

MIDLOTHIAN HIGH SCHOOL
STUDENT HANDBOOK
2008-09



Creating a better future, one student at a time.

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

100 Walter Stephenson Road

Midlothian, TX 76065

972-775-8296

Superintendent, Dr. J.D. Kennedy

Deputy Superintendent, Robin Bullock

Assistant Superintendent, Judy Walling

Assistant Superintendent, Edd Bigby

Athletic Director, Steve Keasler

MISD CORE PRINCIPLES

- Students are the priority in all decisions.
- Good communication and collaboration builds trust.
- Ethics play a part in every decision.
- Everyone is a learner and can learn.
- A safe caring environment is critical to success.
- Students deserve a highly qualified and well-trained staff.
- Engaging lessons focused on the Texas Essential Knowledge and Skills are essential for student success.
- High expectations for everyone create a quality school district.

MISD is passionate about making a positive impact in the lives of students.

MIDLOTHIAN HIGH SCHOOL

923 South Ninth Street

Midlothian, TX 76065

972-775-8237

Principal, Dr. Al Hemmle

Associate Principal, Robert Kindred

Associate Principal, Rebecca Blackburn

Assistant Principal, Kelly Johnson

Assistant Principal, Krista Tipton

Assistant Principal, Kim Gilson

Assistant Principal, Rick Pinson

Registrar, Harriette Fowler

Counselor 10th-12th, A-GI, Laura Phillips

Counselor 10th-12th, Go-Or, Carol Lemmon

Counselor 10th012th, Os-Z, David Moore

Counselor 9th A-Li, Andra Chapman

Counselor 9th Ll-Z, Hollye Hess

SCHOOL SONG

Midlothian High, we sing our praise,

We'll be loyal all our days.

Reign on in triumph bright,

Through the years you shed your light.

Cherish, honor, and proclaim,

Ever true will we remain.

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PREFACE

To Students and Parents:

Welcome to the 2008–2009 school year! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

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 three sections:

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Midlothian Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found on-line, along with the student handbook, at www.midlothian-isd.net, and is also available in the office of each administrator on campus.

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 that effect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and 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 a teacher, a counselor, an assistant or associate principal, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights.**]

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District's policy manual is available in the school office or on-line at <http://www.midlothian-isd.net>.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Midlothian High School 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 a strong partnership between home and school, a partnership that thrives on communication. 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. Ensure that your child completes all homework assignments and special projects. Be sure your child 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. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling and Academic Programs.**]
- 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, or you can contact the teacher through school email, which can be accessed through the District website, for an appointment. The teacher will usually return your call, return your email, or meet with you during his or her conference period or before or after school. (See **Report Cards/Progress Reports and Conferences.**)
- Becoming a school volunteer. (For further information, see policy GKG and the Parent Partners/Volunteer brochure located in the MHS main office.)
- Participating in campus parent organizations. Parent organizations include: all boys' and girls' athletic booster clubs, band and choir boosters, and Ag booster club.
- Offering to serve 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, and contact Al Hemmle, Principal of MHS.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. (See policies BDF and EHAA and **School Health Advisory Council.**)

- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

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.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating 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.

Display of your child’s artwork, projects, and other special work products:

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed

material, by video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the 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; 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.
- 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.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. 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
 - State assessment instruments that have been administered to your child.

(See Student Records.)

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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.
- To 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.
- To 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 moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC.]
- To 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]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another classroom or campus if your child has been verified by the Board or designee 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 the superintendent or designee for information.
- To request a 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 was a victim of a violent criminal offense while in school or on school grounds. See policy FDD (LOCAL).

GRADING GUIDELINES

GRADING GUIDELINES

The goal of a standardized grading policy is a more consistent and specific measure of how students are achieving mastery of the Texas Essential Knowledge and Skills (TEKS). Grades are a means of communicating with parents and students the student's progress toward mastery of the TEKS. Whether program goals and objectives have been reached will be ascertained by student mastery of the content, the amount of perceived effort the student has exhibited, and the quality of the student's work.

Numerical grades are reported using the following scale:

- A 90 - 100
- B 80 - 89
- C 75 - 79
- D 70 - 74
- F 69 - 0

SIX FACTORS THAT MAY IMPACT GRADES:

1. Participation
2. Homework
3. Notebooks
4. Tests
5. Quizzes
6. Daily Work

(1) Participation

Participation includes the proper classroom behavior and positive interaction during the class, both with the teacher and others in 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

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.

Homework includes all written and oral assignments (e.g. including, but not limited to warm-up activities, vocabulary, maps, study sheets). 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.

(A) Homework On-line

Parents may access “Homework On-Line” to check assignments for their child by logging onto www.midlothian-isd.net.

Teachers will post homework on-line weekly, but parents are encouraged to check homework assignment daily in order to determine any assignment changes that have been made by the teacher. Should parents experience any difficulty accessing their child's homework, they should contact the principal at the respected campus in which your child is enrolled.

