



2010-11
Midlothian High School
Student
Handbook

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PREFACE

To Students and Parents:

Welcome to school year 2010–2011! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Midlothian High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Midlothian ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document posted on the District website and is also available in the MHS main office.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the high school principal, Dr. Al Hemmle.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at www.midlothian-isd.net.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the MHS Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 21 and **Academic Programs** on page 15.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 972-775-8237 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 44.]
- Becoming a school volunteer. [For further information, see policies at GKG.]
- Participating in campus parent organizations. Parent organizations include: Project Graduation, Band Boosters, Ag Boosters, FCCLA Boosters, Basketball Boosters, Football Boosters, Pantherette Boosters, and many more.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 37.]

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Lisa Knight and may be contacted at 972-775-8296.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

[Also see **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 8.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

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

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

Human sexuality instruction is included in the Health 1 curriculum. The District's basic content of human sexuality instruction covers topics including:

- Sexually transmitted diseases, human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS)
- The instruction presents abstinence as the preferred choice of behavior for unmarried persons of school age.
- The instruction devotes more attention to abstinence than to any other behavior
- Emphasizes that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with HIV or AIDS, and the emotional trauma associated with adolescent sexual activity
- Directs adolescents to a standard of behavior in which abstinence before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and the infection with HIV or AIDS
- Teaches contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

For a complete listing of the Texas Essential Knowledge and Skills for Health Education, Subchapter C. High School 115.32 you can access the following website:

<http://www.tea.state.tx.us/rules/tac/chapter115/ch115c.html>

You have the right to remove your student from any part of the instruction: Education Code 28.004(i) . If you would like any further information, please don't hesitate to contact your student's health teacher, or questions regarding the district curriculum can be addressed to Diane Foster, Curriculum Coordinator, 972-775-8296.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 42 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a

portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the campus principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. [See policy FDB.]
[See **Bullying** on page 15, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 48 and contact Melissa Wolfe at 972-775-8296.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are

available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Melissa Wolfe at 972-775-8296.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is 100 Walter Stephenson Rd., Midlothian, TX 76065.

The address(es) of the principals’ offices is: 923 S. Ninth Street, Midlothian, TX 76065

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the

records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 44, and **Student or Parent Complaints and Concerns** on page 17 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website: www.midlothianisd.net.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in the First Day forms packet.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes listed in policy FL(LOCAL).

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Al Hemmle, MHS Principal, at 972-775-8237.

ABSENCES/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 compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

State law requires that a student between the ages of six and 18 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 who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

A student in grades 3–8 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 applicable subject area.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

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

Failure to Comply with Compulsory Attendance

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.

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

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

If the student is over age 18, the student's parents will not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL).]

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- 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 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.

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

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

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning 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 18 or older.

The note must be received within two school days after the date of the absence in order for the absence to be marked as excused. Failure to provide the attendance office with documentation for an absence in a timely manner will result in the absence being marked unexcused and may cause a student to fall out of compliance with compulsory attendance regulations.

Procedure for Reporting and Documenting Absences

If a student is unable to attend school, parents are asked to use the following procedure to report and document the absence:

~Telephone or email the attendance office by 10:00 a.m. each day the student is absent and inform an attendance clerk that the student will not be in school

~Send a brief written note within two (2) school days of the student's return to school to the Attendance Office including the following information: The full name of the student, the date(s) the student was absent, the reason for the absence, and the signature of the parent or guardian. The note may be handwritten and delivered to the school attendance office by the student or parent or sent via email or fax (972-775-3178) to the attendance office.

Absences will be marked unexcused if the proper documentation is not received within the 2-day time period after the absence, as mentioned above. Students who are in violation of the 90%

attendance requirement in any of their classes must have a note from a medical professional to excuse any further absences from school.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than four 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.

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.

[See policy FEC(LOCAL).]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 21 of this handbook and policies at EIF.]

AWARDS AND HONORS

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See **School Safety Transfers** on page 7 and policy FFI(LOCAL).]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in Business Management; Finance; Marketing; Engineering; Art and A/V Technology; Human Services; Hospitality and Tourism; Education and Training; Ag, Food and Natural Resources; Architecture and Construction; Health Science and Technology; Transportation; and Information Technology. Midlothian High School will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination**

Statement on page 41 for additional information regarding the district’s efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE

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

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

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

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class Rank

Board Policy EIC(LOCAL) describes the method used for calculating class rank using a weighted grade scale. The weighted scale allows for advanced courses such as Advanced Placement, Pre-advanced Placement, Dual Credit, and other designated courses to receive weighted grade points for the purpose of calculating class rank. Certain classes, such as correspondence and summer school courses, and courses taken in middle school for high school credit will not count in calculation of class rank. A complete list of excluded classes is available in EIC(LOCAL).

Calculation

Preliminary calculation of class rank shall be made available to students during the spring semester of their sophomore year or prior their junior year.

Transfer Students

A student who transfers into the District with higher level course credits shall receive similar credits counted towards GPA according to the list of higher-level courses offered in the District as stated in Board Policy EIC (LOCAL) and the grade point scale used for credit earned in the District. No transfer student will be given more weighted courses in any one school year than students attending Midlothian High School could have taken in that same time period.

