admittance and any time lines required for applications.
- If you are not sure what college or university you are interested in, attend the College Day hosted by your local high school. While you have the opportunity, be sure to talk with school representative about what types of financial aid may be available.
- If possible, take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in your sophomore year for practice, but in your junior year, take the PSAT for eligibility for the National Merit Scholarship Competition. Students who take the PSAT tend to score higher on the SAT than those who do not.
- Learn about available scholarships. Be sure to begin applying early and for as many scholarships as possible. Do not limit yourself just to local scholarships.
- Sign up and take the ACT and/or SAT test, preferably in your junior year but no later than the fall of your senior year.

### Did you know that. . .

- The highest ranking graduate at each Texas public high school receives a certificate from the Texas Education Agency that can be used as a scholarship to cover the tuition costs at any Texas public college or university?
- Students ranked in the top 10 percent of their graduating class from an accredited public or private Texas high school are eligible for automatic admission to any Texas public university if they have completed the Recommended or Distinguished Achievement Plan?
- A college graduate will have average lifetime earnings twice that of a high school graduate?

# Attendance Guidelines

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Students enrolled at Serenity High are required to be in school by 8:30am, the school day ends at 2:30pm. Students who arrive after 8:30am will be considered tardy. It is important that students arrive on time so they can be checked-in before going to their first period class. At check-in students are required to turn in all personal items which are returned at the conclusion of the school day: cell phones, keys, ipods/ipads, purses/backpacks, hats, and sunglasses. For the purposes of inspection students are also required to dog-ear their pockets, take off their shoes and empty the contents of their lunch containers.

Serenity reserves the right to conduct random searches of student property and to employ drug dogs when warranted.

## Compulsory Attendance

### Age 18 and Older

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year. 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 thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

### Between Ages 6 and 18

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction programs, extended year program, or tutorial session, unless excused from attendance or legally exempt.

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

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

## Exemptions to Compulsory Attendance

### All Grade Levels

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship
- A student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted within 3 days of the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

# Attendance Guidelines

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

## Secondary Grade Levels

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

- Absences of up to two days in a school year will also be considered an exemption for:
- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(L)CAL), student notifies his or her teachers and receives approval from the principal prior to the absences and
- A student serving as an election clerk, if the student makes up any work missed.

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

## Failure to Comply with Compulsory Attendance

### All Grade Levels

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year (tardies are considered days or parts of days under this provision), or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with an offense based on the student's failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with an offense.

If the student is age 18 or other, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law.

[See policy FEA(LEGAL)]

# Attendance Guidelines

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

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

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered and who has not earned class credit or a final grade by completing a principal's plan will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

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

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions of Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. In reaching a decision about the student's absences, the committee will attempt to ensure that it is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

## **Official Attendance-Taking Time**

The district must submit attendance of its students to TEA reflecting attendance at a specific time each day. Official attendance is taken every day: Elementary 9:15 am, Middle School, 10:00 am, High School 9:30 am. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

# Attendance Guidelines

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## **Documentation after an Absence**

Within three (3) days of the student's arrival or return to school, a note signed by the parent that describes the reason for the absence must be delivered to the appropriate campus office for attendance documentation. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

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

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

Parents may receive an attendance letter if a student has been absent from school without excuse for 3 or more days.

## ***Doctor's Note after an Absence for Illness***

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

Request to be excused from Physical Education for Illness or Injury

Parents/guardians are required to send a note for students who will not be participating in physical education classes due to an illness or injury. This note will be accepted for up to five (5) consecutive days. Longer non-participation will require a physician's written excuse.

Driver License Attendance Verification

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

# Attendance Guidelines

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## Accountability under state and federal law

McKinney ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by the No Child Left Behind Act.

TEA also maintains additional accountability and accreditation information at <http://www.texascholaccountabilitydashboard.org> and <http://www.tea.texas.gov>

## ACADEMIC PROGRAMS

The school counselor provides students and parent's information regarding academic programs to prepare for higher education and career choices. Please check with your child's school counselor for further information on academic programs at your child's school. Refer to the McKinney ISD Guide to Graduating Under House Bill 5 at: [Guide to Graduating Under House Bill 5](http://www.mckinneyisd.net/departments/curriculum-instruction/HB5/) located on this page: <http://www.mckinneyisd.net/departments/curriculum-instruction/HB5/>

# Attendance Guidelines

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A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year (tardies are considered days or parts of days under this provision), or
- Is absent on three or more days or parts of days within a four-week period.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or other, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law. [See policy FEA (LEGAL)]

## Attendance for Credit

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

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. In reaching a decision about the student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

# Attendance Guidelines

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The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL).

