



BOARD OF TRUSTEES

Date: 07/27/2026

Prepared By: Campus Administrators

Subject: Review and Discuss the 2026-2027 Student Handbooks for
Millsap Middle School, Millsap High School, and Millsap Elementary

Information Sheet

PURPOSE OF INFORMATION:

Student handbooks were developed for the campuses outlining specific policies and procedures. Millsap Middle School and Millsap High School collaborated on their handbooks, to better align procedures and communicate contiguous requirements to parents of high and middle school students. The handbooks outline expectations, procedures, and age appropriate information.

BACKGROUND INFORMATION:

The handbooks were created utilizing the TASB Model Student Handbook. Each handbook was developed with information from the M.I.S.D. Student Code of Conduct. This assures alignment between the district approved student code of conduct and the campus procedures. The minor changes to the 2026-2027 student handbooks include updates for personnel contact information, general updates to dates and procedures, and text clarifications. Change sheets are included for each handbook.

ACTION REQUIRED:

None – **For Board Information Only**

2026-2027 Elementary Handbook Change Summary

Page	Category	Change Details
17	Staff name update	Change from Melanie Jackson to Melanie Coburn and email updated to mcoburn@millsapisd.net
21	Program Update	Changed to MTSS from Rtl
23	email update	Changed counselor email to Myers email cmyers@millsapid.net and corrected Williams email to sarahwilliams@millsapisd.net
25	Removed NA paragraph	Removed paragraph pertaining to MHS & MMS
28	Updated Time and email	Time update for attendance from 10:30 to 9:00am updated mcoburn@millsapisd.net
31	Software Update	Update anonymous reporting software from Stay Alert to STOPit and update the website link.
46	Time update	Updated school start time to 7:25am in the communication devices policy
49	Removed NA paragraph	Removed paragraph pertaining to MHS & MMS
59	Phone number Update	Update elementary nurse extention
62 & 63	Removed NA paragraph	Removed paragraph pertaining to MHS & MMS
65	Removed NA paragraph	Removed paragraph pertaining to MHS & MMS
66	Phone number Update	Update elementary phone number and remove MMS & MHS
71	Software Update	Update anonymous reporting software from Stay Alert to STOPit and update the website link.
74	Schedule Update	Change library visit from biweekly to weekly
75	Time update	Updated school start time to 7:25 am for open areas to cafeteria and gym
77	Tardies Update	Updated tardy time and expectation
83	Bolded word	Bolded FERPA
93	Space Adjustment	Adjustment to "Untimely Findings" Title
96	Grading Guidelines	Update school year from '2025–2026' to '2026–2027'.

2026-2027 Secondary Handbook Change Summary

Page	Category	Change Details
4	Staff Changes	School Counselors: MHS – Johna Ford; MMS – Yvette Tumbeiro. Nurse: MHS – Jessica Wright, LVN.
8	Content Update	Remove 'Freedom House' from Senate Bill 9 approved lessons. SHAC will identify other presenters for these requirements to improve presentation quality and increase student engagement.
9	Staff Change	Replace Susan Holloway with new Mental Health Liaison: Yvette Tumbeiro (ytumbeiro@millsapisd.net).
25	Staff Change	SPED referral contact, transition, and employment designee: MHS – Johna Ford (jford@millsapisd.net); MMS – Yvette Tumbeiro (ytumbeiro@millsapisd.net).
26	Staff Change	504 designated contact: MHS – Johna Ford (jford@millsapisd.net); MMS – Yvette Tumbeiro (ytumbeiro@millsapisd.net).
35	Software Update	Update anonymous reporting software from Stay Alert to STOPit and update the website link.
79	Staff Changes	School Counselors: MHS – Johna Ford; MMS – Yvette Tumbeiro. Nurse: MHS – Jessica Wright, LVN.
85	Staff Changes	School Counselors: MHS – Johna Ford; MMS – Yvette Tumbeiro.
92	Software Update	Update anonymous reporting software from Stay Alert to STOPit and update the website link.
94	Staff Changes	School Counselors: MHS – Johna Ford; MMS – Yvette Tumbeiro.
119	Grading Guidelines	Update school year from '2024–2025' to '2026–2027'.