Top Ten Percent

All students whose grade point averages comprise the top ten percent of the graduating class and qualify for automatic admission under Education Code 51.803 shall be recognized. Determination shall be calculated at the end of the fifth six weeks of the senior year see EIC(LOCAL).

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Students and parents should contact the counselor or LeDon Wooten, College Liaison, for further information about automatic admissions, the application process, and deadlines.

[For further information, see policies at EIC(LEGAL) and (LOCAL).]

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible student s with the highest grade point ranking determined by the District's class ranking policy. Determination shall be based on numerical grades and shall be calculated at the end of the fifth six weeks of the senior year for

graduation and announcement purposes. To be eligible for the positions of valedictorian or salutatorian, a student must have been continuously enrolled in the District high school for four semesters preceding graduation. To qualify to give the “Valedictory or Salutatory” speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to DAEP, a three-day suspension, or expulsion during his or her last two semesters.

Ties

In the case of a tie for Valedictorian, Co-valedictorians shall be recognized and no Salutatorian shall be declared. However, for the purposes of awarding the sole valedictorian scholarship, the senior year numerical grades will be calculated to determine the scholarship tie-breaker.

CLASS SCHEDULES

Class schedules are created according to the course request sheet each student completes in the spring of the previous school year. Every effort is made to honor all requests, however, some scheduling conflicts cannot be avoided. Any scheduling concerns should be referred to the guidance center with the student’s assigned counselor.

Drop Course Procedure

Students may drop a course that is not required for graduation anytime within the first six weeks of school if they feel they will not be successful in the course. If a student remains in the course until the past the first six weeks, he will remain in the course until the end of the semester.

Change of course Level Procedure

If a student does not meet the criteria established for a PreAP or AP course and his parent requests a change of placement, the change of placement will be honored providing the parent and student sign a placement waiver. If the student fails the first six weeks of the PreAP or AP course, the student, counselor, teacher, and parent will determine whether or not the placement should change. Any student who fails the first semester of a PreAP or AP course with a 60 or below shall be moved to the regular course level for the second semester. This move will ensure student success in the course. If a student stays in a PreAP or AP course past the first six weeks, he must remain in the course for the duration of the semester. Students may not “elect” to drop a PreAP or AP course after the first six weeks grading period has closed, even in the event of failure of the course.

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;

- Enrollment in courses taught in conjunction and in partnership with Navarro College (Dual Credit courses); and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

Students are limited to two dual credit courses per semester unless approved to take more than two by the student's MHS counselor.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district’s policy manual.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. For the purpose of enforcing this rule, the instructional day is defined as the moment the student enters into or onto school property at the start of his/her school day (including early arrival for practice/tutorials, etc.) and ends at the 3:45 dismissal bell for every student, including those with 6th and/or 7th free period. A student who uses or displays a telecommunications device during the school day will have the device, including the SIM card, confiscated. Use of the device includes, but is not limited to using a cell phone to send or receive calls, text messages, as an MP3 player, clock, camera or audio/video recorder. The student may pick up the confiscated telecommunications device from the principal’s office five (5) days after the phone is taken up for a fee of \$15.

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

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

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players such as iPod or iPod Touch, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. 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.

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

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should complete a “request to see counselor” form with the guidance office secretary, Cheryl Holt.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EEJA(LOCAL).]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. These tests are administered twice a year, once in January

and again in June. Please contact Patricia Middlebrooks at 972-775-8296 ext. 1007 for more information or you may contact your child's counselor.

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district may honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district’s investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 22.]

DISTANCE LEARNING

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 28.]

The additional distance learning opportunities available to district students are through Summer Academy curriculum created and conducted by Midlothian High School teachers.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newspaper, Panther Pride, and the yearbook, Panther Scream, are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes** on page 28.]

Nonschool Materials...from students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the main office reception area as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal’s decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary

action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

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

Hair

1. Hair will be kept clean.
2. The use of natural colored hair dye is permitted. Any colors that are not deemed natural color will not be allowed.
3. Tipping or highlighting hair will be permitted as long as it is a natural hair color.
4. Any unusual streaks or patterns will not be permitted.
5. Unusual haircuts or styles such as Mohawks, fauxhawks, dreadlocks, spikes, patterns or shaving of all or part of the head are prohibited.
6. Tight weaves close to the scalp are acceptable for boys and girls.
7. Wigs may not be worn, except for medical reasons.

Apparel

1. Apparel will not display obscene prints or symbols.

2. Apparel such as jeans and shirts that students write on and/or allow other students to write on are prohibited.
3. Lewd, vulgar, obscene, or suggestive language/designs on clothing is prohibited.
4. Logos of clothing manufacturers, universities, colleges, or professional teams will not normally be challenged.
5. Advertisements or symbols that can be interpreted as promoting, depicting, or insinuating the use of drugs, alcohol, tobacco products, demonism, violence or of a sexual nature are prohibited in the academic classroom.
6. Sweat suits, and cotton pants with drawstrings or elastic waistbands are prohibited in the academic classroom.
7. Wind-suits worn in an appropriate manner are permitted in the academic classroom.
8. Appropriate undergarments shall be worn, and see-through or excessively tight fitting garments are prohibited.
9. Torn clothing and clothing with holes above the knee are prohibited.
10. Trench coats, dusters, and one-piece jump suits are prohibited.