## Parent's Note after an Absence

Within three (3) days of the student's return to school, a note signed by the parent that describes the reason for the absence must be delivered to the appropriate campus office for attendance documentation. Parent notes are not considered as an excused absence under the compulsory attendance law. Notes not received within 3 days of the student's return to school will be accepted at the discretion of the campus administrator. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Parents may receive an attendance letter if a student has been absent from school without excuse for 3 or more days.

## Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (LOCAL).]

# GRADUATION

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## **Requirements for a Diploma for a Student Enrolled in High School prior to the 2014-15 School Year**

To receive a high school diploma from the district, a student who was enrolled in high school prior to the 2014-15 school year must successfully:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-year (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.

## **Requirements for a Diploma Beginning with the 2014-15 School Year**

Beginning with students who entered grade 9 in the 2014–2015 school year, as well as any currently enrolled high school student who decides to graduate under the new foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district.

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-year (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

## **Testing Requirements for Graduation**

Students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

## **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated End of Course Exams required for graduation.

## **Students with Disabilities**

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

# GRADUATION

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A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies to receive his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH (LEBAL).]

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

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

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

Also see Standardized Testing for more information.

# Medication Guidelines / Health-Related Matters

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## No Tolerance Policy

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

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

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

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

## Medication Guidelines:

All medication must be stored in the clinic except in special circumstances for a student with asthma, diabetes or a life threatening allergy (See above no tolerance section). . Special education classrooms will work one on one with campus nurse for medication procedures.

All prescription medication **MUST** be in the original container with pharmacy prescription label. No more than one month's supply of medication, in a prescription labeled bottle, shall be brought to the clinic at one time. ALL prescription medication will be counted and documented upon arrival to the clinic.

Over the counter medication **MUST** be in the original container with the student's name on the container. Due to limited storage, no more than a 30 count container shall be stored in the clinic.

Over the counter medications may be left in the clinic during the entire school year with a parent's signature. We are unable to store any medication at the school during the summer and will dispose of all medication left in the clinic after the last day of school.

Over the counter medications will be given according to the label on the package unless otherwise directed by a physician.

Over the counter medications will not be given for more than 5 consecutive school days without a physician's signature.

MISD Medication Administration Form must be complete with parent's signature.

# Medication Guidelines / Health-Related Matters

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Medications are to be brought to the clinic by the parent or guardian. Only an adult may pick up medications from the clinic.

All prescription medication given over 10 days will REQUIRE a physician's signature.

No medication container may contain more than one (1) type of medication.

Medications prescribed or requested to be given three (3) times per day or less are not to be given at school unless the nurse determines that a special need exists.

A student MAY NOT share medication with another student.

Siblings MAY NOT share medication.

MISD registered nurses do not administer dietary or herbal supplements.

In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's professional judgment are not in the best interest of the student.

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

Emergency Medical Treatment and Information:

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus administration to update any information.

Steroids:

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>

# Medication Guidelines / Health-Related Matters

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## Psychotropic Drugs

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

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

## Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [see the Student Code of Conduct and policies at FNCD and GKA.]

## Food Allergies:

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

## Student Illness

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

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

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions. Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

## Communicable/Contagious Diseases/Conditions:

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted according to the Department of State Health Services Guidelines. For more information, please visit [www.dshs.state.tx.us/idcu/health/schools\\_childcare/resources/childcarechartnotes.pdf](http://www.dshs.state.tx.us/idcu/health/schools_childcare/resources/childcarechartnotes.pdf).

Unless otherwise advised by the Department of State Health Services or Collin County Health Department, parental notification of contagious diseases/conditions will occur when there have been 3 or more documented cases in a single classroom within the given incubation period. Students should be symptom free for 24 hours before returning to school. The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases:

# Medication Guidelines

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A student with any of the following symptoms must be excluded from school until such time as the student is free from symptoms has been satisfactorily treated or submits a physician's statement that he or she is not contagious.

- Temperature of 100.0 degrees or more. Student must be fever free for 24 hours, without medication, before re-entry.
- Pain and/or swelling at angle of jaw.
- Undetermined rash over any part of the body accompanied by fever.
- Undiagnosed patches on the body or scalp.
- Nausea, vomiting or diarrhea. Student must be symptom free for 24 hours, without medication before re-entry.
- Red, draining eyes.
- Intense itching with signs and symptoms of secondary infection.
- Open, draining lesions or wounds.
- Jaundice
- Lice or nits on the shaft of the hair (See McKinney ISD Lice guidelines)
- Antibiotics prescribed for any illness must be taken for a minimum of 24 hours prior to re-admittance

## **Life Threatening Allergies**

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

The district has developed and annually reviews a Life Threatening Allergy Management Plan, which addresses employee training, and specific strategies for dealing with students diagnosed with life threatening allergies. When the district receives information that a student has a life threatening allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's Life Threatening Allergy Management Plan can be accessed at:

[http://www.mckinneyisd.net/information/docs/LTA\\_with\\_responsibilities.pdf](http://www.mckinneyisd.net/information/docs/LTA_with_responsibilities.pdf).