(B) 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 into the teacher no later than the first time the class meets again.
- In the event that the paper is not turned in by the next time the class meets, the grade may be recorded as a "0" or teachers may give partial credit when students complete part of the assignment.
- Incomplete work due to extenuating circumstance such as illness, injury, or a death in the family or any other reason accepted by the teacher may be made up in a reasonable time period.

(C) 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 percent. (80% credit) [EIAB LOCAL]
- A student shall be responsible for obtaining and completing makeup work in a satisfactory manner and within the time specified by the teacher. (EIAB LOCAL)
- Students shall be permitted to take tests administered in any class missed because of absence. (EIAB LOCAL)

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(C) Extra-Curricular and Co-Curricular

- Students are expected to check with the teacher prior to the absence.
- Students will complete the assignments as designated by the teacher.
- For information on limitations for absences due to extra- and co-curricular activities, please see p. 33 of this handbook.

(3) Notebooks

Each student may be required to keep an organized notebook as described by the department. The contents of the notebook may include all written assignments, all handouts distributed in 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. The rubrics shall be given to

students at the beginning of the school year and be the same for all teachers in the respected department.

(4) Tests

There will be a minimum of two major grades per six weeks grading period. One of these major grades may be a six weeks, unit exam, performance or project. The core areas math, science, social studies, and English/Language Arts will administer the test developed by the Vertical Team. Other departments shall develop a standard six weeks test or equivalent and appropriate for their content areas. A standard protocol for returning graded tests will be set by each curriculum team. Questions regarding graded tests should be directed to classroom instructor.

(5) Quizzes

Quizzes may be given as formative assessments to determine progress toward the TEKS objectives. Quizzes are defined as “pop tests” or short tests given in class to check for mastery of homework or mastery of an objective(s).

(6) Daily Work

Daily work is defined as activities such as, but not limited to, warm-ups, journal writing, vocabulary, worksheets, timed writings, maps, Accelerated Readers, and class participation in group and daily activities.

GRADING SCALE

The grading scale has been designed to accurately reflect the student’s academic work ethic and abilities. This scale will further help the student achieve his/her fullest potential.

Daily Work such as: **50%**

- Warm-ups
- Journal writing
- Vocabulary
- Quizzes
- Worksheets
- Timed writings
- Maps
- Student participation (note: This is the HSP grade that will be calculated as 10% of the daily work average)

- Homework
- Group Work
- Notebooks
- Check- ups

Major Grades such as: **50%**

- Projects
- Major tests
- Reports
- Research papers
- Six Weeks Exams and/or Unit Tests
- Demonstration of skill mastery
- Performances

Any combination of these may count as a major grade.

Total: **100%**

All Pre-AP and AP classes will use the following scale:

Daily Work such as: **40%**

- Warm-ups
- Journal writing
- Vocabulary
- Quizzes
- Worksheets
- Timed writings
- Maps
- Student participation (see explanation above)
- Homework
- Notebooks
- Check-ups

Major Grades such as: **60%**

- Projects
- Major tests
- Reports
- Research papers
- Six Weeks Exams and/or Unit Tests
- Performances
- Demonstration of skill mastery

Any combination of these may count as a major grade.

Total: 100%

GRADE REPORTING

There should be a minimum of twelve grades per six weeks grading period, which shall include two major grades. (Total per six weeks: 12 grades). Grades shall be posted on a weekly basis using Power School. Pre-AP and AP teachers may have a minimum of ten grades per six weeks grading period based on the advanced curriculum requirements.

Semester Grades

Should a student fail the first semester with a 60 -69, and pass the second semester the grade shall be averaged with the first semester. If the grade average equals 70 or above, the student shall receive credit for the course. Should a student fail the second semester and pass the first semester, the semesters will not be averaged. The student will be required to repeat the second semester to receive credit.

Examples:

First Semester	Second Semester	Year Average	Credit Awarded
60	80	70	1 Credit
70	60	65	1/2 Credit/1 st Sem.
80	60	70	1/2 Credit/1 st Sem.

Classroom Guidelines

Teachers are encouraged to provide students/parents with specific classroom grading guidelines at the beginning of the course (i.e. if a department requires notebooks details unique to the subject area – unit tests or six weeks tests).

Drop Course Procedure

Students may drop a course that is not required for graduation anytime within the first six weeks, if they feel they will not be successful in the course. If however, a student remains past the first six weeks, he/she 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 PreAP or AP placement and his/her parent requests a change of placement, the change of placement will be honored provided 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/she 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

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 (6) weeks.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child’s performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.] The scheduled dates for progress report and report card distribution for the 2007-08 school year are listed below.