Accessories

1. Chains attached to pants or wallets are prohibited.
2. An item of apparel or make-up that is considered extreme in dress is prohibited.
3. Tattoos which are visible that are distracting or inappropriate are prohibited.
4. Hats, caps, bandanas, or sunglasses may not be worn inside the school building.
5. Garments with hoods may not be worn with the hood over the head inside the building during the school day.

Clothing

1. All shirts, blouses, tee shirts and sweaters must be modest in nature.
2. Immodest and/or revealing clothing is prohibited.
3. Shirts and blouses must have sleeves or cap sleeves and must be hemmed to fit around the arm.
4. Off-the-shoulder shirts, blouses, or sweaters are prohibited.
5. Shirts, blouses, and sweaters that show the torso when arms are raised above the head are prohibited at all times.
6. Shirts will be worn with only one button opened at the collar.
7. Tank tops and spaghetti straps are prohibited.
8. Un-tucked shirts may not extend below the middle of the thigh.
9. All pants, skirts, and shorts shall be sized appropriately and worn at the waist with no sagging.
10. Pajama-styled pants or pants that break or tear are prohibited.
11. All shorts, skirts (including skirts with a split up the front, side or back), and dresses must cover three-quarters of the thigh at all times.
12. Dresses must have sleeves that are hemmed to fit around the arm or cap sleeves.
13. If suspenders or overalls with straps are worn, both must be worn with suspenders or straps over the shoulders.
14. In grades 6-12, athletic style shorts may be worn only during physical education classes and other school-related activities such as athletic practices, cheerleading, etc. and are permitted only in designated workout areas. In grades PK-5 pants with elastic waistbands and athletic style shorts are permitted. The building principal in connection with the sponsor, coach or other person in charge of an extracurricular activity may regulate the

dress and grooming of students who participate in the activity.

15. Immodest, tight fitting pants are prohibited.

Gang-Related Clothing

1. Clothing, shoes, boots, jewelry, bandanas, or grooming styles that identify a student as a member of a gang or other unauthorized group are prohibited.

Shoes and Sandals

1. Shoes or sandals must be worn at all times.
2. Shoes with metal cleats, taps, or wheels on the heels or soles, or shoes that can damage or mark floors are prohibited.
3. Heels no higher than 1” are permitted in grades PK-5.

Male General Dress Code

1. Facial hair, mustaches, goatees and beards are prohibited. Sideburns may not extend below the bottom of the ear.
2. Hair may not extend over the top of the collar of a T-shirt in back and may not extend below the middle of the ear on the side. In front, hair must be cut so that it is out of the eyes.
3. Hair may not be tucked, curled, or groomed to meet the dress and grooming code.
4. Hair may not be worn in a ponytail.
5. Visible objects in any body piercing are prohibited.
6. Beads or decorative items in the hair are prohibited.
7. Make-up is prohibited.

Female General Dress Code

1. Girls may wear no more than three earrings per ear, and spacers are prohibited.
2. Visible objects in any body piercing are prohibited.
3. Girls in pre-kindergarten through fifth grade are prohibited from wearing makeup.
4. Leggings may be worn with a skirt of an appropriate length.

The building principal or his/her designated representative will be the sole authority in deciding whether a student’s appearance is a distraction and might interrupt the learning process for other students. Any violations of this dress and grooming code must be corrected immediately at the direction of the building principal.

Students, teachers, parents and administrators must work together to assume responsibility for complying and enforcing the dress code adopted by the MISD.

Revised by Staff and Principals; submitted to MHS/FSMS/WGMS Student Councils for review on; and presented to the MISD Board of Trustees on 2-15-10 for approval.

All students are required to wear their student ID at all times. The ID is necessary to check out textbooks and library books, purchase items in the cafeteria, and to enter school events.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www UIL.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 17 absences not related to post-district competition, a maximum of 5 absences for post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 47.]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include, but are not limited to: Student Council, National Honor Society, Choir, Band, Spanish Club, French Club, and various other student clubs and organizations.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 49.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the building principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
13	Grade 11 (Junior)
19	Grade 12 (Senior)

GRADING GUIDELINES

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.

Also see **Report Cards/Progress Reports and Conferences** on page 44 for additional information.

Numerical Grades are reported using the following scale:

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = below 70

A **Grading Scale** for all regular classes has been designed to accurately reflect the student's academic work ethic and abilities. Daily work such as, but not limited to, what is defined in item six (6) below, quizzes (which will make up 25% of the daily average in all math and science courses), homework and participation will make up 50% of the student's six weeks average. Major grades/Tests, as defined in item four (4) below will count as 50% of a student's final six weeks average.

For all PreAP and AP classes, daily, homework, quizzes (which count as 20%), and participation will make up 40% of the student's six weeks average and major grades/tests will make up 60% of the student's average.