## **Student Wellness Policy/Wellness Plan**

McKinney ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Julie Blankenship BSN RN, the Director of Health Services with questions about the content or implementation of the district's wellness policy and plan.

## **Other Health-Related Matters**

### **Vending Machines**

The district has adopted policies and implemented programs to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines please contact the campus principal. [See policies at CO and FFA.]

### **Tobacco Prohibited**

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time or while attending an off campus school-related activity.

# Medication Guidelines

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## **Electronic Cigarettes**

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

The Centers for Disease Control (CDC) noted:

- E-cigarette experimentation and recent use doubled among U.S. middle and high school students during 2011–2012.
- Give a false sense that use is safe, but there are no long-term studies.
- Potentially harmful constituents also have been documented in some e-cigarette cartridges, including irritants, genotoxins, and animal carcinogens
- Contain doses of addictive nicotine and other additives, which are not regulated in quality or quantity
- E-cigarettes are not marketed for therapeutic purposes and are currently unregulated by the Food and Drug Administration(FDA): [http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6235a6.htm?s\\_cid=mm6235a6\\_w](http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6235a6.htm?s_cid=mm6235a6_w)

## **See also**

[http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=10&ved=0CHIQFjAJ&url=http%3A%2F%2Fwww.lungchicago.org%2Fsite%2Ffiles%2F487%2F148613%2F490314%2F681242%2FRHA\\_Tobacco\\_White\\_Paper\\_-\\_E-Cigarettes\\_and\\_Youth\\_-\\_&ei=c3y0UtqBO4jo2AX4w4GYBw&usq=AFQjCNH5I07saMkYgX1VuYKGaF4HNvG2ZQ&sig2=4NMxNK3J9Vwd6j5vDTpTlg&safe=active](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=10&ved=0CHIQFjAJ&url=http%3A%2F%2Fwww.lungchicago.org%2Fsite%2Ffiles%2F487%2F148613%2F490314%2F681242%2FRHA_Tobacco_White_Paper_-_E-Cigarettes_and_Youth_-_&ei=c3y0UtqBO4jo2AX4w4GYBw&usq=AFQjCNH5I07saMkYgX1VuYKGaF4HNvG2ZQ&sig2=4NMxNK3J9Vwd6j5vDTpTlg&safe=active)

The district and its staff strictly enforce prohibitions against the use of tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Use of e-cigarettes is against MISD Student Code of Conduct. If found on the student, the items will be confiscated. [See the Student Code of Conduct and policies at FNCD and GKA.]

## **Energy Drinks/Sports Drinks**

McKinney ISD School Health Advisory Council strongly recommends that students not consume energy drinks.

<http://www.medscape.com/viewarticle/743634>

The American Academy of Pediatrics guidelines note:

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

# Medication Guidelines

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## Immunization

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

notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, pneumococcal, meningococcal and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

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

## Bacterial Meningitis:

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

What is meningitis?

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

What are the symptoms?

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

# Medication Guidelines / Health-Related Matters

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

Where can you get more information?

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

Note:

The Health History, Medication Documentation, Prescription Medication and the Over the Counter Medication Administration forms will revise Serenity's existing med forms and be included in the enrollment process.

# Medication Guidelines / Health-Related Matters

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## **At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. All McKinney ISD campuses are closed.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## MEDICINE AT SCHOOL

### No Tolerance Policy

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

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

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

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

## Drug Screening Guidelines

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At the time of enrollment students are required to submit a clinic generated drug test. A test drug authorized by a probation officer is also valid provided it was taken within seven days of enrollment. After enrollment student are obligated to submit two urine analyses every four weeks. The tests can be taken at an authorized drug testing facility or a 10 panel drug test can be purchased from Serenity for \$10.00. Students can only be drug tested at school under the supervision of a parent or guardian.

# Recovery and Support Guidelines

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In the event a student fails to keep their commitment to submit two drug tests every four weeks the following steps will be taken:

- The Recovery Coordinator will bring the situation to the attention of the Principal
- The student will meet with the Principal to address the student's lack of accountability and their commitment to sobriety
- A parent will be notified by the Recovery Coordinator to schedule a meeting
- A recommitment to the drug testing policy will be established between the student, family and Serenity

If a workable solution cannot be agreed upon the student will be withdrawn from Serenity for further treatment. After treatment the student could potentially re-enroll following a recommitment interview with the Principal.

