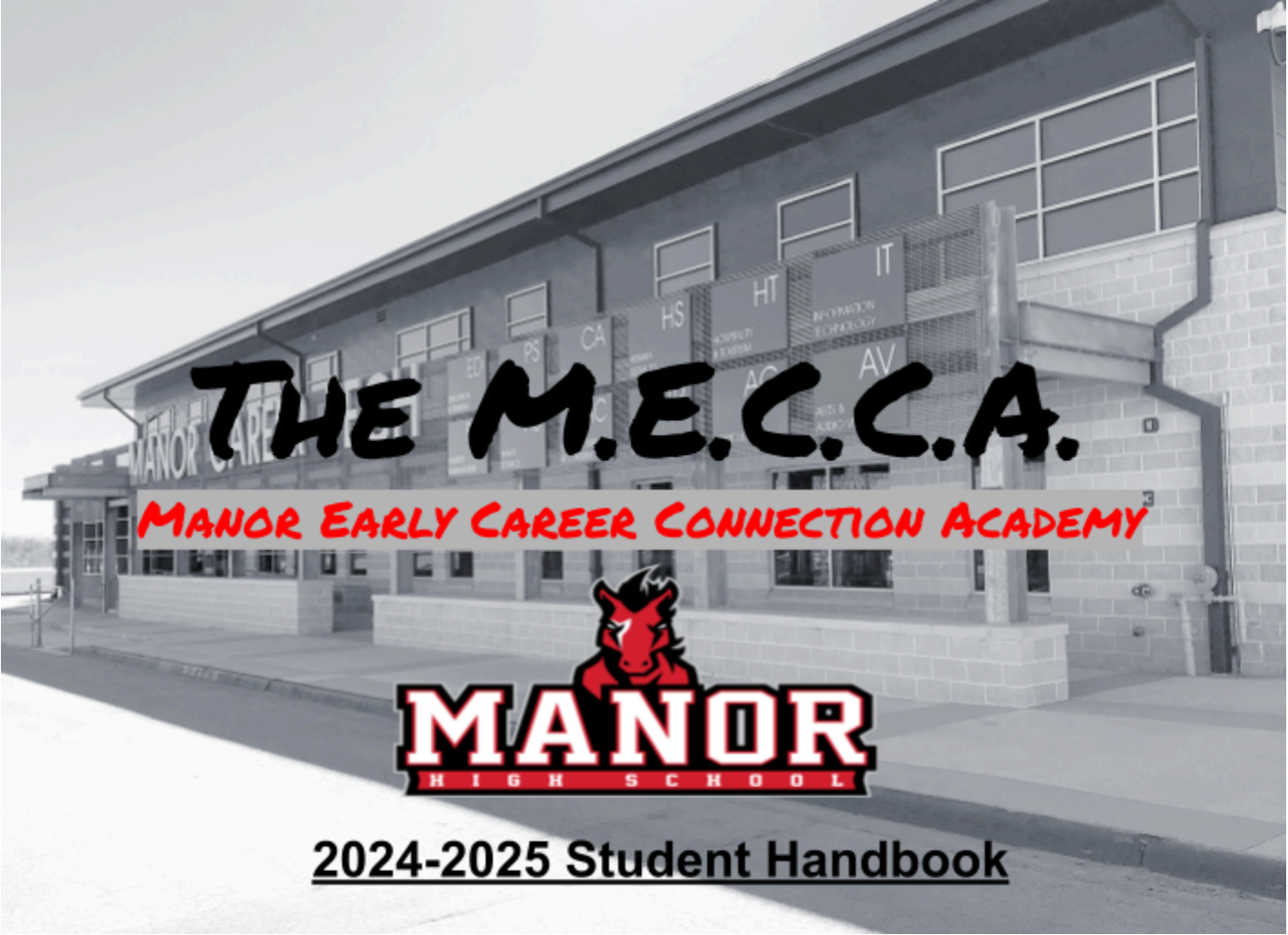




THE M.E.C.C.A.

MANOR EARLY CAREER CONNECTION ACADEMY



2024-2025 Student Handbook

Mission Statement

The MECCA @ Manor High School will create a community of responsible, empowered, global citizens and lifelong learners in a safe learning environment of mutual respect and trust that nurtures students-responsibility, embraces diversity, and instills respect through the provision of rigorous and technology rich curriculum. Every student will be engaged and challenged to learn, grow and accomplish academic, social and vocational goals for the future.

Leadership, Empowerment, College & Career Readiness, Community Outreach

MHS Campus Administration

Principal: [Brandon Powell](#)

Assistant Principal of Instruction: Aisha Gibson

Assistant Principal: Dr. Andreia Foster-Joiner

Assistant Principal: Anthony Lotspeich

Assistant Principal: Wayne Williams

Counselor: Stacey Jackson

Counselor: Maria Jimenez

Address

12700 Gregg Manor Rd., Manor, TX 78653

Phone: 512-278-4800 Fax: 512-278-4803

<http://mhs.manorisd.net>

School Hours

Monday-Friday: 9:15 AM- 4:45 PM

*Breakfast is available from approximately 8:35 AM - 9:10 AM

**A student arriving to class after 9:15 AM is tardy*

Building Hours:

Front Doors Will Be Open at 8:30 AM, Monday- Friday

School Office Hours: 8:45 AM – 5:15 PM

***Please note that the MHS Student Handbook has valuable information related to student expectations at The MECCA @ Manor High School. This handbook is not all-inclusive, but highlights information the MHS administration feels needs to be quickly accessible. The District Handbook and Code of Conduct also apply to all students at MHS. Students and Parents should be familiar with the standards set out in the Student Code of Conduct, as well as the Campus and District handbooks (campus and classroom rules). The Student Code of Conduct and district/campus handbooks can be viewed at www.manorisd.net or a hard copy can be requested from the MHS front office.