Six factors that may impact grades:

1. Participation-includes the proper classroom behavior and positive interaction during the class. Every student will receive a participation grade in every class (Indicated HSP on PowerGrade). This grade will be calculated based on punctuality and will count as 10% of the student's daily average each six weeks.
2. Homework-is intended to enrich the student's school experience by fostering initiative and the ability to work independently. It should reinforce classroom instruction by providing additional independent practice and application. The completion of these assignments (as per teacher instruction) may be either partially or completely outside the class. Homework shall be posted on the website on a weekly basis using Homework on-line, which parents and students can access via link from the MISD website.

Late assignments-Students are allowed one late paper per each six weeks. The student will receive 80% credit provided the assignment is completed and turned in to the teacher no later than the first time the class meets again.

Make-up Assignments-Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time (EIAB LOCAL). The grade for makeup work after an unexcused absence shall be reduced by 20% (80% credit maximum). A student shall be responsible for obtaining and completing makeup work in a satisfactory manner within the time specified by the teacher. (EIAB LOCAL). Student shall be permitted to take tests administered in any class missed because of absence (EIAB LOCAL). For absences due to extra-curricular or co-curricular activities, students are expected to check with the teacher prior to the planned absences to make arrangements to complete work that will be missed due to the absence. Students will complete the assignments in the timeframe designated by the teacher. For more information about makeup work, see page 39.

3. Notebooks-Each student may be required to keep an organized notebook as described by the specific curriculum department or individual classroom instructor. The contents of the notebook may include all written assignments, all handouts distributed in the class, and all materials as instructed by the teacher. Should the department require notebooks that will be assigned a grade, the department shall develop a rubric for determining notebook grades.
4. Major Grades/Tests-There will be a minimum of two (2) major grades per six weeks grading period. One of these major grades may be a six weeks test, unit exam, writing assignment, performance, or project. The core areas of math, science, social studies, and English will administer tests developed by the vertical team. A standard protocol for returning graded tests will be set by each curriculum team. Questions regarding graded tests should be directed to the classroom instructor.
5. Quizzes-may be given as formative assessments to determine progress toward mastery of the TEKS objectives.

6. Daily Work-is defined as activities such as, but not limited to, warm-ups, journal writing, vocabulary, worksheets, timed writings, and class participation in discussions or group activities.

Grade Averaging for Credit-Should a student fail a course the first semester with a 60-69 and pass the second semester with a high enough grade to achieve a yearly average of 70, the student shall receive full credit for the course. Should a student fail the second semester after passing the first semester, the option for averaging the two semesters to achieve full credit will **not** apply. The student will be required to repeat the second semester.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology, Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	3	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Locally required courses	.5 credit in Health	.5 credit in Health	.5 credit in Health
Electives	7 credits (prior to 2010–2011) 6.5 credits (2010–2011 and thereafter)	5 credits	4 credits
Miscellaneous			Completion of 4 Advanced Measures
TOTAL	24 credits	26 credits	26 credits

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE,

the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See FMH(LEGAL).]

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

Graduation Activities

Graduation activities will include: Project Graduation meetings, senior breakfast, senior picnic, all-night party on graduation night.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are listed in District Policy FNA(LOCAL) at OPENING AND CLOSING REMARKS will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered will be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, other students may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see **Student Speakers** on page 48.]

[See FNA(LOCAL).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 29.]

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 23.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Physical Activity for Students in Elementary and Middle School

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is

available from Diane Foster at the MISD Administration Building. [See also policies at BDF and EHAA.]

[See **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to Steve Keasler, MISD Athletic Director, to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the district Director of Food Services, Brian McDonald. [See policies at CO and FFA.]

Tobacco Prohibited

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

Asbestos Management Plan

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the district office. If you have any questions, please contact David Boswell.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child’s school assignment area may contact Dale Cheek.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Lisa Knight, at 972-775-8296 ext. 1034.

HOMEWORK

See information on page 30-31.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official

forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

MAKEUP WORK

Makeup Work Because of Absence

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. [For further information, see policy EIAB(LOCAL).]

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 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.

For more information about makeup work, please see page 31.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LLEGAL).]

In-school Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LLEGAL).]

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Midlothian ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Steve Keasler, Athletic Director for MISD, 923 South Ninth Street, 972-774-8237 ext. 1004.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Lisa Knight, Director of Federal Programs, 1000 Walter Stephenson Rd. 927-775-8296 ext. 1034.
- All other concerns regarding discrimination: See the superintendent, Dr. Jerome Stewart, 1000 Walter Stephenson Rd. 972-775-8296.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 32.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 6.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 9-12, promotion is based on the criteria set forth in Board Policy EIE(LOCAL).

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the TAKS.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be

unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see your academic counselor and policy EIF(LEGAL).]

RELEASE OF STUDENTS FROM SCHOOL

Because 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 bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the grade level 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.

Phone calls are not considered an appropriate means of communication to release a student from school. Written documentation sent via email, fax, or hand delivered to the attendance office are the only means by which a student will be released from school.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in all courses he is enrolled. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 2 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was

arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 30.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Report cards and progress reports that report unsatisfactory progress in any subject will be mailed to the parent. Parents are encouraged to schedule a conference with the teacher to determine a plan of action that will ensure student success.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 23.]

