

**CONROE ISD
MITCHELL INTERMEDIATE SCHOOL
2018-2019 STUDENT/PARENT
HANDBOOK ADDENDUM**

**MITCHELL INTERMEDIATE
6800 ALDEN BRIDGE DRIVE
THE WOODLANDS, TX 77382**

PHONE 832.592.8500 FAX 832.592.8518

*1997-2011 TEXAS EDUCATION AGENCY EXEMPLARY SCHOOL
(RATINGS NOT PUBLISHED AFTER 2011 DUE TO NEW STAAR IMPLEMENTATION)*

2005-2009, 2011 TEXAS BUSINESS EDUCATION COALITION HONOR ROLL SCHOOL

*2006 DECEMBER TEXAS MONTHLY LISTS MITCHELL INTERMEDIATE AS ONE
OF "THE BEST PUBLIC SCHOOLS" IN TEXAS*

*2006-2011 NATIONAL CENTER FOR EDUCATIONAL ACHIEVEMENT "HIGHER PERFORMING SCHOOL"
2015-2018 TEXAS HONOR ROLL SCHOOL*

The Conroe ISD Student/Parent Handbook includes a wealth of information. We encourage you to read it thoroughly to familiarize yourself with district policies and procedures. While the handbook guidelines are outlined to apply to each school, every school has additional information. The communication below is for your reference in regard to Mitchell Intermediate School.

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding these non-discrimination policies:

**Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and the
Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.**

Dear Mitchell Parents,

Welcome to Mitchell Intermediate and the 2018-2019 school year. You have access to the "[Conroe ISD Elementary/Intermediate Student Handbook](#)" online. In addition, we always publish our own addendum that covers specific information to our campus. Our Mitchell Mustangs are our top priority. Safety is of utmost concern. Our procedures and routines have been established to ensure the safety of our students, staff, and visitors. We recommend you familiarize yourself with district and campus policies and procedures. This addendum will be sent home with every Mustang on the first day of school and will also be available on the Mitchell Intermediate website. Should you have any questions, please feel free to call or email. We look forward to an amazing school year.



Paula Klapesky
Principal

Mitchell Intermediate Reference Information

Phone Numbers

Front Office.....	832.592.8500	Cafeteria.....	832.592.8471
Fax.....	832.592.8518	Transportation Department...	832.592.8800
Clinic.....	832.592.8457 or 832.592.8525	Mitchell Attendance Line.....	832.592.8516

Straight to the Source

Paula Klapesky, Principal

Treva Madore Assistant Principal-5 th Grade	Kate Pollender Nurse
Stephanie Johnson Assistant Principal-6 th Grade	Leslie Purvis Clinic Assistant
Marianne Mote Counselor-5 th Grade	Lisa Neumann Secretary
Terrie Rascoe Counselor-6 th Grade	Linda Rusinski Attendance Clerk
Tiffany Stevenson Licensed Specialist in School Psychology	Rebecca Boetticher Receptionist
Elizabeth Adams Speech Pathologist	Shelby Lowell Receptionist

Websites

Mitchell Website

<http://mitchell.conroeisd.net>

Conroe ISD Website

<http://www.conroeisd.net/>

Online lunch payments

www.myschoolbucks.com

Child Nutrition

<http://childnutrition.conroeisd.net/>

[2018-2019 Conroe ISD Calendar](#)

ParentAccess Center Account

<http://conroeisd.net/parents/>

Conroe ISD Volunteer Online Application

<https://apps.conroeisd.net/volunteer/>

Conroe ISD Transportation

<http://transportation.conroeisd.net/WTC>

Mitchell PTO Website

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

Texas Education Agency

<http://www.tea.state.tx.us/>

Mitchell Information

Arrival and Dismissal Procedures

We have devised arrival and dismissal procedures for the safety of our Mitchell Mustangs. Dismissal will take longer than usual until routines have been established. It will take approximately two weeks before typical dismissal times can be expected. Expect delays during a severe weather (thunder/lightening) dismissal.