ALMA MATER

Oh Manor High forever
Firm together stand
Comrades true and faithful
Steadily we'll face the world so fearlessly
And through the days that follow
We'll pledge our loyalty
For its Red and White
With all our might
We'll fight for Victory.

MUSTANG PRIDE

Be right, Keep right,
Be clean, and don't be mean,
look good and be where you should

RIGHT HERE!! RIGHT NOW!!

FIGHT SONG

Oh you Mustangs
Oh you Mustangs
Go right through that line
Throw the ball around the field
And a touchdown would be fine
Rah-rah-rah
Oh you Mustangs
Oh you Mustangs
Fighting for their fame (Wooh!)
Fight Mustangs
Fight, fight, fight
And win this game
GO!
FIGHT!
WIN!
GO! FIGHT! WIN!

Mustang Motto

*At the MECCA we take personal responsibility in developing our excellence
through Passion, Respect, Integrity, Distinction, and Ethics.*

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<u>MHS/MECHS/MSHS Bell Schedule</u>		
Period	Start Time	End Time
Student Breakfast/Teacher Duty	8:45 A.M.	9:10 A.M.
Transition to 1st/6th Period	9:10 A.M.	9:15 A.M.
1st/6th Period (Advisory)	9:15 A.M.	10:00 A.M.
Transition to 2nd/7th Period	10:00 A.M.	10:05 A.M.
2nd/7th Period	10:05 A.M.	11:35 A.M.
Transition to 3rd/8th Period	11:35 A.M.	11:40 A.M.
3rd/8th Period	11:40 A.M.	1:40 P.M.
(A) Lunch	11:35 A.M.	12:05 P.M.
3rd/8th (A) Class	12:10 P.M.	1:40 P.M.
(B) Lunch	12:10 P.M.	12:40 P.M.
3rd/8th (B) Class	11:40A.M.-12:10 P.M.	12:40 P.M.-1:40 P.M.
(C) Lunch	12:45 P.M.	1:15 P.M.
3rd/8th (C) Class	11:40A.M.-12:45 P.M.	1:15 P.M.-1:40 P.M.
Transition to 4th/9th Period	1:40 P.M.	1:45 P.M.
4th/9th Period	1:45 P.M.	3:15 P.M.
Transition to 5th/10th Period	3:15 P.M.	3:20 P.M.
5th/10th Period	3:20 P.M.	4:50 P.M.
Student Dismissal/Teacher Duty	4:50 P.M.	5:15 P.M.

STUDENT RESPONSIBILITIES

ALL MHS students are expected to demonstrate Mustang Pride through their behavior and actions. Students are expected to treat other students, faculty, staff, guest teachers and other guests on campus with courtesy and respect. Therefore, students should be cognizant of their actions and manner of speech while on campus and at school- sponsored events that may occur off-campus. Profanity is

absolutely prohibited. **ALL** school rules and policies shall be in effect at **ALL** school activities both on and off campus. Students will adhere to **ALL** instructions and/or directions from school personnel.

MECCA WIDE EXPECTATIONS

Students are expected to take P.R.I.D.E personal responsibility in developing excellence by being safe, respectful, and responsible in the following ways:

Being **SAFE** on campus can look different depending on where you are, but it always means to:

- Keep your hands, feet, and belongings to yourself!
- Walk & talk in the hallways
- Stay in designated area

Being **RESPECTFUL** means that you're showing respect for yourself, the people around you, and your campus at all times.

- Follow adult directives
- Be courteous to your peers
- Pick up after yourself
- Use appropriate language

Being **RESPONSIBLE** means taking care of your business and doing what you know is right.

- Be in dress code
- Stay in designated areas
- Be in class on time
- Have a pass to be in the hall
- Be on time

*Teachers will utilize CKH or CHAMPs as a classroom management tool.

MISD STUDENT CODE OF CONDUCT

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code. The Code of Conduct provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems. The law requires the district to define misconduct that may or must, result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school. The Student Code of Conduct has been adopted by the Manor ISD Board of Trustees and developed with the advice of the district-level committee. The Student Code of Conduct provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, the Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Additionally, the Code of Conduct will be posted on the district's website. Parents will be

notified of any conduct violation that may result in a student being suspended, placed in DAEP, or expelled.

The MECCA @ Manor High School Student/Parent Handbook is based on the Code of Conduct and contains information students and parents may need to ensure a successful school year. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school related responsibility for a student.

Students and parents need to be familiar with the The MECCA @ Manor High School Student/Parent Handbook, which sets out the consequences for inappropriate behaviors. The Student Code of Conduct is intended to promote school safety and an atmosphere for learning.

The MECCA @ Manor High School Student/Parent Handbook is designed to be used in conjunction with Board policy, and the District Student Code of Conduct. The Manor ISD School Board adopts the student Code of Conduct. Any topic not addressed in the MECCA @ Manor High School Student/Parent Handbook, can be found in the District Code of Conduct. These documents are updated annually. Policy adoption and revisions are an ongoing process. Newsletters and other communications to students and parents will communicate changes in policy that affect the Student/Parent Handbook provisions. In case of conflict between a Board policy, the The MECCA @ Manor High School Student/Parent Handbook, the District Code of Conduct, provisions of student guides, or provisions of policy, the most recently adopted policy by the Board will prevail. Because the district's board of trustees adopts the District Student Code of Conduct, it has the force of policy; therefore, in case of conflict between the District Student Code of Conduct and the Student/Parent handbook, the Code of Conduct will prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

SCHOOL BUILDING EXPECTATIONS

Students will comply with **ALL** building rules and follow instructions of any staff member at all times.