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SAT, ACT, AND OTHER STANDARDIZED TESTS

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

SCHOOL FACILITIES

Use 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.

The following areas are open to students before school, beginning at 7:30 a.m.

Cafeteria

Java City

Blue Gym (Freshman only)

Library (opens at 8:00 a.m.)

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.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to

consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Cheryl Holt in the MHS Guidance Office to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use from 8:00 a.m.-4:00 p.m. with a teacher permit. Additional hours of operation are posted in the library and on the Meadows Library website.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

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 and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.] For further information on regulations regarding vehicles on campus and parking privileges, please see the Appendix of 2010-2011 MHS Student Handbook.

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.

Metal Detectors

[For further information, see policy FNF(LOCAL).]

Drug-Testing

[For further information, see policy FNF(LOCAL). Also see **Steroids** on this page and the Appendix of the 2010-2011 MHS Student Handbook]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Lisa Knight at 972-775-8296 ext. 1034.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events according FNA(LOCAL). Students are eligible to introduce these events if they meet the eligibility criteria as stated in this policy.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to principal, Dr. Al Hemmle.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL).]

SUMMER SCHOOL

Midlothian High School offers summer school classes to students who do not successfully complete coursework during the regular school year, thus providing an opportunity to regain lost credit. Courses offered vary depending on students' needs and availability of qualified instructors. Select core classes are offered for advancement through Summer Academy, which on on-line coursework developed by MHS teachers. Registration for summer school and Summer Academy is conducted in the spring. Tuition is required for participation in both of these summer programs.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, are also administered to eligible students.

TARDINESS

A student who is not tardy to class for an entire six weeks will earn a 100 for his/her HSP (High School Participation) grade, a daily grade given each grading period in every class. Each time a student is tardy to class, a five-point deduction of the HSP grade will be taken. Repeated instances of tardy will result in disciplinary action, in accordance with the Student Code of Conduct.

Tardy to School-A student who arrives to school after the 8:45 bell should report to the attendance office. If a student is 20 or more minutes tardy to any class, including first period, the student will be counted absent.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

[See **School Safety Transfers**, on page 6, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 7, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact School Transportation at 972-775-1805.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

On High School Career Day the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students. The date and time for this event will be announced on the MHS Guidance Center website.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance review committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services and who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX I

Drug Testing Policy

The District has determined a need to implement a program of mandatory drug testing for all students in grades 9–12 participating in competitive extracurricular activities. This drug testing shall be administered throughout the year to randomly selected students who participate in the District’s competitive extracurricular activities. The frequency and rate of testing shall be in accordance with the “Random Testing” section of policy FNF(LOCAL). Testing shall be administered in a manner that respects student privacy and confidentiality. This provision shall become effective on October 26, 2004. The District’s primary concern in creating and implementing the drug-testing program is to help students in need.

You may access the complete Drug Testing Policy through the MISD website at www.midlothian-isd.net. Click on Policy Online and go to policy FNF(LOCAL).

APPENDIX II
MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT
Substance Abuse Administrative Guidelines for Students
Participating in Competitive Extra-Curricular Activities
Grade 7-12

INTRODUCTION

The Midlothian Independent School District believes that adolescence is a difficult stage of life during which many lifelong values are acquired. Students often need additional support and assistance in the development of positive physical, mental, and social skills.

The abuse of alcohol, drugs, and controlled substances by our students is a serious concern in our community as evidenced by an increasing number of violations reported in the PEIMS data and information gained through local incident reports. The district takes a firm stand regarding its expectations for students who represent this district through participation in competitive extra-curricular activities.

The Midlothian School District believes that a student's illegal use of alcohol, illicit drugs, or any substance used as an intoxicant is wrong and harmful. The district has established a Student Code of Conduct that prohibits the use, sale, possession, and distribution of alcohol, illicit drugs, or any substance used as an intoxicant by students on school premises or during any school activity, regardless of its location.

PURPOSE

The Substance Abuse Administrative Guidelines sanction higher expectations for students participating in competitive extra-curricular activities. The guidelines are supposed to augment the MISD Student Code of Conduct. In addition, the guidelines delineate the disciplinary consequences for students participating in competitive extra-curricular activities involved in non-school related drug and/or alcohol offenses for grade 7-12.

COMPLIANCE

Compliance of the Substance Abuse Guidelines is mandatory for all students participating in competitive extra-curricular activities in grades 7-12. Students shall be disciplined if they are found to have violated the Substance Abuse Administrative Guidelines and/or the Student Code of Conduct.

REPORTING

A student can be found to have violated these guidelines only on the basis of credible written reports from professional personnel and/or law enforcement officials. The competitive extra-curricular sponsor/coach or school administration will determine the credibility of the report. Criminal charges filed against a student will automatically be considered credible. The student will have an opportunity to respond to the report in compliance with due process procedures established by board policy.

RULES

The following rules apply at all times, 24 hours a day, 7 days a week, 365 days a year; including offenses committed on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property.