## Relapse

If a student should experience a relapse it is always in his/her best interest to let the Principal know immediately. Honesty is a core recovery value and failure to come forward directly violates the important bond of trust that each student is granted within Serenity's recovery community. As a means of recovery support the Principal and the Recovery Coordinator will counsel the student and discuss the measures needed for preventing a re-occurrence. The student will complete a Relapse Analysis document which addresses his/her state of mind previous to the relapse, the steps he/she are prepared to take to prevent a relapse from happening again, and what kind of support will they put in place in order to stay sober. The student will be required to submit a drug test within 10 days of their relapse.

# Law Enforcement Agencies

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## **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

## **Students Taken Into Custody**

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

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

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

The principal will immediately notify the superintendent and/or designee and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

# Leaving Campus

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

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

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

- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required within three school days for missing any part of the school day. A note signed by the parent that describes the reason for the absence must be delivered to the appropriate campus office for attendance documentation. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

# Safety

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Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

## Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

## Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will seek emergency medical treatment (911). Therefore, parents are asked each year to complete an emergency care consent form and provide information about allergies to medications, foods, insect bites, etc. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## Emergency School-Closing Information

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

# Standardized Testing

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## **SAT/ACT (Scholastic Aptitude Test and American College Test)**

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

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her diploma and transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education. The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the school counselor for details.

## TSI (Texas Success Initiative) Assessment

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

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

STARR end-of-course (EOC) assessments will be administered for the following courses: Beginning with ninth graders in the 2011-2012 school year and, as modified by House Bill 5, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I,
- English I, and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation.

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

STAAR –A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

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

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

STAAR-L, which is linguistically accommodated assessment, will be available for students who have been determined to be English Language Learners (ELL) and who require this type of testing accommodation based on the state’s eligibility criteria. Also see Graduation for additional information.

# SCHOOL FACILITIES

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## **Conduct Before and After School**

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

## **SEARCHES**

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

## **Students' Desks and Lockers**

- Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.
- Students are fully responsible for the security and contents of their assigned desks and lockers. Students should be certain that their lockers are locked, and that the combinations are not available to others.
- Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.
- The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Telecommunications and Other Electronic Devices**

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

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

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

## **Vehicles on Campus**

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.] Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

## **Trained Dogs**

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

# Bullying / Cyber Bullying

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Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- Results in harm to the student or the student's property,
- Places a student in fear of harm to himself or his property, or
- Is so severe, persistent, and pervasive enough that it creates an intimidating, threatening or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

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

A copy of the district's policy is available in the principals' office, superintendent's office, and on the district's website.

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

Confidentiality—to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

# Career and Technical Education (CTE)

The District offers career and technical education programs in the following areas:

Minimum Requirements:

- 1<sup>st</sup> semester (1.5 credits):
- McKinney ISD Training Plan Agreement must be completed.
- Student must be 16 years of age.
- Minimum number of work hours – 135.
- CTE teacher must meet with the student's supervisor at least three times; minimum of three performance evaluations.
- The student must complete one semester of Economics.

Admission to these programs is based on:

- 2<sup>nd</sup> semester (1.5 credits):
- McKinney ISD Training Plan Agreement must be completed.
- Student must be 16 years of age.
- Minimum number of work hours – 135.
- CTE teacher must meet with the student's supervisor at least three times; minimum of three performance evaluations.
- The student must complete one semester of Business Applications.

These programs will be offered without regard to race, color, national origin, sex, or disability. McKinney ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. See Nondiscrimination Statement for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.

# Nondiscrimination Statement

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Assistant Superintendent of Human Resources at 469-302-4000
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Special Populations at 469-302-4000
- All other concerns regarding discrimination: Contact the Office of the Superintendent at 469-742-4000.

# Child Sexual Abuse and Other Maltreatment of Children

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The Serenity High and McKinney ISD have established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavior indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area.

The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs.

To find out what services may be available in your county see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Websites might help you become more aware of child sexual abuse:

<http://childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publicaitons/txts/childabluse1.shtm1](http://www.oag.state.tx.us/AG_Publicaitons/txts/childabluse1.shtm1)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtm1](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtm1)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services by phone at 1-800-252-5400 or on the Web at <http://www.txabusehotline.org>.