- All car riders will be dropped off on the sidewalk near the Mitchell gymnasium, which is located in the large parking lot off of Alden Bridge Drive, between 8:00-8:30 a.m.
- All car riders will be picked up near the Mitchell gymnasium, which is located in the large parking lot off of Alden Bridge Drive, between 3:50-4:00 p.m.
- Please do not stop along the sidewalk when you see your child unless the cars are stopped. We ask all drivers to move to the end of the line where your child will join you. This will help us load as many cars as possible. As a courtesy to staff on duty and children waiting, please do not honk when you see your child.
- Please do not park your car in the parking lot and walk between the car line to the sidewalk to pick up your child. Once the car line routine has been established it will end in less than 15 minutes.
- If you have an early appointment, tell your child to meet you on the sidewalk near the bike rack in the front of the school at 3:50 p.m. This is when “bikers/walkers” are announced for dismissal. Car riders being picked up early should dismiss with “bikers/walkers” and exit the front entrance to meet their parent at the corner of the building. Do not meet your child daily in this manner. This is for early appointments only. We DO NOT want to slow down the car rider line by having parents/students interrupting the line.
- Please do not park your car on the side streets of Alden Bridge Drive, Kuykendahl, or in the neighborhood entrance of Autumn Branch and tell your child to be a walker. Kuykendahl is a designated bus zone during morning arrival and afternoon dismissal. Therefore, cars are not permitted near the bus loading zone.
- If you need to conduct school business at the end of the day, you can park in the large parking lot and proceed to the front office. If your child forgot something after dismissal, please park in the large parking lot as the front entrance off of Kuykendahl is reserved for buses in the morning and afternoon until 4:15 p.m.
- The bus route numbers and pick-up/drop-off times are provided by the Conroe ISD on the district’s website under the section, “What Bus Do I Ride?” or at this website address: <http://bus.conroeisd.net/>. It is recommended that each child know his/her bus route number in the event of an emergency or rainy day dismissal.

Arrival in the Morning & School Hours of Operation

School begins at 8:50 a.m. However, we prefer children arrive no later than 8:30 a.m. to prepare for their school day. Car riders, walkers, and bikers will wait in the gymnasium until they are dismissed to go to their LC at 8:25 a.m. Students should not be dropped off prior to 8:00 a.m. as staff is not on duty until then. Cars will only be permitted in the large parking lot off of Alden Bridge Drive. Keep in mind that food and/or drinks are not permitted in the gym. The front entrance off of Kuykendahl will be reserved for buses between 8:15-8:50 a.m. and 3:15-4:15 p.m. Bus riders will enter at the front entrance and proceed to their LC. The library hours are 7:45 a.m.-4:30 p.m. Students needing to work on class assignments or research information may use the library during the posted timeframe. Students may not report to their LC prior to 8:25 am unless their teacher has scheduled a specific date and time with them for tutorials or class assignments. An official “Mitchell Morning Pass” can be printed off the Mitchell website. The gymnasium door will be locked at 8:50 a.m. Students arriving after 8:50 a.m. should proceed to the front entrance and go to the front office for a pass to class.



Attendance

Attendance is one of the number one indicators of student success. In addition, children who arrive promptly show respect to their teachers and classmates. Attendance is taken at 10:00 a.m. A child is absent if they are not in attendance at this time, unless they arrive later in the same school day with a signed note from a health care provider. The state requires school officials to notify parents when their child has been absent for ten or more days in a six -month time span or three days in a four week timeframe. Attendance letters for children who have excessive absences are typically mailed home at the end of each quarter. The district Parent/Student Handbook has more detailed information regarding attendance.

Bikers and Walkers

Bikers and walkers will be dismissed before car riders and bus riders to make sure they are on the bike paths prior to the traffic flow. We strongly recommend students wear helmets while roller blading or riding a bicycle. Locking bikes to the bike racks is highly encouraged.

Bus

Buses will drop off and pick up students at the front of the school. As can be expected, buses will not be on schedule for the first couple of weeks until bus routes have been finalized. The transportation department will be determining the average number of bus riders per bus prior to making any permanent changes. They are unable to finalize routes if students are not on the bus. Therefore, we recommend if your child will be a regular bus rider that they begin riding the bus on the first day of school. If you have concerns regarding transportation after two weeks, we recommend you contact the department at 832.592.8800. If you have questions regarding bus transportation after 4:30 p.m., we recommend you call the transportation department at 832.592.8800. They can contact a bus driver in route to get more information on a route. Be prepared to communicate specific information such as route number, pick up or drop off times. The transportation department will make every attempt to send an email to parents when a bus will be more than fifteen minutes late.