1. Possession, consumption, distribution, or sale of alcoholic beverages/illegal drugs is prohibited. In addition, any student charged with Driving while Intoxicated (DWI) or Driving Under the Influence (DUI) is prohibited.

CUMULATIVE CONSEQUENCES:

Offenses in which consequences are imposed, shall be carried over from one school year to the next school year. *Offenses are cumulative and do not start over with each school year.*

a. First Offense:

- (1) The student shall be suspended from all competitive events in extra-curricular activities for 15 school days; beginning on the date the student receives notice of the alleged violation. If the student submits certification from a health care provider that participation in the activity is not a risk to the student's health, he or she shall be permitted to participate in practice for the activity during this period.
- (2) The student will not be allowed to suit out for participation in competitive events in extra-curricular activities.
- (3) The coach may impose additional conditioning exercises suitable for the *competitive* program in which the student is involved.
- (4) The student and parents shall be strongly encouraged to seek intervention, assessment, and counseling through the Ellis County REACH Council and any available District assistance.

b. **Second Offense:**

- (1) The student shall be removed from participation in competitive events for 90 school days beginning on the date the student receives notification of the alleged violation. If the student submits certification from a health care provider that participation in the activity is not a risk to the student's health, he or she shall be permitted to participate in practice for the activity during this period.
- (2) The student will not be allowed to suit out for participation in competitive extra-curricular activities.
- (3) The coach may impose additional conditioning exercises suitable for the competitive program in which the student is involved.
- (4) The student and parents shall be strongly encouraged to seek intervention, assessment, and counseling through the Ellis County REACH Council and any available District assistance.

c. **Third Offense:**

- (1) In the event of any subsequent violation of this guideline, the student will no longer be permitted to participate in competitive extra-curricular activities for the remainder of the student's enrollment in the District.
- (2) The student and parents shall be strongly encouraged to seek intervention, assessment, and counseling through the Ellis County REACH Council and any available District assistance.

MIDDLE SCHOOL STUDENTS:

Middle school students who violate these guidelines and have successfully completed the required conditions established in the Substance Abuse Administrative Guidelines shall be given a fresh start upon entrance to the high school extra-curricular competitive programs.

DUE PROCESS

The individual sponsor for the competitive extra-curricular activity is responsible to ensure that these guidelines are strictly enforced. No variance of the guidelines shall be permitted.

No student will be allowed to participate in a competitive extra-curricular program until the acknowledgement of Substance Abuse Administrative Guidelines has been signed and returned to the appropriate sponsor/coach. Both the student and the parent/guardian must sign the acknowledgement.

Students suspended from competitive extra-curricular activities under the Substance Abuse Administrative Guidelines shall not miss any academic class for a competitive event/contest. A student and/or parent in lawful control of the student may appeal the suspension under the Substance Abuse Guidelines by filing a written complaint according to the provisions and time lines as set forth in policy FNG (LOCAL) as related to STUDENT AND PARENT COMPLAINTS.

Any student removed from participation in all competitive extra-curricular activities under these guidelines shall be given:

1. The reason(s) for the removal
2. The time and provision of the removal
3. The requirements for re-entering the program
4. The process for appealing the removal

The above procedures will be in writing and a copy will be given and/or mailed to the parents/guardian of the student who has violated the guidelines.

APPENDIX III

Parking Lot Guidelines

The operation of a motor vehicle on campus is a privilege granted by the Midlothian High School. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds, and motorcycles. All vehicles driven on Midlothian ISD campuses are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle are required to have a valid parking permit decal properly affixed to the vehicle. The person to whom a parking permit is issued has a nontransferable decal.

The privilege of parking a motor vehicle on campus may be taken away for violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students **MUST** immediately exit their vehicles and the parking lots and enter the school building. Students in the parking lot during the school day without a pass will be subject to disciplinary action. Persons including enrolled students of any school of this district, who are not authorized to be on school grounds after school hours, may be charged with trespass on school grounds in accordance with section 37.107 of the Education Code.

Parking Permits required for students & MISD employees on High School Campus

A student or employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the liability insurance coverage required by Texas law. The student are employees are required to register their vehicle and obtain a parking permit sticker from the Security access control office room #708. The permit **MUST** be affixed – by its own adhesive, to the registered vehicle. Note students **ARE NOT** to park in Faculty (yellow striped parking spaces) or visitor parking spaces that have signage indicating “Visitor” on pavement, curb and/or erected signage. Students are not permitted to use staff parking stickers or use staff parking spaces.

Purchase of Parking Permits

Eligible students may purchase a parking permit decal for \$45.00 (or \$22.50 after the first semester of school has ended.) Students may only purchase one decal for one registered vehicle. Employee parking permits are issued at no cost. Students and employees will be required to complete a parking permit form, present a valid Texas driver’s license and present proof of liability insurance for the vehicle being registered. The students name must appear on the proof of liability insurance as a covered driver.

Place of Purchase

For the convenience of the employees and students, parking permits will be issued during fall registration at the Midlothian High School Security access control office, located in room #708.