1. Students are required to possess a current Manor ISD issued student I.D. Student IDs are school property. Non-compliance will result in disciplinary action. When asked, students must produce IDs.
2. Items considered disruptive or distracting as determined by school staff are not permitted in the school building.

3. Students will move quietly, without running in and around the school buildings and will not remain standing along the main hallways or against the walls. Shouting or rough, inappropriate horseplay of any type will not be allowed on the school property.
4. Students are not permitted in the hallways or restrooms, the first 15 or last 15 min. of a class period or during class time without a hall pass from their scheduled teacher.
5. Students may not have visitors during the school day, except for parents and/or guardians. Parents/guardians must sign-in, AND leave an I.D. in the front office prior to entering the building. Classroom visitation requires 24 hours' notice and administrative approval.
6. Students shall not "tag" or be in possession of "tagged" or gang related material. This includes personal or school belongings. All gang related behavior will be documented.
7. Any profanity directed towards a teacher and or staff will not be tolerated. This behavior will result in disciplinary action, including but not limited to possible action from the after school detention, suspension and/or placement in I.S.S. or MAP.
8. Students will not have in their possession inappropriate materials (i.e.: sexually explicit items, slam books, gang related items, vapes or any type of smoking paraphernalia etc.).
9. Dress code must be followed at **ALL** times.
10. Food for your child ONLY is allowed to be brought into the front office and dropped off.
11. Students may eat in the cafeteria or other approved lunch areas. In order to visit a teacher's class or library at lunch, students must have a pass. **All** students will be expected to clean up after themselves.
12. Students will report to assigned areas, including I.S.S. when applicable (assigned by admin). Failure to report to assigned class or I.S.S. will result in further disciplinary actions, including but not limited to possible action from the Travis County Sheriff's Department, suspension and/or placement at MAP.
13. Students will not engage in inappropriate displays of affection. Administrators determine levels of appropriateness. Failure to respond to adult directives/corrections for maintaining appropriate physical contact with another student will result in disciplinary action

GENERAL DISCIPLINARY INFRACTIONS

Discipline infractions are divided into the following categories of behavior:

1. Behaviors that can physically harm: Examples include, but are not limited to: Fighting, play-fighting, pushing, shoving, running, horseplay and throwing objects

2. Behaviors that can cause psychological/emotional harm: Name-calling, put-downs, intimidation, group isolation, sexual harassment, bullying, and other behaviors, which are designed to devalue or hurt another person.
3. Behaviors that can damage, destroy or cause the loss of personal or school property: Irresponsible use of materials, theft, malicious destruction or defacement of any items or property such as but not limited to: walls, floors, tables, chairs, books, computers, etc.
4. Behaviors which are a disruption to the learning environment: Examples are: failure to bring all necessary or required supplies to class, off-task behaviors, tardiness, calling out, failure to follow classroom expectations, profanity, arguing, failure to comply with directives given by school personnel-insubordination (per admin. discretion) etc.

***Below is a list of non-negotiable infractions that could result in ISS, suspension, and/or MAP. All other disciplinary infractions will be dealt with on an individual basis by staff and administration.

Non-Negotiable

Infraction	Description
Fighting	Mutual combat in which both parties have contributed to the conflict by provocation or physical action
Gang Activity	Showing of colors, hand signs, drawing of gang symbols or any other activity that is indicative of gang activity.
Under the Influence of Illegal Substances	Attendance at school or related school events after the use of an illegal substance
Possession of Drugs	In one's possession, either for personal use, distribution, sale or otherwise
Possession of harmful weapons	Exhibition (display) or possession of weapons on school property or at a school related event
Sexual Assault	Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature
Disorderly Conduct	Failure to follow conduct rules and expectations during activities, field trips, dances, sporting events, assemblies, or any other school sponsored events
Harassment/Bullying	Threatening to cause harm or bodily injury to another student, causing physical damage to the property of another student, or maliciously taking action that harms another student's physical or emotional health. This includes verbal, written, physical, and virtual/cyber. (See pg. 12 for a complete definition of bullying)
Theft	Taking of another person's property and /or school property without that person's permission or consent.
Instigation	The act by which one incites another to do something, as to commit some crime or to commence a fight, including but not limited to videos, rumors, electronic communications, written communication, and verbal communication.

ACADEMIC INTEGRITY POLICY

The MECCA @ Manor High School is committed to the pursuit of intellectual distinction and to maintaining the highest standards and expectations for academic integrity among all students. We believe in facilitating a school climate that promotes ethical and responsible student conduct. As a professional learning community we will not tolerate any transgressions that result in an unfair academic advantage for one student, or a disadvantage for another. Any commission of academic dishonesty will be met with swift and deliberate action.

Definition of Academic Dishonesty

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. [See policy EIA (LOCAL).]

Forms of Academic dishonesty (examples include, but are not limited to, the following):

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or ability to complete assignments and/or assessments
- Lying about other people being responsible for low grades or missing scores/assignments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Using the views, opinions, or insights of others without proper acknowledgement
- Fabricating or altering laboratory data

- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only
- This is a guide, not an exhaustive list of academic dishonesty occurrences.

Teacher's Professional Discretion

A teacher's professional discretion guides the implementation of The MECCA @ Manor High School's Academic Integrity Policy (the Policy). The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated.

Consequences for Violations

First Offense

- The student's assignment grade may, at the teacher's discretion, be lowered
- The teacher will confer with the student and contact the parent/guardian by phone or email to review the academic integrity incident within two school days of becoming aware of the incident.
- The teacher may submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor, and document the incident/follow-up action.
- Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses.

