

**CONROE ISD
MITCHELL INTERMEDIATE SCHOOL
2020-2021 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*

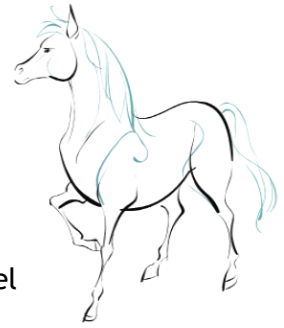
The Conroe ISD Student/Parent Handbook includes a wealth of information. We encourage you to read it thoroughly to familiarize yourself with district policies and procedures. While the handbook guidelines are outlined to apply to each school, every school has additional information. The communication 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 2020-2021 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 is being emailed to all Mitchell parents and will also be accessible 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..... | 832.592.8525 or 832.592.8457 | Mitchell Attendance Line..... | 832.592.8516 |

Straight to the Source

Paula Klapesky, Principal

| | |
|--|---|
| Jeremy Williams Assistant Principal-5 th Grade | Frank Puffer Nurse |
| Stephanie Johnson Assistant Principal-6 th Grade | Susan Rowe Clinic Assistant |
| Marianne Mote Counselor-5 th Grade | Lisa Neumann & Kelsey Drabek Secretary |
| Terrie Rascoe Counselor-6 th Grade | Linda Rusinski Attendance Clerk |
| Michelle Gephart Diagnostician | Jenni Clements Receptionist |
| Elizabeth Adams Speech Pathologist | Abby Mazzeo Receptionist |

Websites

Mitchell Website

<http://mitchell.conroeisd.net>

Conroe ISD Website

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

Online lunch payments

www.myschoolbucks.com

Child Nutrition

<https://www.conroeisd.net/department/child-nutrition/>

[2020-2021 CISD Calendar](#)

ParentAccess Center Account

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

Conroe ISD Volunteer Online Application

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

Conroe ISD Transportation

<https://www.conroeisd.net/transportation/>

Mitchell PTO Website

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

Texas Education Agency

<https://tea.texas.gov/>

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-three weeks before typical dismissal times can be expected. Expect delays during a severe weather (thunder/lightening) dismissal

Arrival

- Students should not be dropped off prior to 8:00 AM as staff is not on duty until then.
- 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 8:00-8:50 AM. Car riders who arrive after 8:50 AM will still be dropped off in the car rider line, but enter the school through the front doors.
- So that the morning arrival time runs smoothly, please allow your child to get out of your car on the sidewalk with the brick columns. Cars can then exit in the left lane. This will allow more cars to unload at the same time which will allow the morning drop off to go much faster.
- Keep in mind that food and/or drinks are not permitted in the gym.
- Car riders, walkers, and bikers will wait in the gymnasium until they are dismissed to go to their LC at 8:25 AM.
- 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.
- Students with passes to go to their LC/rehearsal will enter through the gym door.
- School begins at 8:50 AM. However, we prefer children arrive no later than 8:30 AM to prepare for their school day.
- The front entrance off of Kuykendahl will be reserved for buses between 8:15-8:50 AM and 3:15-4:30 PM. Bus riders will enter at the front entrance and proceed to the Commons or their LC.
- The gymnasium door will be locked at 8:45 AM. Students should then enter via the front doors to make their way to their LC classroom. If they are in their 1st period seat no later than 8:50 AM, they will not be counted tardy. Students arriving after 8:50 AM should proceed to the front entrance and will receive a tardy slip.
- Please be aware that we will not issue tardy slips between September 8-25. Starting on September 28, once routines are established, we will start issuing tardy slips. Students will receive a tardy consequence after 10 tardies have accumulated. See "Tardy Policy" in this handbook.

Dismissal

- School ends at 3:55 PM. Children begin preparing for dismissal at 3:45 PM.
- 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.
- Parents wanting to walk or ride their bike home with their child may meet them on the bikepath on Alden Bridge Drive or on Kuykendahl. 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 4:20 PM once routines have been established.
- All car riders will be dismissed through the gymnasium doors to the sidewalk near the large parking lot off of Alden Bridge Drive. It will expedite the line if each car has their child's bar code prior to picking up their child. Cars will proceed toward the gym, pick up their child, and may turn right onto Alden Bridge Drive. Having traffic going in one direction will help with the traffic flow.
- 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.
- **Those picking up children during dismissal may not park and cross through the car rider line to try to retrieve their child from the gym.**
- 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 or local parks.