Temporary permits

In special circumstances, temporary parking permits may be obtained from MISD parking guards who are assigned to the high school campus. The definition of “special circumstances” and the issuance of the temporary parking permit will be at the discretion of the MISD parking guards. Temporary parking permits will be of the type that hang from the rearview mirror and **MUST** be properly displayed with the printed side facing the front of the vehicle where the permit can be read from outside of the vehicle. Temporary permits **MUST** be returned to the issuing parking guard after the temporary status expires.

Replacement permits

In the event that a vehicle is stolen, wrecked, sold, or has the rear window replaced, the permit holder should immediately notify the MISD security access control office. Replacement permits will be issued at the discretion of the department and may require proper documentation including the original parking decal. Replacement permits will be issued at a cost of \$5.00.

Designation of Parking Spaces

Parking spaces with blue striping is designated for senior class parking only. Senior parking permits will be red in color so that parking guards can easily identify their parking designation. Parking spaces with white striping are designated for the junior and sophomore drivers, this is the only area where underclassmen may park. Underclassmen parking stickers will be blue in color. Parking spaces with yellow striping are designated for employees and students are not to park in those areas. Employees will be issued Green parking passes at no cost; Employees may receive additional parking stickers if the proper forms are completed. Parking spaces for visitors will be designated on pavement, curb, and/or erected signage, indicating “Visitor”. Visitors will check in at the guard shack and be issued a temporary parking pass.

Visitor Parking

All visitors must park in areas designated specifically for visitors. A visitor is defined as a person(s) who has no official connection with the Midlothian ISD. A student or employee is not considered a visitor and may not park in a visitor’s area, on class days between 7 a.m. and 4 p.m. no matter whose vehicle they are driving. All rules and guidelines **MUST** be followed by visitors. Visitors entering the main high school building, **MUST** park on the East side of the school and check in with the main office. Visitors entering the field house, and/or the Arena **MUST** park on the South, or North side of the campus and check in at the guard shack. Visitors will sign in, with MISD parking guards, at which time they will be issued a temporary parking permit.

Vehicle Subject to Search

Any vehicle entering MISD property is subject to search by school authorities. Such search includes all compartments and components thereof.

Vehicle Regulations

Students may be issued citations for moving and/or parking violations. Traffic citations will be paid through the MISD Security access control office Room #708. Violations of all parking including fire lanes, handicap spaces, designated emergency vehicle (police) spaces, or other designated parking spaces can be enforced by the Midlothian Police Department. Citations (parking tickets) may be issued by the police, under Texas Education Code 37.102 rules.

Parking lot regulations include, but not limited to:

1. 15-MPH speed limit on campus at all times.
2. No parking in faculty, staff, or library parking between the hour of 07:00 a.m. and 16:00 p.m.
3. No parking in bus-loading zones, on sidewalks, in fire lanes or designated handicap spaces.
4. No parking in visitor's parking area
5. No underclassman parking in senior class parking area.
6. No senior's parking in underclassman parking area.
7. No parking without permit
8. No back-in or pull through parking (head in only).
9. No parking in more than one parking space.
10. All vehicles must have a parking decal that is registered to that vehicle.
11. No driving across white, blue or yellow lines in the parking lot.
12. No loud sound systems.
13. No parking or driving off of the pavement
14. No reckless driving.
15. No display of obscene, indecent or offensive language or symbols written, or affixed to the vehicle. Obscene and/or indecent will be determined by MHS Administration.
16. No loitering in the parking lot.
17. When entering or leaving campus during the school day students **MUST** stop and check in and out with the parking guard.
18. No Clinging to or riding on the outside of a moving vehicle.

Fine Amounts

Fine amounts for tickets issued by MISD parking guards will be a standard \$15.00 per ticket for all parking infractions. All other fines are set by the court having jurisdiction. Students who receive a parking ticket will have 10 days from the date of the citation to pay the fine. Students may continue to park on MISD campus, with a valid parking permit during this 10 day period, however after the 10 days has passed if the fine has not been paid the student will not be allowed to park on campus.

Immobilized (Booted) or Towing of Vehicles

MISD parking guards may impound or boot any vehicle that is parked on MISD property if there are outstanding unpaid parking fines associated with the vehicle and or driver. If a vehicle has been booted for unpaid parking fines the student will have until 4:00 p.m. to pay the fine, in addition to fines there will be a \$20.00 boot removal fee. If fines are not paid by 4:00 p.m. the vehicle will be towed and impounded. If a vehicle is immobilized or towed: (1) All outstanding tickets must be paid before the vehicle will be released, (2) An immobilized (booted) removal fee of \$20.00 must be paid, and (3) the owner of the vehicle must pay all towing expenses.

Revocation of Parking Permits

When a student is caught off campus or attempting to leave campus without the proper sticker/justification, policies are as follows: First Offense: Loss of parking privileges for 4 weeks Holiday weeks excluded. Second Offense: Loss of parking privileges the remainder of the semester or at least 4 weeks. These punishments are in addition to discipline that is administered by MHS administrators for skipping school. These consequences will be given to all students riding in the vehicle, not just the driver. If and unlicensed student is caught driving on any MISD campus, their parking privileges will be suspended for 4 weeks beginning with the date that they first purchase a valid parking permit. Parking stickers will be removed from student's vehicles following each offense. Students will be charged \$5.00 for a replacement sticker following their discipline period. During discipline periods eligible students may use MISD bus transportation. Counterfeiting or altering parking permits will result in a loss of parking privileges for the remainder of the school year

Appeals

Parking tickets may be appealed by obtaining and completing an appeal form available at the North and South guard shacks, from any MISD security employee, or the Security access control office #708, or on the MISD website in the "forms" section. Appeal forms must be submitted within 10 days of the issuance of a citation. Appeal forms will not be accepted more than 10 days past the date of issuance. Appeals will be brought before a student court consisting of a student jury and a judge. Student court decisions are final. The student court is offered from the MHS business law class.