Bus Dismissal Changes

In the event of a change in dismissal plans in which you are requesting your child ride a different bus; your child can take a note written and signed by a parent with information regarding the alternate bus route number to the front office before going to class in the morning. A "Transportation Emergency Request Form" will be completed by one of the receptionists and signed by the principal. The child is to give the signed form to the driver of the alternate bus. The child's regular bus driver will also receive a copy. If you know of the bus change ahead of time, feel free to send a note as soon as you know of the change.

Cell Phones

Students may have cell phones at Mitchell. However, it must be turned off, not just on vibrate mode, before entering the building. Students may not use phones in the car rider line. Students get distracted while using their phones and don't always see their car. If a child uses their cell phone without permissions during the day, the phone will be turned into the front office. A parent must retrieve the phone from the front office. A second violation will result in a referral and lunch/recess detention.

Clinic

All prescription and non-prescription medication must be dropped off and picked up by the child's parent/guardian. Children may not be in possession of medication at any time.

Communication

The Mitchell Student Planner is provided by the Mitchell PTO and is used daily by the children to develop strong organizational skills. Parents are encouraged to review their child's planner on a daily basis. The *Mitchell Messenger* is published every other week and sent electronically via the district's [Parent Access Center](#) (PAC) email accounts on Tuesday. The Mitchell Messenger and other important information can also be found on the campus website. The "Mitchell Weekly Report" will be sent home each Tuesday to monitor your child's work habits and weekly class averages your child will indicate on the report. We encourage parents to sign up for a Conroe ISD Parent Access Center Account. By registering, parents will have access to their child's important information such as: schedules, assignments, grades for each content area, progress reports, report cards, attendance, lunch account balance, and annual state testing results. In addition, you will be registered to receive emails from the principal. Parents no longer need to register for an account at the beginning of every school year for each child if you already have a PAC account. If you already had a PAC account, you will have access to your child's account even if they are in a different CISD school. If you are new to

the Conroe ISD, visit the Conroe ISD website at www.conroeisd.net and follow the directions on the pull down menu under “Parent/Student,” and then click on “ParentAccess Account Registration.” If you have any questions about accessing your PAC account, please contact the Mitchell Attendance Clerk, Linda Rusinski at 832.592.8460 or lrusinski@conroeisd.net

Conferences with Teachers

Teachers needing to conference with parents will schedule an appointment. Parents are welcome to request a teacher/parent conference, too. LC teachers like to meet together so they can provide a comprehensive overview of the child’s progress. Many times, parents’ questions can be answered through email or a phone call. To schedule a conference, you may call and leave a message at the Mitchell front office for your child’s teachers. You can also send a note or email to the teachers to request a conference. The faculty email roster can be found on the Mitchell website under “Faculty/Staff Webpages.” For the most part, faculty members can be reached by using the first letter of the employee’s first name, their last name, and “@conroeisd.net.” For example, to reach Paula Klapesky, you type: pklapesky@conroeisd.net.

Conference Schedule

Teachers are typically available to conference during the students’ Fine Arts/PE Schedule (see below). The teachers will set specific times they are available for parent conferences. Many times the teachers are in meetings, inservices, or other parent conferences. It is best to prearrange a conference to make sure the teachers are available.

Conference Periods

5th Grade Teachers

LC 9, 10	12:45-1:30 pm
LC 11, 12	2:15-3:00 pm
LC 7, 8, Bulick/Stevens	3:00-3:45 pm