<u>Six Weeks</u>	<u>Progress Reports Out</u>	<u>Six Weeks Ends</u>	<u>Report Cards Out</u>
1	Sept 16	Oct 3	Oct 10
2	Oct 28	Nov 14	Nov 21
3	Dec 14	Jan 16	Jan 23
4	Feb 10	Feb 27	Mar 6
5	Mar 31	Apr 17	Apr 24
6	May 12	Jun 4	

According to School Board Policy, no six weeks grade below a “50” shall be recorded on report cards or permanent cumulative records. (EIA LOCAL) Students with

“I”(Incomplete grades) on the last day of the grading period shall be given 7 calendar days to complete the work.

Student Grades On-Line

Parents may access their student’s grades on-line by logging into www.midlothian-isd.net and click on Power School. Access codes are sent out in a letter mailed to the parent(s) of every MISD student at the beginning of each school year. The code can also be obtained contacting your child's counselor.

Grades will be posted on a weekly basis. Should parents experience any difficulty accessing their child’s grades, they should contact the principal at the respected campus in which your child is enrolled.

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student’s academic achievement 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.]

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).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school by the designated deadline.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11 [See note below.]
- Any other subject and grade required by federal law

[See policy EKB.]

You can access the state testing schedule for the 2008-09 school year on-line at the TEA website <http://www.tea.state.tx.us/student.assessment/admin/calendar/> or you can obtain a copy from the MHS counseling center.

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Most 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; entrance 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 an assessment test, such as the Texas Higher Education Assessment [THEA] test.)

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:

- Authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - 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 provided by the parent along with a written request, and in the original, properly labeled container.
 - Herbal or dietary supplements provided by the parent 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 to 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.

STEROIDS

Parents and students should be aware that 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.

Under state law, 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.

PSYCHOTROPIC DRUGS

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 will not 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.

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

[For further information, see policies at FFAC.]

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Midlothian ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it.

Release of any or all directory information regarding a student 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 the child's first day of this school year [See the acknowledgment form attached to this handbook.]

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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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 District must 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.

The principal or Superintendent is custodian of all records for currently enrolled students at the assigned school. The principal or 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. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 100 Walter-Stephenson Road, Midlothian, TX 76065

The address of the principals’ offices is 923 South Ninth Street, Midlothian, TX 76065.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor 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 defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** and **Student or Parent Complaints and Concerns** for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

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 District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers' 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.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher or school administrator. 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 or on-line at the district's website at www.midlothian-isd.net

In general, the student or parent should first discuss the complaint with appropriate grade-level administrator at the campus level. If unresolved, Policy FNG (LOCAL) provides for the proper procedure to pursue the complaint.

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. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Late Arrival to School

A student who arrives late to school must check in at the attendance office before proceeding to class. If the student is more than 20 minutes late to any class, he will be counted absent and will be required to submit an excuse for being absent with the 48 hour time period.

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. A withdrawal form may be obtained from the counselors' office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and clearance of any classroom-issued materials; to the librarian to ensure a clear library record and textbooks; 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 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.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to parents and should be carefully reviewed—especially by students entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ACADEMIC PROGRAMS

The school counselors provide students and parents with information regarding academic programs to prepare for higher education and career choices. [For more information, see policy EIF.]

AWARDS AND HONORS

[See *Academic Counseling*]

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class Rank

The following chart shows the weighted multiplier used to calculate grade points earned for any grade for any course.

GRADE POINTS AWARDED

The District's weighted grade point system shall be divided into four levels:

LEVEL 4	Numerical grade multiplied times 1.50
LEVEL 3	Numerical grade multiplied times 1.38
LEVEL 2	Numerical grade multiplied times 1.25
LEVEL 1	Numerical grade multiplied times 1.0

LEVEL 4 Advance Placement and Designated Courses

Level 4 courses shall include designated PreAP, and Advanced Placement courses.

LEVEL 3 PreAP/Designated Courses

Level 3 courses shall include designated courses, PreAP Courses, and dual credit courses.

LEVEL 2 State Approved Courses

Level 2 courses shall include those courses that provide a challenging curriculum in a variety of offerings based on state-mandated curriculum, modified instruction, and other designated courses.

LEVEL 1 State Approved Courses with Modified Curriculum

Level 1 courses shall include courses in which content modifications have been made to the state-mandated curriculum or locally developed courses with significant content modifications that are designed and provided as appropriate alternatives to (substitutions for) state-approved courses that meet state graduation requirements. [EIC(Local)]

Note: During the course of the year, should a student drop from Level 4 to Level 3 or Level 3 to Level 2, he or she shall receive weighted grade points for the lower of the two levels.

Calculation

Adding the grade points accumulated for each course and dividing the total by the number of courses shall be used to determine a student's class rank.

Exams for acceleration and distance-learning courses will not count toward calculating class rank.

Preliminary Calculation

Preliminary calculation of class rank shall be made available to students after mid-semester of their sophomore year or prior to their junior year. [EIC LOCAL]

Limitations and Exclusions

For purposes of class rank, credit by examination with prior instruction, summer school courses taken to regain credit, courses taken at a college or university campus for college credit only and correspondence courses shall not count toward class rank.