Display of Permits

The parking decal must be permanently affixed to the outside bottom left corner of the back window. If a vehicle does not have a rear window the permit may be placed on the back left side of the rear bumper. For motorcycles the permit may be placed on the rear fender, where visible. The permit can only be displayed on the vehicle to which the permit is registered. The improper display of a parking permit constitutes a parking violation.

APPENDIX IV

Acceptable Use Policy

>CONSENT REQUIREMENTS

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

>FILTERING

The Superintendent will appoint a committee, to be chaired by the technology coordinator, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors, in compliance with the Children's Internet Protection Act (CIPA) {Pub. L. No. 106-554 and 47 USC 254(h)}. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school. The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

>REQUESTS TO DISABLE FILTER

The committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make recommendation to the Superintendent regarding approval or disapproval of disabling the filter for the requested use.

>SYSTEM ACCESS

1. Students granted access to the District's system must complete any applicable District network training.
2. As appropriate and with the written approval of the immediate supervisor and completion of District network training, District employees will be granted access to the District's system.
3. Teachers are required to have a First Class account and they are ultimately responsible for use of the account.
4. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
5. All users will be required to sign a user agreement annually for issuance or renewal of an account.

>INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic

information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines: This includes arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
7. System users should refer to the Midlothian ISD webpage guidelines when sharing student work online. K-5th grade students' work and photo may be posted and identified using first name and last initial only. 6th - 12th grade student work and photographs may be posted with full name identification. No other personal information about a student is allowed, such as e-mail address, home number, or home address.
8. System users should refer to the Midlothian ISD Guidelines for Educators Using Social Networking Sites for district recommendations.
9. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
10. System users must purge electronic mail in accordance with established retention guidelines.
11. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
12. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
13. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
14. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
15. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
16. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
17. System users may not waste District resources related to the electronic communications

system: This includes spamming and participation in discussion group mail lists that are not relevant to education or career development.

18. System users may not gain unauthorized access to resources or information.

19. System users may not use the System for political lobbying. It may be used to communicate with elected representatives to express opinions on political issues.

20. System users may not use the system for commercial business.

>VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

>FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

>INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

>DISTRICT WEB SITE

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The technology coordinator and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the District. No personally identifiable information regarding a student will be published on a Web site controlled by the District without written permission from the student's parent on the Family Education Rights and Privacy

Act (FERPA) form. No commercial advertising will be permitted on a Web site controlled by the District without prior approval of the Superintendent.

>SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District's Web site pages that present information about the school or class activities, subject to approval from the Webmaster. The campus principal will designate the staff member responsible for managing the campus's Web page under the supervision of the District's Webmaster. Teachers will be responsible for compliance with District rules in maintaining their class Web pages.

>STUDENT WEB PAGES

With the approval of the District Webmaster, students may establish individual Web pages linked to a campus or District Web site; however, all material presented on a student's Web page must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's Web page to sites outside the District's computer system must receive approval from the District Webmaster. Web page to sites outside the District's computer system must receive approval from the District Webmaster or campus website designee.

>Online Communication Tools

Teachers, administrators, librarians, or counselors may create online communication tools for use in class activities or to provide a resource for other teachers or staff members in the District. Teachers will be responsible for maintaining their class or educational online communication tools.

>EXTRA- CURRICULAR ORGANIZATION WEB PAGES

With the approval of the District Webmaster, extracurricular organizations may establish Web pages linked to a campus or District Web site; however, all material presented on the Web page must relate specifically to organization activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the Web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the District Webmaster.

>PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

>NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other

inflammatory language are prohibited.

3. Pretending to be someone else when sending/receiving messages is considered inappropriate.

4. Transmitting obscene messages or pictures is prohibited.

5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

>TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District Coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

>DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

>COPYRIGHT COMPLIANCE

The use of District technology in violation of any law, including copyright law, is prohibited.

Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or license owner, or an individual

the owner specifically authorizes, may upload copyrighted or licensed material to the system. No person will be allowed to use the District's technology to post, publicize, or duplicate information in violation of copyright law. The technology coordinator will use all reasonable measures to prevent the use of District technology in violation of the law.

>COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

If a copyright or license owner reasonably believes that the District's technology has been used to infringe upon a copyright or license, the owner is encouraged to notify the District.

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Mr. Kirk Paschall

Position: Executive Director of Technology

Address: 100 Walter Stephenson Road, Midlothian, TX 76065

Telephone: 972-775-8296

E-mail: kirk_paschall@midlothian-isd.net