Additionally, a may be student will be suspended from school, even on a first offense, in accordance with Education Code Section 48900, if a violation has occurred in the following areas:

- Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts).
- Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)

The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from the date of the violation.

Second Offense

Consequences listed in the First Offense and one or more of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented.

- The student may be given a failing grade for that assignment and depending on the severity of the violation will receive a failing grade for the six week grading period in which the incident occurred.
- The student may be dropped from the class with a grade of "F."
- The student may be suspended from school.

Third/Continuing Offenses

Consequences listed in the First/Second Offense and one or more of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in the appropriate discipline database.
- The student may be dropped from the class with a failing grade or receive no credit for the course.
- The student may be suspended from school.

Appeals Process

Students wishing to contest decisions resulting from the administration of The MECCA @ Manor High School Academic Integrity Policy may submit their appeals in writing to the principal.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

Written or verbal expression, including electronic communication, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District that exploits an imbalance of power and interferes with a student's education or substantially disrupts the operation of a school, and either (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. See District policy FFI for additional information regarding bullying.

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, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

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. [See Safety Transfers/Assignments.]

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

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

Reporting Bullying

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

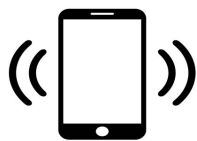
this time.

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

ELECTRONIC DEVICES

Possession and Use of Personal Telecommunications Devices, Including Cell Phones

The MECCA @ MHS Cell Phone Policy



Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more "Discipline Management Techniques" if the behavior is committed at school, a school-sponsored or school-related activity, during school-related travel, while traveling on District owned or operated transportation, or when the District has "Disciplinary Authority" as described in the SCC.

Using, displaying, or having in operational mode a paging device, cellular telephone, or telecommunications device without prior approval (see definitions) at school during the school day.

CELL PHONE DOS & DON'TS

DO: • Keep your phone on silent throughout the day. • Wait until after class to check your phone for messages and notifications. • Leave quiet study places such as libraries to take phone calls. • Use your phone for educational purposes such as for email and studying. • Keep your phone in your pocket or bag whenever possible.	DON'T: • Overuse your phone during social hours. Be social and interact with classmates. • Let your phone interfere with your focus during class or study hours. • Distract others with your phone. • Go to the bathroom during class to check your phone. • Play games or watch videos on your phone at school.
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For safety purposes, the district permits students to possess personal cell phones; however, these devices must not be used during instruction, including during all testing.

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

Students are allowed to use their cell phones before and after school, and during lunch, subject to the specific school guidelines (see “Passing Periods” in this document). Students are NOT permitted to use cell phones during class time. Any adult who discovers a student using one of these devices during class time will confiscate it, or notify an administrator who will confiscate the phone. The phone will be returned to a parent after payment of a \$15.00 fine. A second offense will require a 2-week waiting period and \$15.00 fine. TEA Education Code 37.082(c).

Personal Electronics (i.e. iPods, iPads, MP3’s, Nintendo Switch & Other Gaming Devices)

We recommend that students do not bring these items to school. They may NOT be used during class time. Breaking this rule will result in the equipment being taken up and stored until the end of the day. Loss or theft of these items is not the responsibility of the school.

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

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

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal’s office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student’s personal electronic device may be searched by authorized personnel. [See Searches and policy FNF.]

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

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 these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ['Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

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 levels of reporting to law enforcement or expulsion.

Note: "In use" includes, but is not limited to, students receiving or sending calls, text messages, checking the time and/or checking emails, or in the visible sight of a staff member.

If parents need to contact their child, they should call the office not the student's phone.

***The district/campus will NOT be responsible for damaged, lost, or stolen devices and will not investigate these situations regarding telecommunications and electronic devices. Items brought to campus are at the student's risk and the student is responsible for his/her property.

DRESS FOR SUCCESS

These standards of dress and appearance reflect that school is a place of learning, not a place of recreation. **ALL** school rules, including dress code expectations apply to after-school, field trips and evening activities. Dress, appearance and hygiene should contribute to a positive and non-disruptive atmosphere; an atmosphere that is conducive to learning and achievement of **ALL** students in school.

Students will not be allowed to wear any of the following: apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attributes which implies membership or affiliation with a gang, secret society, fraternity or sorority.

Campus Administration has final discretion in determining the appropriateness of dress. Any attire deemed inappropriate or a distraction of the learning environment by Administration is prohibited.

Students out of compliance with the dress code will be asked to call home for a change of clothing. If a change of clothing is not available, students will spend the remainder of the day in ISS. Repeated dress code violations will result in further disciplinary action.

*****The district/campus will NOT be responsible for damaged, lost, or stolen items. ALL Items brought to campus are at the student's risk and the student is responsible for his/her property.**

The following page provides a quick reference.