Any course taken at the middle school or junior high shall not count toward class rank.

Transfer Students

A student who transfers into the District with higher-level course credits shall receive similar credits counted toward the GPA according to the list of higher-level courses offered in the

District and the grade point scale used for credit earned in the District. No transfer student will be given more Level 4 or Level 3 courses in any one-year than students attending Midlothian High School could have taken in that same time period.

The receiving school will correspond with the sending school regarding course descriptions, course levels and numeric grades to ensure alignment with Midlothian Independent School District policy to determine assessment of class rank points.

Students transferring into the District shall receive the numerical grade earned at the sending school. Letter grades shall be recorded as follows:

A	95
B	85
C	75
D	70
F	50

Valedictorian and Salutatorian

The Valedictorian and Salutatorian shall be the eligible students with the highest 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.

Ties

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

Eligibility

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 a DAEP, a three-day suspension, or expulsion during his or her last two semesters.

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. Eligibility standards require that the local procedure for determining valedictorian and salutatorian shall not apply to the procedure for determining the top ten percent. The GPA shall be reported on the student’s transcript and made available in accordance with the application deadline for the college or university when requested by the student.

[See EIC Legal] Determination shall be based on the numerical grades and shall be calculated at the end of the fifth six weeks of the senior year.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

STATE SCHOLARSHIPS AND GRANTS

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School 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 Texas 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 High School Program or Distinguished Achievement Program may be eligible under the TEXAS 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.]

CLASS SCHEDULES

Student schedules are created for the current school year according to course requests submitted by the student during the registration process in the spring of the previous year. The master schedule is created to accommodate the highest percentage of student requests possible thus ensuring the availability of the courses students need to complete their individual graduation plans.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their 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 using District computers is not private and may be monitored by District staff.

[For additional information, see policy CQ.]

CORRESPONDENCE COURSES

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

A maximum of two (2) credits may be earned through correspondence courses.

[For further information, see policy EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school, or pursuit of some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, 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 come by the counseling center and fill out a “Request to see Counselor” form.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless 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 policy FFE and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject and made at least a grade of 60 for the final semester grade—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 the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may 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.]

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 no prior instruction for the purposes of academic acceleration. The dates on which exams are scheduled during the school year are set by the District Central Administration Curriculum Department. These dates will be announced throughout the year. Please see your child’s counselor for more information.

The passing score required to earn credit on such an exam is 90.

If a student plans to take an exam, the student (or parent) must register with his/her counselor no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the District or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

DUAL CREDIT COURSES / COLLEGE COURSES

Dual credit and college courses are available for juniors and seniors at MHS. A student may enroll in a maximum of two dual credit courses in any year, unless approved by his/her counselor to take more than two. Dual credit courses that are available at MHS require prerequisites. Information about these courses is dispersed in the spring when students make course selections for the upcoming year. Please see your counselor for more information.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in cooperation with Waxahachie ISD in the following areas: auto mechanics, auto technology, auto collision, health/science technology, cosmetology, and computer application careers. Additionally, the following career and vocational programs are offered at Midlothian High School: agriculture, welding, home improvement, business education, family/consumer science, and media technology. Admission to these programs is based on academic achievement, attendance, and the student's discipline record. Prerequisites are required for some areas of study.

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 vocational programs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related 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 participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. 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 a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with learning 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 ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: 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.

[For further information, see policies FM and FO.]

Offices and Elections

Election of officers for any school organization will be in accordance with the guidelines set forth in the constitution for that organization. Solicitation for candidates will be done through the school announcements and at club/organization meetings. An administrator must approve campaign posters before being posted in the school.

GRADE CLASSIFICATION

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

<u>Credits Earned</u>	<u>Classification</u>
0-5	Grade 9 (Freshman)
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

*Students entering high school in the 2007-08 school year and beyond, must earn 13 credits to become a junior and 19 to become a senior, in accordance with new 4 x 4 requirements. Please contact a counselor for clarification.

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. 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 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 April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3-assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

- In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 3, 5, and 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the 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. 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 policy EIE.]

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 test 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 identify the student's educational goals and include consideration of the parent's educational expectations for the student. (For additional information, see the counselor or principal and policy EIF.)

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.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits (see policy EIF[LOCAL]) and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. 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 High School Program or Distinguished

Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. The counselor can help you decide which program is best for you. [See policy EIF.]

Credit/Graduation Requirements for 2009 MHS Graduates

Minimum, recommended, and distinguished achievement program transcripts will be offered. A student must meet specific requirements in each transcript area and exhibit mastery of the Exit Level TAKS to graduate from Midlothian High School.