6th Grade Teachers

LC 5, 6	9:30-10:15 am
LC 1, 2	10:15-11:00 am
LC 3, 4	11:45 a.m.-12:30 pm

Fine Arts/PE

Fine Arts	1:30-2:15 pm
PE	12:45-1:30 pm

Dismissal

- School ends at 3:55 p.m. Children begin preparing for dismissal at 3:50 p.m.
- Bus riders, bikers, and walkers will be dismissed via the front entrance. Bikers and walkers will be the first students dismissed in hopes they will already be on the bike paths prior to cars and buses leaving the campus. We strongly recommend students wear helmets while riding a bicycle. Please do not tell your child to be a biker or walker and then meet them at the front of the school unless you have an early appointment. Please refrain from using this practice on a daily basis as our sidewalks cannot accommodate many people.
- We do not want parents and children walking through the car rider line. This is unsafe and slows down our line. We ask that parents refrain from walking from the large parking lot to the front of the school while the car rider line is moving between 3:55-4:05 p.m. If you need to conduct school business, please park in the large parking lot and wait to enter the building until the car rider line has ended. We anticipate the line to finish picking up students by 4:05 p.m.
- All car riders will be dismissed through the gymnasium doors to the sidewalk near the large parking lot off of Alden Bridge Drive. Cars will proceed to the end of the sidewalk, pick up their child, and may turn right onto Alden Bridge Drive. Having traffic going in one direction will help with the traffic flow.
- In addition, it is extremely dangerous to ask your child to meet you on one of the streets or at a local park. It puts your child in a difficult situation when they know we are doing our best to maintain student safety and ask the children not to get into cars parked on the street shoulder.
- Our Mitchell neighbors are concerned about traffic congestion and cars parked on side streets. Do not park in the entrance of Autumn Branch, the neighborhood across from Mitchell Intermediate. The residents of this neighborhood have a difficult time entering or exiting their neighborhood if cars are parked there.
- For future reference, front office personnel answer the phone between 7:45 a.m.-4:30 p.m. If the dismissal procedures are followed, parents will be amazed how quickly all our students are dismissed. Dismissal is usually conducted in fifteen minutes or less. The first two weeks of school is an exception while routines are being established.

Dress Code

Our Mitchell Mustangs do a great job with the Conroe ISD Dress Code. To highlight questions we receive on occasion, here is a basic checklist: shorts should be mid-thigh or longer, no tank tops/spaghetti straps, no cosmetics, no flip flops (students may wear sandals with a back strap), and shorts should be worn under dresses/skirts. Students should make sure their shirts' logos are not offensive or violent. Students wearing leggings/running tights need to wear shirts that fall at mid-thigh or below. All hair color must be a natural hair color. Students out of dress code will first receive a warning. If the problem persists, they will be sent to the clinic to call home for a change of clothes.

Drop-Off Table

If your child forgets lunch, their instrument, or something for class, you may drop off the item and properly label it at the "Drop-Off Table." The receptionists will make every attempt to contact your child so they know they have something to pick up.

Early Release

Conroe ISD is implementing Early Dismissal days this year at the end of each quarter to accommodate parent conference schedules or to provide teachers with much needed planning time to finalize report card grades. Mitchell students will be dismissed at 12:45 p.m. A modified Fine Arts/ PE and lunch schedule will be implemented prior to dismissal.

October 5, 2018

9:00-9:30
9:30-10:00
10:00-10:30

Required Drills: Evacuation, Lockdown, Reverse Evacuation, Severe Weather, Shelter in Place

Lunch Schedule

10:30-11:00 LC 9, 10, 11
11:00-11:30 LC 7, 8, 12
11:30-12:00 LC 1, 5, 6, Bulick/Stevens
12:00-12:30 LC 2, 3, 4

	<u>Fine Arts</u>	<u>PE</u>
10:30-11:00	1, 2	7, 8
11:00-11:30	5, 6, Bulick/Stevens	9, 10
11:30-12:00	3, 4	11, 12

12:50 pm-Dismissal



December 19, 2018

	<u>Fine Arts</u>	<u>PE</u>	<u>Lunch Schedule</u>
9:00-9:30	10	9	10:30-11:00 LC 9, 10, 11
9:30-10:00	12	1	11:00-11:30 LC 7, 8, 12
10:00-10:30	8	7	11:30-12:00 LC 1, 5, 6, Bulick/Stevens
10:30-11:00	2	1	12:00-12:30 LC 2, 3, 4
11:00-11:30	6	5, Bulick/Stevens	
11:30-12:00	4	3	

12:50 pm-Dismissal



March 8, 2019
5th Grade Field Day

Lunch Schedule
11:15 am-12:00 pm-5th Graders eat outside

6th Graders eat lunch in their LC
11:30-12:00 LC 1, 5, 6, Bulick/Stevens
12:00-12:30 LC 2, 3, 4
12:50 pm-Dismissal



May 30, 2019

	<u>Fine Arts</u>	<u>PE</u>	<u>Lunch Schedule</u>
9:00-9:45	9, 10	11, 12	11:15-11:45 am- 5 th Grade
9:30-10:30	7	8, Bulick/Stevens	11:45 am-12:15 pm-6 th Grade