Head Coverings/Jewelry/Accessories/Grooming • Caps, hats, do-rags, bonnets, bandanas or hoods are prohibited • Pocket chains or other chains are prohibited • Sunglasses are prohibited • Distracting or offensive jewelry are prohibited • Gang affiliated (i.e.: solid colored yarn rosaries) clothing or accessories are prohibited • Brushes/combs/picks etc. must be kept in backpacks • Facial hair must be neat and trimmed Shorts, Skirts, and Dresses • Must not be overly tight or revealing • <u>Length</u> must be longer than the middle finger when the student's arms are stretched by their sides. If a student is touching skin, the skirt is too short. **The wearing of tights under a dress or skirt that isn't long enough, DOES NOT meet the dress code requirements • Slits must not be more than 1 ½ inches long Shirts • Must not be overly tight, low-cut or revealing • Must not be oversized • Tank tops are prohibited • Halter or cropped tops are prohibited • Pictures, emblems or writing that are lewd, offensive, vulgar, obscene, suggestive, controversial or violent are prohibited • Advertising or depiction of tobacco products, alcoholic beverages, drugs, or other substances are prohibited • All sleeveless shirts must have fabric that is at least 2 ½ inches wide	Shorts and Pants • <u>Sagging pants are strictly prohibited</u> • Must be worn and fastened at the waist • Tights/yoga pants are prohibited outerwear • Must not be worn to show gang affiliation • Short length must be longer than the middle finger when student's arms are stretched by their sides. If skin is touched, the shorts are too short. ***tights may not be worn under shorts that don't meet this requirement*** • Pants cannot be gathered or tied around ankles • Pants must not extend to cover shoes Shoes • Must be worn at all times • Flip flops/ shower shoes/slippers/house shoes are prohibited • Heels can be no higher than 1 inch • All shoes must have a hard/rubber sole Outerwear/Jackets • Jackets and/or sweaters with hoods are NOT allowed. • Coats or jackets cannot be used to cover-up shirts that do not comply with the MHS dress code Other Expectations • Pajamas/sleepwear are prohibited • All garments must be worn appropriately (blankets are not allowed as clothing) • Tights, leotards, yoga pants, etc. are prohibited (<i>unless worn only as an under garment with dresses and shorts that meet the campus dress code length</i>) • Dress code is subject to change due to clothing trends, or as safety issues arise per admin.
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BACKPACKS

In an effort to improve the safety measures currently in place, MISD requires all middle and high school scholars to use clear or mesh backpacks. Scholars participating in an extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or

designated areas. All bags are subject to search. Additionally, the maximum size for non-transparent bags that middle and high school scholars will be permitted to carry during the school day, such as lunch boxes/kits, pencil bags, and purses, will be 6" x 9".

CLICK [HERE](#) TO VIEW THE FULL MANOR ISD BACKPACK POLICY.

STUDENT IDs

Each student will be issued a free MHS identification badge (ID) at the beginning of the school year. Students must wear their IDs at all times. Information on IDs must be clearly visible and IDs are not to be defaced. Students must have their own ID and should not be in possession of anyone else's. Students without an ID badge will be subject to disciplinary action.

ARRIVAL, LUNCH, PASSING PERIODS, AND DISMISSAL

Use of Facilities by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Arrival

Bus riders who will eat breakfast will need to enter the building through the back doors of the cafeteria. Upon arrival students can go to the courtyard and cafeteria unless they have permission from an adult to participate in athletic or academic activities. Students will be dismissed to class upon the first bell.

Lunch

All grade level students will enter the lunchroom for lunch at the specified times. Lunch detention will be in designated areas of the cafeteria as needed. Food will not be allowed out of the cafeteria without formal permission (such as a pass and/or prior notice). Food will not be allowed in the courtyard.

Passing Periods

All students have a 5-minute passing period between classes
·Students are to keep moving in the halls

- Students are to use appropriate language
 - Students are to walk in the hallways on the right side of the hall
 - Students are to be on time
 - Students are to walk safely on the stairs, using the handrails
 - Students are to use the restroom during passing period
 - Students may not engage in public displays of affection (PDA) – Strictly prohibited!
 - Students may not talk or record on their phones.
- Students may not receive or make personal calls during school hours.

Dismissal

Upon dismissal, students must either ride the bus, get picked up by a parent or other designated person, or head immediately to approved after-school activities. Students are not permitted to go to middle schools or elementary schools at dismissal. Students not involved in any extracurricular activities must exit the building before 4:50PM.

****STUDENTS MUST BE PICKED UP BY 6:00 PM IF THEY ARE INVOLVED IN AN AFTERSCHOOL ACTIVITY THAT DAY. STUDENTS INVOLVED IN ATHLETICS MUST BE PICKED UP BY 7:00 PM IF THEY ARE NOT RIDING THE ACTIVITY BUS. CONTINUED NON-PICKUP OF STUDENTS CAN RESULT IN STUDENTS BEING REMOVED FROM ANY AND ALL AFTER SCHOOL PROGRAMS AND POSSIBLE REVOCATION OF SCHOOL TRANSFER. SCHOOL STAFF LEAVES THE CAMPUS AT 6:00 PM. STUDENTS CANNOT BE LEFT ALONE ON CAMPUS DUE TO LACK OF SUPERVISION.*

BEFORE AND AFTER SCHOOL CONDUCT

All 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 events, 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.

TARDY POLICY

Time management is an important part of life. It is also an integral part of the MHS Mission. Students are expected to use the passing periods to use the restroom and get to their destination before the tardy bell rings. Excessive tardiness will result in disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action in accordance with the Student Code of Conduct and The MECCA @ Manor High School tardy policies.

ISS

ISS (in-school suspension); is a short-term removal from the classroom environment. ISS encourages students to change their behavior, assists students in understanding the results of inappropriate choices, teaches self-discipline, and provides students an opportunity to continue with their schoolwork. Students are placed in ISS by administration. Placement in ISS will be determined by administration, depending on the student's behavior. While in ISS, students may complete a character-based assignment, and will work on assignments sent by their teacher. Students will need to follow the expectations in ISS. If students do not follow the expectations, students may be assigned additional days in ISS or be subject to other disciplinary actions.

LAW ENFORCEMENT/SECURITY

At The MECCA @ Manor High School, we have a School Resource Officer (SRO)/Deputy Sheriff and Security Monitor to ensure the safety and security of our students, faculty, staff and property. The roles of the SRO/Deputy Sheriff and Security Monitor may seem similar, but in fact are different. The SRO/Deputy Sheriff is a certified Texas Peace Officer who is authorized to enforce the laws of the State of Texas.