	Minimum	Recommended	Distinguished
English	4.0	4.0	4.0
Math*	3.0	3.0	3.0
Science*	3.0	3.0	3.0
Social Studies/Economics	4.0	4.0	4.0
Physical Ed. Or Equiv.	1.5	1.5	1.5
Health	0.5	0.5	0.5
Foreign Language	0.0	2.0	3.0
Computer Prof. Course	1.0	1.0	1.0
Speech	0.5	0.5	0.5
Fine Arts	0.0	1.0	1.0
Electives	<u>6.5</u>	<u>3.5</u>	<u>3.5</u>
Total Credits	24	24	24

All students entering high school in the fall of 2007 and beyond are required to complete four credits each of math and science to graduate from high school.

*Please note:

Math should include: Algebra I, Geometry, and Algebra II

Science must include Biology I

Suggested sequence: Biology I, IPC, Chemistry, Physics

Distinguished Transcript – A student must achieve any combination of four of the following: 1) original research project 2) score of three or above on a College Board AP examination if taken by the end of the junior year 3) a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit

Scholarship Corporation 4) a grade of 3.0 or higher on courses that count for college credit, including tech prep courses.

Please be aware that not all courses are offered at every secondary campus in the District. A student who desires 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 career and technology, then for the following year the District will offer the course either by teleconference or at the school from which the transfers were requested.

Early Graduation

To be eligible to graduate early, a student shall complete all course work and exit-level testing required of the ninth grade class in which he or she begins high school. Prior to the beginning of, but not before, a student's third year of high school, a declaration of intent to graduate early must be made in writing to the student's counselor.[EIC (LOCAL)]

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 committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

Graduation Activities

Graduation activities will include:

Commencement Ceremony June 4, 2009.

Other optional activities will be announced.

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**)

HOMWORK

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.

Homework includes all written and oral assignments (e.g. including, but not limited to warm-up activities, vocabulary, maps, study sheets). 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.

NONTRADITIONAL ACADEMIC PROGRAMS

(See **Requirements for a Diploma**)

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, Director of Special Programs at the District administration office.

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 support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide 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)].

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 show of interest. Core classes WILL NOT be offered for the purpose of advancement in the summer school program. Tuition for each semester of the courses offered will be announced in the spring of the school year.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class, except for dual credit courses. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

SECTION III. GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

Regular school attendance is essential for the 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. Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, 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 is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberate non-attendance may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate 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.

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 fewer than 90 percent of the days a class is offered and thus loses credit in the course may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and if the student can regain credit. This referral can be made by school personnel or by the parent.

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 religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student's absences, the committee will attempt to ensure that its decision 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 District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year and by how many days are in the semester.

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. Documentation explaining absences must be original, not faxes or copies, and must be received within 48 hours of the student's return to school.

Procedures 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 that the student is absent and inform an attendance clerk that the student will not be in school, or
- Send a brief 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) that the student was absent, the reason for the absence, and the signature of the parent. Example: Jane Doe was absent on September 25, 2004, because she was ill.

Please note:

- Absences will be marked as unexcused if notes are received more than two (2) school days after the student returns to school.
- Students who are in violation of the state 90% attendance requirement in any of their classes during the current semester must have a doctor's note to excuse any further absences from school.

Tardy Procedure

A student is tardy if he or she is not in the classroom and prepared to participate in the classroom activities when the tardy bell sounds. If a student is tardy, the teacher shall mark the student tardy on PowerSchool. The tardy will also result in a reduction of the student's class participation grade (HSP), which begins as a 100 every six weeks. Two tardies will equate to an unexcused absence when calculating eligibility for final exam exemptions.

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus attendance office.

MAKEUP WORK

- 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 percent. (80% credit) [EIAB LOCAL]
- A student shall be responsible for obtaining and completing makeup work in a satisfactory manner and within the time specified by the teacher. (EIAB LOCAL)
- Students shall be permitted to take tests administered in any class missed because of absence. (EIAB LOCAL)

DAEP or In-School Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through 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 FOCA.]

Students in a DAEP placement longer than 15 days will be removed from any scheduled PreAp and/or AP classes into the equivalent regular level class.

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. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

COMMUNICABLE 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 communicable or 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 Texas Department of Health regarding these diseases.

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 Texas Department of Health office to ask about 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>.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The Districts Asbestos Management Plan is designed to be in compliance with state and federal regulations. For information contact the MISD Maintenance Office at 972/775-1148.

Pest Management Plan

The District complies with state and federal guidelines regarding Integrated Pest Management (IPM). Except in an emergency, signs will be posted 48 hours before service is performed. For information contact the MISD Maintenance Office at 972/775-1148.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any 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, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited 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; 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 prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include 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.

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, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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 will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

Midlothian Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Jennifer McFalls at 775-8237.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Lisa Knight at 972-775-8296
- All other concerns: See the Superintendent Dr. J.D. Kennedy at 972-775-8296

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Lisa Knight at 972-775-8296
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Lisa Knight at 972-775-8296

Services for 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, contact Melissa Wolfe at 972-775-8296.)