Grading Guidelines

Students in fifth and sixth grade receive a progress report midway through each quarter. Progress Reports may be accessed on PAC. Report cards are sent home one week following the end of each quarter. In each core content area (Reading, Writing, Math, Social Studies, and Science), the overall quarterly average is based on an average of daily and major grades. Daily grades account for 50% while major grades make up 50% of the average. Teachers of the core content areas will take a minimum of six daily grades and two major grades each quarter in Reading, Writing, Science and Social Studies. Math teachers will take a minimum of eight daily grades and two major grades.. The district does not offer a summer school program for promotion to the next grade if a child does not meet at least a 70% or higher in Language Arts, or Math, or an overall average of the five core content areas. Other options would be discussed with the teachers, parents, and principal.

Students are graded with a district-approved numerical system as indicated below.

- A 90-100
- B 80-89
- C 70-79
- F 0-69

Leaving School for an Appointment

If you need to pick up your child for an appointment, please do so no later than 3:15 p.m. Any child being picked up after 3:15 p.m. will be called to the front office during afternoon announcements at 3:45 p.m. Most of the time, you know your appointment schedule in advance. Please send a note with your child in the morning indicating the time you will pick up your child. Your child will deliver the note to the receptionist in the morning prior to going to class. The receptionist will give your child a bright yellow form with the early check out time indicated. A few minutes prior to being picked up, your child will show the note to the teacher they have at that time. They will then report to the front office with any necessary school supplies needed in case they won't be returning for the remainder of the school day.

Lunch/Snack Guidelines

Parents are welcome to eat lunch with their child. We do ask that if you plan on bringing lunch for your child that you don't provide lunch items to other children as they may have food allergies unless you have communicated with the parents of the children so they are aware. It is disruptive when children are trying to pass out treats to children not at their table. Please only serve treats to the other five children at your child's table. Parents wanting their child to distribute birthday treats may only send in "store bought" treats. Homemade treats are not permitted due to allergy issues, safety, and sanitation concerns. Lunch is offered for \$2.85. Children purchasing a la carte items will pay for items individually.

Lunch/Recess Schedule

LC	Schedule
9, 10, 11	11:00-11:40 a.m.
7, 8, 12	11:30 a.m.-12:10 p.m.
1, 5, 6, Bulick/Stevens	12:00-12:40 p.m.
2, 3, 4	12:30-1:10 p.m.

Progress Report & Report Card Schedule

Quarter	Dates	Progress Reports (Week of)	Report Cards Distributed
1	August 15-October 5	September 18	October 12
2	October 9-December 19	November 6	January 11
3	January 8-March 8	February 5	March 22
4	March 18-May 30	April 16	June 3

Parent/Teacher Organization (PTO)

The Mitchell PTO is a vital component at Mitchell Intermediate. Participation is a terrific way to support our school and meet people in this outstanding community. To learn more about the Mitchell PTO, please visit the website:

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

Security

The Mitchell faculty and staff have your child's safety as a number one priority. It is very important to indicate any relative or neighbor who you authorize to pick up your child in the event of an emergency on your child's online INFOSNAP form. There is also a section for parents to indicate if someone is not permitted to pick up your child. In this case, legal documentation needs to be provided to the Mitchell Attendance Clerk, Linda Rusinski. She maintains all students' records. It is imperative that you update any changes in your address or phone numbers if they change once the school year has begun. All visitors will have their driver's license scanned and will be logged into our Visitor's Database. In addition, our building is equipped with security cameras.

Severe Weather Dismissal

In the event of severe weather, determine your family plan you would like your child to follow if they are typically walkers or bikers. We do not allow children to walk or ride bikes if there is heavy rain and/or lightning. Occasionally there is a slight drizzle that is harmless, and walkers and bike riders are dismissed. You need to inform your child what to do in case we call "Severe Weather Dismissal" on the announcements. Most children ride the bus. Your child needs to know his/her route number if you want them to ride the bus. Please make your plan in advance as the front office is extremely busy on rainy days. It may be difficult to get last minute changes to children if the front office receives a lot of calls.