Senior Deputies Cody Taylor and Wesley James are the School Resource Officers for MHS. They will work in partnership with the MHS administration, faculty, staff and students to provide a safe learning environment, law-related education, and expertise of a trained law enforcement officer at school. They are certified Texas Peace Officer employed by the Travis County Sheriff's Office. The Texas Penal Code, Health & Safety Code, Education Code, and Family Code apply to all students 10 years of age and older, faculty, staff and visitors/non-visitors to MHS. Criminal Offenses committed in school or on school property are no different than those committed off of school property. Any student, administrator, faculty or staff member and citizen can report a crime either by calling 911 or contacting the School Resource Officer. Students can also report a crime using the Crime Stoppers Hotline by calling (512)499-8477. Visit <http://www.statutes.legis.state.tx.us/> for more information.

NOTE: Administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. School officials shall notify local law enforcement authorities any time it is suspected that a criminal act occurred at school or school property or at a school-sponsored or school-related event.

RELEASE OF STUDENTS FROM SCHOOL

Class time is important; doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must follow the campus sign-out procedures before leaving the campus. Students that leave campus without being signed out by their parent/guardian in the front office will be asked to be picked up by their parent/guardian and return to school the following morning for a meeting with the parent/guardian, student, and administrator. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the campus principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian. Students who leave campus without following campus sign-out procedures will be subject to disciplinary action. Changing plans for walkers, car-riders and bus-riders should be communicated to the front office as early as possible.

SEARCHES

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

Students' Desks

Students' desks 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. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks may be conducted at any time there is reasonable suspicion 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.

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 or other personal electronic devices will be conducted in accordance with law, and the device 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 Resources 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 the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent or guardian will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted. Vehicles that are not parked in locations designated for students may have their cars towed at the owner's expense.

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.

VISITORS TO THE MECCA @ MHS

Parents and others are welcome to visit MHS. However, in order to ensure the safety and security and to avoid disruption of instructional time at MHS, all visitors must first report to the main office to receive authorization to enter MHS. All school visitors must comply at all times with MHS/MISD Student Handbook/Code Conduct.

General Requirement for School Visitors

1. A visitor is defined as any person seeking to enter MHS who is not an employee of MHS/MISD or a student currently enrolled at MHS.
2. All visitors shall report to the front office when arriving. All visitors are required to have a valid picture ID for verification of identity in order to be given authorization to enter MHS. Upon approval, all visitors will be issued a MHS ID badge and will be required to wear it at all times while on campus. All visitors shall report to the main office upon completion of the visit and turn in the ID badge. Visitors may be escorted to their destination.
3. Whenever possible, visitors should obtain authorization from the principal or his designee in advance. At the discretion of the principal, such prior authorization may be required.
4. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
6. All school visitors must comply at all times with MHS/MISD Student Handbook/Code Conduct and all applicable laws.

Visitors to Classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of The MECCA @ MHS may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal or his/her designee.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 1. *Remaining in a designated place or seat*
 2. *Refraining from speaking to students while the class or activity is in session*
 3. *Refraining from entering or leaving the area while an activity is underway*
 4. **Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building**
 5. *Requiring that the visitor be chaperoned*
 6. *Limiting the duration of the visit to particular times or length of time*
 7. *Limiting the activities of the visitor to a particular purpose(s)*
 8. *Limiting the visitor to particular location*
 9. *Designating particular routes of travel in the building or upon the school grounds*
3. Visitors who desire conferences with teachers or administrators will receive an appointment by telephoning or email in advance to arrange the hour most suitable for such conferences. Walk-ins will not be guaranteed a conference with a teacher, an administrator or a classroom visit.

SPECIAL SITUATIONS

1. Custodial and non-custodial parents of MHS students have rights to visit school unless a court order restricts such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
2. Visitors participating in special programs who do not have a valid MHS/MISD ID badge must comply with visitor procedures. Visitors participating in special programs that have a valid MHS/MISD ID badge or who have authorization from the principal or his/her designee may not extend their authorization to another individual.

NOTE: Any person who disrupts or who appears likely to become a disruption to the educational program shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. Failure to comply could result in charges brought against them in accordance with Texas Penal Code §30.05 – Criminal Trespass or Texas Education Code §37.107 Trespass on School Grounds and any other charges deemed applicable

ATTENDANCE

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

Compulsory Attendance

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 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 19

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

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 on the state assessment for his or her grade level and/or applicable 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 U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
- An activity required under a court-ordered service plan; or
- Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at Children of Military Families, absences of up to five days will be excused 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

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

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student 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.
- An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

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; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

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

Age 19 and Older

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

Between Ages 6 and 19

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

For truancy questions contact the truancy department at (512) 278-4832. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any campus administrator.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is

absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA(LEGAL).]

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

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 school year. A student who attends fewer than 90 percent of the days the class is offered 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.]

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

- If makeup work is completed, absences for the reasons listed above at Exemptions to 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 a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- 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.

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor’s Note after an Absence for Illness (All Grade Levels)

Within three days of returning to school, a student absent for more than three 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. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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 in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC(LOCAL).]

Driver License Attendance Verification (Secondary Grade Levels Only)

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

Accountability Under State and Federal Law (All Grade Levels)

Manor 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 federal law.

Information about all of these can be found on the district's website at www.Manorisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#)

Leaving School Early

Checking Students Out of School: If a parent needs to pick a student up from school early, the parent must come to the school's front office to sign the student out. The student will be called from class once the parent has completed the sign-out process in the office. Only parents, with proper identification, listed on school record (skyward) can check students out from school.