CONDUCT

Applicability of School Rules

As required by law, the District has established 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 the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

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.

School Sponsored Events

School rules apply to school sponsored events to which a student brings a guest or otherwise attends. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

Prom

A student attending the prom or any other school sponsored social event, such as banquets and dances, 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. Outside guests may be admitted with prior approval from the principal.

Disruptions

As identified by law, disruptions include the following:

- Interferes with the movement of people at an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts 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 profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Radios, CD Players, and Other Electronic Devices and Games

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

Cell Phones

For safety purposes, the District permits students to possess cell phones. However, cell phones must remain turned off during the instructional day. If a student uses or displays a cell phone during the school day, the phone, including the SIM card, will be confiscated and held for five (5) school days and a \$15 storage fee will be assessed before the student can regain possession of the phone. [See policy FNCE.]

Classroom Management

A student may be assigned extra class time before or after school. The extra time will be determined by the teacher, depending on the type of offense and reasonable correction of the problem.

A student may be sent to the office for any disciplinary action any time infractions of school procedures or classroom rules occur, or if a student refuses to cooperate with a teacher.

Before and After School Teacher-Assigned Detention

Students may be assigned before or after school detention for an infraction of school rules. Students requested to report to detention will be given one day's prior notice so they may arrange transportation. Parents are responsible for providing transportation when students are assigned to detention. Students must bring schoolwork to detention and must study the entire period. Students will not be allowed to leave detention for any reason. Students will not be allowed to talk during the detention period. Any student breaking rules during this time will be required to spend an extra day in detention.

Detention may be assigned for the following reasons:

- General misbehavior
- Breaking school or class rules

Detention Hall (D-Hall)

D-Hall is a one - hour detention/study hall that is held on Wednesday afternoons from 4:00 p.m. until 5:00 p.m. and Thursday mornings from 7:35 a.m. until 8:35 a.m.

An administrator may assign a D-Hall for the following reasons:

- Skipping a teacher-assigned detention
- Failing to suit out in physical education classes
- Other minor disruptions

In School Suspension (ISS)

Students are assigned to In-School Suspension in order to immediately remove them from the general population as a result of disruptive behavior. ISS assignments can range from one period to five days, for more serious or repeated violations of the Student Code of Conduct. Students are usually assigned to ISS for two or more days. ISS meets during the regular school hours and students are segregated from the rest of the student body while assigned. Students who have free periods or classes in the Waxahachie Coop are not required to be in ISS during those periods. Students receive their regular assignments while in ISS which are graded at 100%.

After School Student Intervention and Support Techniques (ASSIST)

The ASSIST program is designed to address specific discipline concerns with consequences assigned to students outside the school day so instructional time is not lost. ASSIST will be held on each Tuesday, Wednesday, and Thursday after school from 4:00-7:00 pm.

Students assigned to ASSIST will be given at least one-day advance notice from the school administration. This is to ensure parents are contacted about the assignment and

transportation arrangements can be made, if necessary. It is the student's responsibility to be present at the assigned time. Failure to behave in the appropriate manner during the assignment to ASSIST will result in further disciplinary action. Students removed from ASSIST for disciplinary reasons will be suspended for three days.

Failure to report to ASSIST will result in the student serving the original day plus an additional ASSIST day. Failure to serve either of these two days will result in a three-day suspension. When the student returns from the three-day suspension, he/she will be required to serve ASSIST time. If the student fails to attend the second ASSIST assignment, the student may be given an extended ISS assignment of at least five days or assigned to DAEP.

In addition, students assigned to ASSIST are ineligible to participate or attend any extra-curricular events during the duration of placement in ASSIST. Students are allowed to eat a snack/meal at 5:00 pm if brought by the student. No food deliveries will be accepted.

All students assigned to ASSIST will complete a writing assignment which will include behavioral strategies for students should they find themselves in a similar situation that resulted in their assignment to ASSIST. In addition, a school counselor will meet with each student to discuss behavioral issues and how to successfully resolve them.

Disciplinary Alternative Education Placement (DAEP)

Students may be assigned to the Disciplinary Alternative Placement Center for major or repeated violations of the Student Code of Conduct.

The goal of the Disciplinary Alternative Education Placement center is to encourage a student to continue his/her education, to accept responsibility for his/her behavior, and to learn to control misbehavior. Transportation to and from DAEP will not be provided by the school district. For more information on the Disciplinary Alternative Education Placement center, call 972-775-5311.

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 or designee 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 or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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 or designee 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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also 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 has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students.

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

Non-school Materials ... from students

Unless a student obtains specific prior approval from the principal, 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 may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated the main office as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Non-school 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, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal or designee for specific prior review. The principal or designee 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 policy 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).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the district, all students shall be required to meet the

expectations of the dress and grooming code. Dress and apparel that unduly attract the attention of other students often precipitate comments and/or other reactions that are disruptive. Safety, general health, hygiene and modesty are factors that are considered in the establishment of this dress and grooming code.