Student Expectations

Mitchell Mustangs are expected to demonstrate:

CONSIDERATION AND RESPECT for themselves, others (both adults and peers), and school property. Through appropriate modeling of expected behaviors, the Mitchell staff is dedicated to the development of responsible citizens for tomorrow. We encourage appropriate behavior by consistently modeling appropriate behaviors. Mitchell Mustangs are expected to demonstrate consideration and respect at all times while they are at Mitchell Intermediate and while participating in an off-campus activity in which they are representing Mitchell Intermediate School. Students are expected to respect the following student expectations:

1. Students will walk quietly throughout the building on the right side of the hallway in a single-file line as they transition from one area to another.
2. Students will respect the learning environment so that all students are able to benefit from the daily activities.
3. Students will refrain from harming others verbally or physically.
4. Students will display a positive attitude when discussing issues with staff members and classmates.
5. Students will demonstrate respect for school property and items belonging to staff members and classmates.
6. Students will remain quiet following the Mitchell attention call when assembled: "Mitchell Mustangs, we're on a voice level of 3, 2, 1, 0."

Each Learning Community will establish their own plan to recognize their students for demonstrating respect toward the Mitchell Student Expectations. The plan will be communicated to parents in each LC. For students not demonstrating appropriate student expectations, the following school-wide consequences will serve as a guideline:

1. Individual and/or group warning
2. First conduct mark-teacher marks the "Weekly Report" or LC documentation

3. Second conduct mark-teacher marks “Weekly Report” or LC documentation and child receives an LC consequence
4. Third conduct mark will result in a parent phone call, email and/or parent conference.
5. Fourth conduct mark will result in a phone call notifying parents that a discipline referral will be given to the grade level assistant principal.

Each LC will have specific student expectations and will communicate their guidelines. Conduct marks will accumulate for each class the child attends and will be accumulated for grading purposes each quarter. Each quarter will be a fresh start for every student. In addition, teacher discretion is always a factor in determining conduct grades.

Tardy Policy

Tardies will be reported when a student is not in his/her first period class by 8:50 a.m. Once a student receives an increment of five tardies per semester, the student will receive a discipline referral to their grade level assistant principal, and the following consequences will be assigned.

5 tardies	1 day of lunch/recess in In-School Suspension (ISS)
10 tardies	3 days of lunch/recess in ISS
15 tardies	5 days of lunch/recess in ISS
20 tardies	3 days of lunch/recess in ISS and ISS during Fine Arts/PE

CISD Acceptable Use Guidelines for Students (2018-2019 Elementary & Intermediate Student Handbook, Appendix II)

The District gives students access to various types of technology resources, including a District e-mail account, electronic textbooks, cloud-based document storage and collaboration space such as the Canvas Learning Management System, Google Apps for Education, and Office 365, computer hardware, software, printers, networks, and storage space on networks, devices such as computers, Chromebooks, iPads, tablets, laptops, calculators, and other interactive devices, and filtered Internet access. Students may also be allowed to use their personal technology devices for instructional purposes, however the District is not responsible for damage to or loss of devices brought from home.

With this educational opportunity comes responsibility. It is important that students and their parents understand the District’s policies and procedures related to technology resources. Inappropriate use of the District’s technology resources can result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, as outlined in the Student Code of Conduct and applicable laws.

These guidelines apply to all District networks and network storage, e-mail accounts, devices connected to the District’s networks, and all District-owned devices used on or off school property, whether connected to the District’s network or connected through a personal data plan or other means of access. Use of the District’s technology resources is not private and all activity is monitored.

The District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI.]

When students access the Internet, it is possible that they may run across areas of adult content and some material a parent might find objectionable. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student to follow the rules for responsible use.

Students issued a District-owned technology device, are given additional materials addressing the proper use, care, and return of these devices.

All students are expected to responsibly use the District’s technology resources by complying with the following:

- Because District technology resources are primarily for instructional and educational purposes, the District only allows limited personal use only if the rules in this agreement are followed and the use does not interfere with school work.

- Students must not share their account information with another person.
- Be mindful that people who receive e-mail or other communication from students through school accounts might think the message represents the school's point of view.
 - Keep personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Not download or sign up for any online resource or application without prior approval from the teacher or other District administrator.
- When communicating through e-mail or other electronic means, students must use appropriate language and etiquette and always be respectful.
- Acknowledge that work and ideas of others when referenced them in student work. • Immediately report any suspicious behavior or other misuse of technology to a teacher or other campus administrator.
- Students may use their personal electronic devices for instructional purposes only as authorized by a teacher.
- When using a personal device for instructional purposes while on campus, students must use the District's wireless Internet services and are prohibited from using a personal wireless service. Any attempt to bypass the District's filter will result in a loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When accessing the District's technology resources using a personal device, students must follow the District's technology resources policy and associated administrative regulations, including this acceptable, use agreement.
- When not using a personal device for instructional purposes while on campus, students must follow their campus' rules and guidelines for non-instructional use of personal electronic devices.