- 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.
- 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 4:30 PM.
- For future reference, front office personnel answer the phone between 7:30-4:30 PM. If the dismissal procedures are followed, parents will be amazed how quickly all our students are dismissed. Dismissal is usually conducted in 20 minutes or less. The first two weeks of school is an exception while routines are being established.



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 AM for Traditional learners and via a checklist of student engagement for Remote learners. 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. Attendance for remote learners may be taken for a school day if the child completes assignments no later than 11:59 PM.

Bikers and Walkers

Bikers and walkers will be dismissed before car riders and bus riders to make sure they are on the bike paths before buses and cars begin dismissal. 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 the first few weeks of the school year. If you have concerns regarding transportation after two weeks, we recommend you contact that department at 832.592.8800. If you have questions regarding bus transportation after 4:30 PM, 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. 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 if a child is eligible for bus service in the event of an emergency or rainy day dismissal.

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 should 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. Prior to heading to the alternate bus, the child will pick up the signed form in the front office to give to the driver of the alternate bus driver. 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 a cell phone/smartwatch at Mitchell. However, it must be turned off, not just on vibrate mode, before entering the building. Students may not use phones during dismissal as they become distracted and aren't focused on when their name is displayed to exit the gym. 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 Fridays. The Mitchell Messenger and other important information can also be found on the campus website. The "Mitchell Weekly Report" will be sent home weekly 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 block (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 7, 8 | 12:45-1:30 pm |
| LC 10, 11 Bulick/Lindsay | 2:15-3:00 pm |
| LC 9, 12 | 3:00-3:45 pm |

6th Grade Teachers

| | |
|---------|----------------|
| LC 3, 4 | 9:30-10:15 am |
| LC 1, 2 | 10:15-11:00 am |
| LC 5, 6 | 11:00-11:45 am |

Fine Arts/PE

| | |
|-----------|----------------|
| Fine Arts | 1:30-2:15 pm |
| PE | 11:00-11:45 am |

Early Release

Conroe ISD is implementing Early Dismissal days this year 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 12:55 PM. A modified Fine Arts/ PE and lunch schedule will be implemented prior to dismissal.

Mitchell Intermediate 2020-2021 Early Release Schedule

DECEMBER 18, 2020



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

Required Drills: Evacuation
(Table Top), Lockdown, Reverse
Evacuation, Severe Weather,
Shelter in Place

Lunch Schedule

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

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

1:00 PM-Dismissal



MAY 26, 2020

Lunch Schedule

11:15-11:45 AM-5th Grade in their LC
12:00-12:45 PM-6th Grade in their LC

9:00 AM-12:00 PM

Fine Arts/PE/Staff on duty for
EOY 6th Grade Celebration

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 will take a minimum of six daily grades and two major grades each quarter in Math, Science and Social Studies. Language Arts teachers will take a minimum of 5 daily grades and 2 major grades in both Reading and Writing. 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 |

Instructional Configuration

This year is different in that the district is offering Remote Learning options. The district is allowing students to change their instructional configuration at any time. For example, if you selected Remote Learning for your child, but want them to be scheduled for Traditional/In-Person Learning, you would contact the attendance clerk, Linda Rusinski at lrusinski@conroeisd.net to inform her of your request. If your child is a Traditional/In-person Learner but they have an illness, you can inform the teachers the child is going to be a Remote Learner while they are recovering from the illness. Your child will not be counted absent if they are able to engage in the assignments posted on the teacher's Canvas page. Another option parents have is for the child to attend a specific class daily. For example, your child might receive specialized services such as dyslexia intervention. You can have your child attend that specific intervention daily if you are able to provide transportation. Or, your child may want to participate in their daily band or orchestra class, for example. That is allowed. If you are considering these options, please notify the principal so the appropriate staff members and the front office personnel can be informed.

Leaving School for an Appointment

If you need to pick up your child for an appointment, please do so no later than 3:30 p.m. Any child being picked up after 3:30 p.m. will be called to the front office during afternoon announcements at 3:50 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

Due to guidelines this year, parents will not be able to eat lunch with their child. The district is also discouraging parents from dropping off lunch. If a child wants to share a birthday treat, it is recommended the treats be pre-packaged, such as a packaged cookie. Students can pass out the birthday treat to students in their homeroom prior to heading to lunch. We recommend students bring 25 treats. Homemade treats are not permitted due to allergy issues, safety, and sanitation concerns. Breakfast costs \$1.50 while lunch is offered for \$3.00. Children purchasing a la carte items will pay for items individually. A lunch entrée costs \$2.25, a fruit/vegetable/juice/bread item costs \$1.10, and a milk costs \$.90. It is much more reasonable to purchase an entire lunch than to just pick items individually.