While the expectations for student dress code has remained unchanged for the 2007-08 school year, the school administration's approach to enforcement will change. In the past, students who violated the dress code were asked to correct the violation and were sent back to class, or placed in ISS for the remainder of the if the issue could not be corrected. This approach was not successful in maintaining the expectation level for the student dress, as the administration continually dealt with repeated dress code violations throughout the school year.

Beginning this school year, dress code violations that can be corrected immediately will be, and the items in violation will be confiscated. The items will be returned only to parents upon request (earrings, inappropriate shirts, hoodies, chains, hats, caps, bandanas, sunglasses, etc.) If students repeatedly violate the student dress code, other disciplinary measures may be taken.

Beginning the first day of school, students who choose to violate the student dress code (other than those listed above) will be subject to the following procedures:

First offense Parent contacted and student assigned to ISS for remainder of the day.

Subsequent

Violations Parent contacted and student suspended for the remainder of the day. Persistent dress code violations will result in more serious consequences.

Hair

1. Hair shall 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, 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.

Apparel

1. Apparel shall 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. Warm-up suits, 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 or clothing with holes 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.
(Examples: black lipstick, black fingernail polish, and make-up with glitter)
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 shall 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. Bike, spandex, wind, boxers, mesh shorts with drawstrings, elastic waists, soccer shorts, pajama-styled pants or pants that break or tear are prohibited.
11. All shorts, skirts, or 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. House shoes are prohibited.
3. Shoes with metal cleats, taps, or wheels on the heels or soles, or shoes that can damage or mark floors are prohibited.
4. Heels no higher than 1" are permitted in grades PK-5.

Male General Dress Code

1. Facial hair, mustaches, goatees and beards are prohibited.
2. Hair may not extend over the top of the collar of a standard dress 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. Sideburns may not extend below the bottom of the ear.
6. Boys may not wear wigs except for medical reasons.
7. Visible objects in any body piercing are prohibited.
8. Beads or decorative items in the hair are prohibited.
9. Make-up is prohibited.

Female General Dress Code

1. Girls may wear no more than three earrings per ear, and spacers are prohibited.
Visible objects in any body piercing are prohibited.
2. Dresses or skirts may not be split up the front, side, or back more than four inches above the knee.
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.

Revised by Staff and Principals on 2-6-07, submitted to MHS/FSMS/WGMS Student Councils for review on 4-5-07, and presented to the MISD Board of Trustees on 4-23-07 for approval.

Determination of Compliance with Dress Code

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.

Automobiles

Any student who drives to school must register his/her vehicle with the office and must park in the provided student parking area. Midlothian High School provides a parking lot guard to monitor safety and to enforce the student parking guidelines. All entrances are closed at 8:45 a.m. and all vehicles entering and exiting the student parking lot after 8:45 must get clearance from the security guard. All unauthorized vehicles will be denied access to the student parking lot.

Students should observe the following automobile parking guidelines:

- Students choosing to drive their vehicle on the school parking lot assume responsibility for all loss and damage.
- Students are expected to park on the designated student parking lot.
- Students are not permitted to park on the faculty parking lot.
- Students are not permitted to park in fire lanes, handicapped spaces, delivery areas or designated bus loading areas.

- Students are expected to park, get out of the vehicle and enter the building. Students are not allowed to remain in their vehicles after parking in a designated parking space.
- Students are not permitted to leave school grounds without permission from the office. Any student leaving the school during the school day must provide the parking guard with a permission pass.
- Students that park illegally are subject to disciplinary action including parking tickets, revocation of parking privileges, towing of the vehicle, or other disciplinary action.

PARKING LOT RULES

1. These rules apply to school parking during the school day only.
2. Students with valid Texas driver's license will be able to purchase parking permits for the MHS parking lot.
3. Seniors and Juniors will be able to purchase reserved parking spaces for \$60.00. These reserved spots are lined in BLUE and are numbered.
4. If seniors do not purchase all of the reserved spots, then the remaining spaces will be offered to juniors on a first come, first serve basis.
5. Regular parking permits will cost \$30.00 for the school year and \$15.00 for students that only buy a permit in the spring semester. Regular student parking spots are lined in WHITE.

Violations

1. A students who parks his/her vehicle on school property without a permit may have the car towed and be assessed consequences for actions by an administrator.
2. Students with parking permits will be assessed a \$10.00 ticket for parking violations. When a student receives a parking fine, his/her permit will be turned into the grade-level administrator until the student has paid the ticket and a receipt is presented to the administrator. The student's vehicle will remain off campus until the ticket is paid.