Students are prohibited from inappropriately using the District's technology resources and will be held responsible at all times for the proper use of their account. Inappropriate activity includes the following:

- Using technology resources for any illegal purpose, including threatening school safety;
- Accessing resources to knowingly alter, damage, or delete District property or information, compromising or testing District security, systems or networks, or breaching any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus or malware to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Using someone's account without permission; • Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media; • Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses and phone numbers, or photographs, without permission or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments to meet in person people met online; if a request for such a meeting is received, it should be reported to a teacher or administrator immediately;
- Violating intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Using on-line chat or video chat rooms not expressly authorized by the teacher;
- Wasting school resources through the improper use of the District's technology resources, including sending spam; and

- Downloading unauthorized application, scripts, plug-in or software or gaining unauthorized access to restricted information or resources.

Students are expected to immediately report to a supervising teacher or an administrator any inappropriate activity.

Mitchell Technology Guidelines

The use of computers and other technology at Mitchell Intermediate is a privilege with responsibility. Failure to follow the guidelines may result in revoking the privilege, or further consequences. CISD has many firewalls in place to keep your child safe while utilizing technology on each of its campuses. However, not all inappropriate content can be filtered. Following the guidelines below will help insure the safety of your child in the rare occasions when this type of content does get through. These occurrences will be handled swiftly and appropriately.

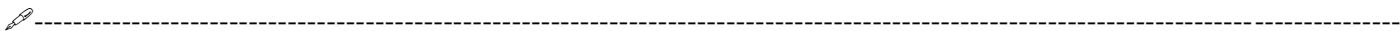
- Do not attempt to modify the appearance or operation of any technology equipment. This includes, but is not limited to, commands, copying or installing software, setting pass code locks or copying files of any type. Each device should remain in its original or teacher-set configuration.
- Tampering with or vandalizing hardware, software, data or the desktop and settings, will not be tolerated. It is each student’s responsibility to check the computer before and after use and to report problems to the teacher immediately.
- Students may use personal devices (i.e., cell phone, tablet, iPad, E-reader, iWatch) with teacher permission for educational purposes only. When not being used in the classroom, all personal devices need to be turned off and in the student’s locker. To use a personal device, the student must have a signed copy of this contract on file with each teacher in which the device will be used.
- Students are to have earbuds they may use at teacher discretion.
- Students will only use applications, software and programs required to complete assignments/projects and only those that have been approved by the teacher. Failure to stay “on task” may result in loss of technology privileges and/or further discipline actions. Students should not use personal or school equipment to play online or video games.
- No food or drink is allowed near any technology at Mitchell.
- No web sites, software, apps or media should be printed, shared, E-mailed or downloaded without teacher approval.
- If a student gets to an inappropriate site or ad, they will turn off the monitor or close the laptop screen and report to the teacher immediately. They will not show/discuss the content with other students around them.
- If a student violates any of the rules stated above or performs any other disruptive technology-related actions, he/she will be subject to loss of technology privileges and may be subject to further administrative discipline actions.
- The student may be financially responsible for the repair or replacement of stolen or abused hardware or materials.

The Conroe Independent School District and Mitchell Intermediate School accept no responsibility for portable electronic devices lost, damaged or stolen on school property. Students who choose to carry such devices do so at their own risk.

Volunteer in CISD

Parents are encouraged to volunteer in CISD schools. Anyone interested in volunteering needs to complete an online application and be approved prior to helping in any capacity. Simply click on the link below to apply. The new system enables you to complete one application for all schools in which you are interested in serving.

[Volunteer in CISD https://apps.conroeisd.net/volunteer/](https://apps.conroeisd.net/volunteer/)



2018-2019 Mitchell Intermediate Student/Parent Handbook Addendum Receipt

I acknowledge receipt of the 2018-2019 Mitchell Intermediate Student/Parent Handbook Addendum and have reviewed the campus and district policies and procedures. Please return the bottom portion of this form to your child’s homeroom teacher by Wednesday, August 22, 2018.

Student (print)

Student Signature

LC

Parent Signature

Date