Dismissal Through Clinic: A student who becomes ill during the school day should, with the teacher's permission and pass, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents. Students who receive a clinic assistant's permit to leave school must go to the campus front office and follow the school procedures prior to leaving campus with their parents.

Checkout procedures are in place for student safety. Students leaving school for any reason other than a school sponsored activity without checking out through the front office are subject to disciplinary action.

MAKE-UP WORK

Makeup Work Because of Absence (All Grade Levels)

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

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

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

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

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

Consequences for Unexcused Absences and consistent tardiness includes, but are not limited to parent conferences, student attendance contracts and truancy filings.

COURSE INFORMATION AND GUIDELINES

Semester Schedule

The MECCA @ Manor High School operates under a semester schedule. Students earn one full credit at the end of the successful completion of the course at the end of the school year. Other courses offered at The MECCA @ Manor High School will also follow a semester schedule, which awards students one half-credit per semester, earned at the successful completion of the semester. One semester is 18 weeks, and there are two (2) semesters per school year, further broken down into 6 weeks periods.

There are several courses that culminate in a required state exam, or an exam that awards college-level credit (Advanced Placement and Dual Credit). Please refer to the Course Catalog for

specific information regarding credits earned at the successful completion of all courses offered at The MECCA @ Manor High School.

STAAR End-of-Course (EOC) Assessed Courses: Algebra I, Biology, English I, and English II. These four (4) tests are required by the State of Texas for graduation. There is an additional test - US History - that is not offered at MHS.

Grades and Credits

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

Extra Credit within a Course

Students may request extra credit assignments upon completion of required assignments. Extra credit is awarded at the discretion of the teacher.

Credit Appeals

A student or parent who wishes to appeal to make up hours owed may write a letter of appeal to the campus attendance committee. Letters may be submitted at any time during the semester but no later than ten (10) calendar days after the last day of classes for that semester. The campus attendance committee will review the appeal request and determine whether the student should be eligible for amended make up hours. The campus attendance committee may take into consideration attendance records, doctor's notes, prior arrangements with school administration, extenuating circumstances, educational performance, and behavior. After review of the case, the campus attendance committee will decide to uphold, modify, or waive attendance hours owed. The completion of hours owed is a factor in student promotion. The parent may choose to appeal the decision to the campus principal.

Credit and Transfer Student Attendance

Students who enroll in a class during the semester from outside Manor School District will have attendance prorated based on the number of days remaining in the semester. Students must attend classes 90 percent of the time classes are offered while enrolled to obtain credit for the class(es).

Students transferring out of the district who have exceeded the number of absences allowable for credit will not receive credit. Transcripts sent to other school districts will reflect no credit because of excessive absences. Students may petition for credit by mail or in person with the same opportunities to present their case as all enrolled students.

Credit by Exam

In accordance with local policy, a student in any of grades 6–12 may be given credit for an academic subject in which he or she had some prior instruction if the student scores 70 percent on a criterion-referenced test approved by the Board for the applicable course. 19 TAC 74.24(c)(9)

For non-end-of-course (EOC)-tested subjects, students may take examinations noted in EHDC(LEGAL), such as the University of Texas or Texas Tech exam or a locally developed exam approved by the District. Students may take the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) examination or a locally developed examination under the category of examinations developed by another entity as an alternative method to determine placement and/or credit in world languages. If the desired language is not available, students may take the University of Texas or Texas Tech exam or an approved locally developed exam approved by the District. For EOC-tested subjects, students may only take an examination for credit in algebra or biology using either Advanced Placement (AP) or CLEP

Examinations shall assess the student's mastery of the essential knowledge and skills and shall be administered according to established District procedures. The Board authorizes the Superintendent to purchase examinations or programs to be used for this purpose or to use District developed examinations. Prior to offering a student an opportunity to demonstrate mastery or earn credit by this method, an appropriate District employee shall review the student's educational records to determine whether the student has had prior instruction in the subject or course. [See policy EHDB (Local).]

TUTORIALS

Tutorials are scheduled with individual teachers and grade levels. Information will be communicated to the students and parents accordingly.

GENERAL CAMPUS INFORMATION

Parent and Student Information

Parents are to provide the school with current contact information, including multiple phone numbers and email addresses, during registration. Parents are expected to update contact information as soon

as any change is made. Parents are asked to notify the registrar's office in writing. If you have changed your address, you must provide proof of residency and proof of identity to the school.

Conferences and Parent Visits

Should concerns arise, students and parents are encouraged to confer with the appropriate teacher, counselor, or principal. Parents are required to confer with a teacher first, and may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. A Staff Directory listing teacher's email addresses and phone extensions are available on the The MECCA @ Manor High School website.

All requests for teacher conferences and classroom visits require a 24-hour advanced notice, and the length of the classroom visit is at the discretion of the administrator. Visitors must check in at the front office and leave their I.D. at the front desk while on campus.

Telephone Messages

Only messages from parents or guardians will be delivered to students in cases of emergencies.

If a student has forgotten an assignment or needed possession, it may be delivered to the front office.

Extra-Curricular Activities

Participation in extracurricular activities, including field trips and UIL events, is a privilege. 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. To participate students must:

- Be passing all of their classes as documented in the most recent progress report;

Additional Fees

Students may be charged for the loss of books, calculators, products, or materials that are assigned to the student. Reference the district handbook for any additional fees students may incur.

Cafeteria Regulations

Students are allowed in the cafeteria before school and during their regular lunch period. Students are expected to dispose of all uneaten food and any litter. Trash receptacles are provided

throughout the cafeteria. Students may be asked to stay and clean up if they are caught leaving uneaten food or litter on the table.