Lunch/Recess Schedule

| LC | Recess | Lunch |
|-----------------------|------------------------------|-------------------|
| 7, 8 | 1:30-1:45 PM or 2:15-2:30 PM | 10:30-11:00 AM |
| 9, 10, Bulick/Lindsay | 10:50-11:05 AM | 11:05-11:35 AM |
| 11, 12 | 11:25-11:40 AM | 11:40 AM-12:10 PM |
| 1, 2 | 12:00-12:15 PM | 12:15-12:45 PM |
| 3, 4 | 12:35-12:50 PM | 12:50-1:20 PM |
| 5, 6 | 10:30-10:45 AM | 1:25-1:55 PM |

Progress Report & Report Card Schedule

| Quarter | Dates | Progress Reports | Report Cards Distributed |
|---------|------------------------|------------------|--------------------------|
| 1 | August 12-October 9 | September 11 | October 19 |
| 2 | October 13-December 18 | November 10 | January 11 |
| 3 | January 6-March 11 | February 17 | March 24 |
| 4 | March 22-May 26 | April 28 | May 28 |

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 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.

Student 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. This year, not wearing a face covering will be a violation of the student dress code unless medical documentation has been provided. Students out of dress code will first receive a warning. If the problem persists, they may receive a discipline referral to the assistant principal.

Student Code of Conduct (Conroe ISD Policy)

You may access the Conroe ISD [Code of Conduct](#) by clicking this link.

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 be respectful to staff and classmates.
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 |
| 25 tardies | ½ day of ISS |
| 30 tardies | 1 day of ISS |
| 35 tardies | 2 days of ISS |

CISD Acceptable Use Guidelines for Students

The Conroe Independent School District makes a variety of communications and information technologies available to students through network/internet access. These technologies, when properly used, promote education excellence in the District by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines (AUG) are intended to minimize the likelihood of such harm by educating CISD students and parents and setting standards which will serve to protect students.

Parents and students should realize that with this educational opportunity comes responsibility. As much as possible, access from school to Internet resources will be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to learning objectives.

The Children’s Online Privacy Protection Act (COPPA) prohibits children under the age of 13 from creating Internet accounts and providing information about themselves online. From time to time there are educational applications that teachers utilize in the classroom that require the creation of an account. In compliance with COPPA, no personally identifiable student information will be used to access these programs. By agreeing to the Acceptable Use Guidelines, you are granting permission for your child’s teacher to supervise and facilitate your child’s use of appropriate Web-based applications and tools that are for educational purposes. Parents are expected to monitor student use of these Web tools at home. Please notify your child’s campus administration in writing if you do not want your student to access these applications/tools while at school.

CISD uses a Web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain materials that are inappropriate, illegal, defamatory,

inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible. Students will be provided email and Internet accounts, including access to cloud-based document storage and collaboration space. Some students may be given access to District-owned technology resources for use at home. Students are responsible for not sharing the password of their account with others. CISD accounts are to be used only for identified educational purposes. Students and parents should be aware that the District monitors all use and communication on its computer system. No communication on the system is private.

Students are held responsible at all times for the proper use of their account. The District may suspend or revoke a student account if District rules are violated. Network/Internet access is available to student in the District as a privilege, not a right. The following standards will apply to all users of the Network/Internet.

Users of the District's Network/Internet will not:

- Use the system for any illegal purpose.
- Bypass, disable or attempting to bypass or disable any Internet filtering device.
- Encrypt communications to avoid security review.
- Borrow someone's account without permission.
- Use chat rooms without authorization.
- Post personal information such as addresses, photographs or telephone numbers about yourself or others.
- Download or use copyrighted information without permission from the copyright holder.
- Intentionally introduce a virus or any malicious software or program to the computer system.
- Post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or could be characterized as bullying.
- Waste school resources through the improper use of the computer system.
- Gain unauthorized access to restricted information or resources.
- Using someone's account or credentials without permission.

The following consequences may result from inappropriate use of the District's Network/Internet:

- Suspension of access to the system;
- Revocation of the computer system account; and
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

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, SmartWatch) 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](http://www.conroeisd.net/parents/get-involved/) <http://www.conroeisd.net/parents/get-involved/>



2020-2021 Mitchell Intermediate Student/Parent Handbook Addendum Receipt

I acknowledge receipt of the 2020-2021 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 or send an email acknowledgement to your child’s homeroom teacher by Friday, September 18.

| | | |
|------------------|-------------------|----|
| Student (print) | Student Signature | LC |
| Parent Signature | Date | |