The following violations are examples of \$10.00 violations:

- a) Parking in teacher spaces (indicated by YELLOW lines)
- b) Parking in handicap spaces
- c) Parking in reserved student spaces without having a reserved permit
- d) Parking in a way that takes up more than one parking space
- e) Speeding in the parking lot
- f) Spinning tires in the parking lot
- g) Driving on the wrong side of the two-way sides of the parking lot
- h) Turning left on right turn only outlets
- i) Cutting in front of other vehicles
- j) Playing loud music that uses vulgarity or profanity
- k) Honking excessively or doing so out of disrespect or rudeness
- l) Using rude or disrespectful gestures from the vehicle
- m) Having stickers or writing on the vehicle that suggest profanity, drugs, weapons, or are in bad taste
- n) Any other violation that the school authority considers equal to these or threatening to the safety of all student drivers.

*Car accidents are not a school matter, and the student involved in an accident on school property should call the police and handle the accident with their insurance company the same way they would if they were in any other parking lot.

3. Excessive fines for tickets may have the student removed from the parking lot for the remainder of the semester or school year.

4. More severe violations may cause more severe restrictions such as removal of the student's parking privileges for the year. An example of a more severe violation would be if a student's car was searched and there were drugs found in the vehicle, or if a student hit another student while driving on the school parking lot. These are just two examples. There could be several situations that would pose as additional threats to student safety that the administrator would handle on an individual basis.

Security Cameras

There will be security cameras in the school parking lots activated to assist the parking guards in securing the student vehicles.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are 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 requires 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**.)
- 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 principal or designee. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal or designee at least 30 days before the event.

Except as approved by the principal or designee, fund-raising by outside parties is not permitted on school property. [For further information, see policies FJ and GE.]

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 Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). 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 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 any 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 and the Department of State Health Services Web site: http://www.tdh.state.tx.us/immunize/school_info.htm]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Documentation of physical examinations is needed for participation in school athletics and must be provided by the athlete's parent/guardian before the athlete will be allowed to participate in a sport.

Vision and Hearing Screening

Any student new to the district who does not present with documentation of current vision and hearing screening results will be screened prior to completion of the first semester of enrollment or within 120 calendar days of enrollment.

Routine screening of students in kindergarten and grades 1, 3, 5, 7, and 9 shall be performed for vision and hearing problems annually at any time during the reporting year prior to May 31. If the screening indicates that the student may have vision or hearing problems, the school shall send the original copy of the screening report to the student's

parent/guardian along with a letter advising them to schedule an exam with a professional health provider.

Spinal Screening

Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year. If the screening indicates the student may have an abnormal spinal curvature, the school shall send the original copy of the screening report to the parent/guardian along with a letter advising them to schedule an exam with a professional health provider.

Screening Records

The school shall maintain records of screening for vision, hearing and spinal abnormalities for each student enrolled. Records shall be open for inspection by the state or local health department.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC 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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

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 ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students 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 safety hazards, such as intruders on campus and 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 school opens, parents will have the opportunity to purchase low-cost accident insurance that will 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 will need to have 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

From time to time, during the winter months, we are confronted with ice and snow. If these conditions occur during the school day, classes will not be dismissed early. If they occur overnight, students should listen to radio stations KBEC (Waxahachie), WBAP 820, or KRLD 1080, and TX Channels 4 and 5 for announcements on school closings or delayed openings. Students are asked not to call the superintendent, principal, or teachers to try and find out if school will be held that particular day. [CKC (EXHIBIT)]

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 7:45 a.m.

- Main cafeteria
- North (Blue) gym

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. Outside doors will be locked at 4:00 pm. Entry after this time is not permitted unless under the supervision of a school employee.

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 rehearsal, club meetings, athletic practice, 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 code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

Loitering or standing in the halls between classes 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 lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See a representative from the counseling center 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.]

Library

The A. H. Meadows 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 to the public from 8:00 a.m. to 3:45 p.m. on Monday, Wednesday and Friday. Public hours on Tuesday and Thursday are 8:00 a.m. until 7:45 p.m. The library is open on Saturday from 8:00 a.m. until 3:45 p.m. The library is always available to students during regular school hours. Students are required to have a pass from a teacher to go to the library, including during lunch. Passes are not required before and after school. Public hours are subject to change and are posted to the public.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

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

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 in the coming years—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.

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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is 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 District 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 presence 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.]

Trained Dogs

Unannounced searches for illegal substances using trained dogs are conducted during the school day several times throughout the year. (see FNF LOCAL)

Drug Testing

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 this policy. Testing shall be administered in a manner that respects student privacy and confidentiality. (For more information see policy FNF LOCAL.)

Metal Detectors

[For further information, see policy FNF.]

TRANSPORTATION

School-Sponsored

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 district website. Further information may be obtained by calling 972-775-1805.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

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 nearest home.
- Keep feet, books, band 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.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

VIDEOTAPING OF STUDENTS

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

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

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

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.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and 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

Midlothian High School regularly invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

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.

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 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 a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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 directory information, unless the 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, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to 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 Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined

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 the second 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.

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 by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, 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 Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