# Suicide Awareness

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

Suicide and Crisis Center

[www.sccenter.org](http://www.sccenter.org)

214.828.1000

C.A.R.E./Park Cities YMCA

[www.parkcitiesymca.org](http://www.parkcitiesymca.org)

214.526.8986

Collin County Substance Abuse Program

[www.co.collin.tx.us/substance](http://www.co.collin.tx.us/substance)

972.424.1460

Texas Suicide Prevention

<http://www.texassuicideprevention.org/>

Texas Dept. of State Health Services

<http://www.dshs.state.tx.us/mhservices-search/>

# Technology Guidelines

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Students must check-in their cell phones and any other electronic device upon entering the building. These items will be put in a secured location and returned at the end of the school day. Failure to comply with this policy will result in the following:

- First violation and the device is returned to a parent.
- Second violation and the device is kept overnight and returned to a parent.
- Third violation and the student is no longer permitted to bring the device to school.

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

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

Any disciplinary action will be in accordance with the Student Code of Conduct. Serenity High and McKinney ISD will not be responsible for damaged, lost, or stolen telecommunication devices.

## Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of the district resources. Violations of the user agreement may result in withdrawal of privileges and/or other disciplinary action.

## Email Service

The District may provide email accounts to students for purposes consistent with the Student AUP. Students are required to abide by the Student Code of Conduct, District Policy, State and Federal laws, and the Student AUP when accessing District emails accounts. Parents should be aware that in order to provide this service to students, the District is required to disclose certain personally identifiable information to email service providers for the limited purpose of creating and maintaining student email accounts in compliance with the Children's Online Privacy Protection Act (COPPA).

## Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, or posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property; whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

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

# Dress and Grooming

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Serenity High and the McKinney ISD dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards in accordance with the requirements outlined in the Student Code of Conduct.

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

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

## Dress

The following modes of dress or grooming are PROHIBITED.

- Clothing, including tee shirts, which displays sex, violence, drugs, tobacco, alcohol, death, gang or hate slogans or pictures
- Pajamas
- Underwear as outerwear, exposed underwear (appropriate undergarments must be worn at all times)
- Exposed midriff or cleavage
- Trench coats or dusters
- See-through shirts (e.g. thin or mesh)
- Spaghetti straps, tank tops, basketball jersey (unless worn over an appropriate garment, i.e. tee shirt)
- Oversize, or overlong baggy jeans (pants with legs that totally cover/hide shoes are inappropriate)
- Oversize or overlong baggy shirts (tall tee's")
- Leggings without appropriate clothing which extend over and cover the hips
- House shoes, slippers
- Barefoot
- Short shorts, skirts (must be at least fingertip length)
- Pants, shorts, and skirts with holes or tears above the knee
- Pants, shorts, and skirts worn below the waist ("sagging" garments are not acceptable)
- Chains on clothing or wallets, or as necklaces
- Any inappropriately worn or mode of clothing that is disruptive (tops or pants that are too tight)

## Grooming

- Non-natural colored hair (green, blue, purple, orange, cherry red, etc.)
- Hats, caps, sunglasses
- Hairstyles that are disruptive (head and facial)
- Bandannas, hairnets, skull caps
- Body piercing jewelry
- Jewelry – swastikas, pentagram (a pentagram is permitted if worn as a religious symbol), spoons, and drug related items
- Heavy or spiked jewelry (e.g. dog collars, heavy chains)
- Body paint
- Tattoos with provocative, profane or offensive pictures or writing

# Safety

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## Drills: Fire, Tornado, and Other Emergencies

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

### Fire Drill Bells

At the sound of the bell students under the guidance of their instructors will exit the building and assemble on the basketball court at the northwest corner of the parking lot and await further instructions.

### Tornado Drill Bells

1 continuous bell move quietly but quickly to the designated locations

1 continuous bell move quietly but quickly to the designated locations

2 bells return to the classroom If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### Emergency School-Closing Information

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

# McKinney Vento

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## Contact

P. J. Holland-Rasor  
Director of Student Services  
pholland@mckinneyisd.net  
469.742.7708

Specific Issues of Relevance to Children and Youth Experiencing Homelessness refer to this website:

[http://www.utdanacenter.org/theo/downloads/laws/mckinney\\_vento.pdf](http://www.utdanacenter.org/theo/downloads/laws/mckinney_vento.pdf)

# Acknowledgment of Receipt of Student Handbook

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Our signatures acknowledge receipt of the Serenity High Parent / Student Handbook. We recognize that it is our responsibility to read and review all sections of the handbook, as I and my son/daughter will be held accountable for abiding by the policies and procedures outlined. We recognize that the Principal will notify us of any changes that occur throughout the school year.

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Name of Student (print)

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Signature of Student

Date

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Name of Parent or Guardian (print)

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Signature of Parent or Guardian

Date