Students must stay in the cafeteria or courtyard the entire period. Shouting and/or horseplay of any type is not allowed. Food and/or drinks from the cafeteria are not allowed on the campus buildings or classrooms, unless with administrative approval. No outside food will be permitted in the classroom from parents and or students at any time.

Student Celebrations

Balloons, flowers, food (including birthday cakes or cupcakes), etc. are disruptive and will not be delivered to students. Items should not be sent to school for delivery. Balloons are not allowed on campus. Students who bring balloons will be required to leave them in the front office until the end of the day. Cakes, outside food and other birthday celebrations are not permitted at school without prior approval from an administrator.

Student Elections

During a school year, several school-wide student elections are held for a variety of reasons. The following procedures will be followed:

1. Students will be notified as to how they may be nominated and be given an opportunity to run in the election.
2. A staff member will create the ballot and announce the time of elections.
3. Only eligible students wishing to vote will be permitted to vote. This information will be communicated accordingly.
4. At least two (2) staff members will count ballots.
 - a. A winner will be declared if one student has a majority of votes.
 - b. A majority is reached when one student's votes exceed 51% or more of the total votes received.
 - c. If no student receives a majority, then a runoff election will be held involving the two students receiving the most votes. In case of a tie, the principal will make the final decision regarding a run-off. Criteria used to declare a winner are: grades, attendance, behavior, and extracurricular activities.
 - d. Only one run-off will be held for each student election
5. Campus administration will certify all results.

Bus Pass

Temporary bus passes to another address will be issued if seating is available. To make a change, a written note from the student's parent must be brought or emailed to the front office, or may be

communicated by phone for approval on the date of the change. The school will call parents to confirm all bus change requests.

Requests for temporary bus passes must include the following:

1. Student's name
2. Destination
3. Effective begin and end date(s)
4. Parent's daytime phone number
5. Parent's signature (your email is considered your electronic signature)

Student Drop Off/Pick Up

Parents are required to drop and pick up students off in the front of the school at the main entrance.

Release from School

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Students 18 years or older will have their parents contacted when signing out. Students leaving school without permission and/or without following campus sign-out procedures are subject to disciplinary action. Students that leave campus without being signed out by their parent/guardian in the front office will be asked to be picked up by their parent/guardian and return to school the following morning for a meeting with the parent/guardian, student, and administrator. Unless the principal or designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

School Materials

School publications distributed to students are under the supervision of the teacher, sponsor, and principal. Students may not distribute or post material or circulate petitions without principal approval.

SCHOOL SAFETY

Reporting Crimes

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

Student Driving on Campus

Student parking is located on the north side of the school building, by the F-wing of the campus. The G-wing area on the south side of campus is for staff parking only. Parking permits can be purchased from Mrs. Crawford at Manor High School.

Students will park in an appropriate manner, and students are to exit their vehicle upon arriving at school and are not to return to any vehicle once school has started without administrator permission. Parking on campus is a privilege, which may be revoked if students violate reasonable driving or parking expectations. **Vehicles parked illegally (including failure to display a valid parking permit) or in an inappropriate location may be towed at the owner's expense.**

The school may search any vehicle any time there is reasonable suspicion to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and should make certain that it is locked and that the keys are not given to others.

Procedures for Parking on Campus

1. Only junior and senior students are eligible for parking permits and must display their MSHS parking decal while at MHS.
2. Students must hold a valid Texas driver's license.
3. Students must have proof of valid and up-to-date insurance from the insurance company.
4. Students must wear their student ID at all times.
5. Students are not permitted to access their vehicles unless they receive approval from an administrator.
6. Students who park in the student parking lot will be required to check-out in the front office before leaving campus in their vehicles, except at the end of the school day after dismissal.
7. Parking lot gates will be closed and locked at 9:30 each day and will only be unlocked by an administrator or an assigned staff member.
8. Students who arrive after the first tardy bell must check-in at the front office.
9. Students who drive over the curbs or in the grass may be issued a ticket and required to pay for damages to school property. They will be referred to their assigned administrator for disciplinary action.

10. Students should not leave campus during the school day in their personal vehicles.

Drills — Fire, Tornado, and Other Emergencies

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

Emergency School Closing Information

The following information is provided in case of hazardous weather conditions that might delay or cancel the school day. On occasions of possible hazardous road conditions, the Manor ISD transportation department will check the roads. Announcements will be made beginning as early as possible on any day in question. The Superintendent of Schools will make all decisions regarding postponement due to weather or other hazardous conditions. The Superintendent will make the decision about whether to delay school starting time, cancel school, dismiss classes, or proceed with normal school. Should it be necessary to alter the school schedule, notifications will be sent immediately through the following outlets:

Telephone: Manor ISD mass calling system **Online:** Manor ISD Website (www.manorisd.net)

Radio: KUT 90.5 FM, KLBJ 93.7 FM, KVET 1300 AM & 98.1 FM

Television: KTBC - Channel 7, KVUE - Channel 24, KXAN - Channel 36

Receipt of The MECCA @ Manor High School Student/Parent Handbook
School Year: 2024 - 2025

I understand that this handbook contains information that my student and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the District's Code of Conduct. If I have any questions regarding this handbook or the code of conduct, I should direct those questions to the campus principal.

My signature indicates that I have received a copy of the MECCA @ Manor High School Student Handbook. An electronic copy is located on the Manor High School website.

Printed Name of Student: _____

Signature of Student: _____

Student Grade Level: _____

Printed Name of Parent: _____

Signature of Parent: _____

[The MECCA @ Manor High School Parent-Student-Teacher Compact](#)