

**WALNUT GROVE MIDDLE SCHOOL  
WILDCAT HANDBOOK  
2008-2009**

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**YOU BELONG HERE**



# **WALNUT GROVE MIDDLE SCHOOL**

990 N. Walnut Grove Road

Midlothian, Texas 76065

972.775.5355

Principal	Brian Blackwell
Assistant Principal	Roger Jaffe
Assistant Principal	Gina Florence
Counselor	Vanessa Gibson
Counselor	Judy Gotcher
Diagnostician?Counselor	Sheryl Ford
Diagnostician	Sharon Melick
Nurse	Carol Hitt
Secretary	Tammy Tovar
Attendance Clerk	Rita Windle
PEIMS / Registrar	Darla Blair
Receptionist	Melissa Tennery

## **MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT**

100 Walter Stephenson Road

Midlothian, Texas 76065

972.775.8296

Superintendent	Dr. J.D. Kennedy
Assistant Superintendent for Learning	Judy Walling
Assistant Superintendent for Finance	Dr. Ed Bigbee
Deputy Superintendent	Robin Bullock



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## **PREFACE**

To Students and Parents:

Welcome to school year 2008-2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The [\*Walnut Grove Middle School Student Handbook\*](#) provides 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 divides information 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 required courses, 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” refers to the parent, legal guardian, or any 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 is an attachment to this handbook, posted online and available in the principal's office.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that there will be yearly updates to the handbook, while policy adoption and revision may occur throughout the year. Changes in policy that affect 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 encourage parents to 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, the counselor, or the principal. Please note that references to alphabetical policy codes are included so that parents can refer to current Board policy. A copy of the District’s Policy Manual is available for review in the school office or online at [www.midlothian-isd.net](http://www.midlothian-isd.net).



# Walnut Grove Middle School

*Integrity, Respect, Pride*

## **Mission Statement**

Walnut Grove Middle School exists to meet the educational, social and emotional needs of all students in an environment that is safe, orderly, student-friendly, respectful and engaging.

## **The Wildcat Motto**

"You Belong Here!"

## **The Wildcat School Song**

WE ARE THE WALNUT GROVE WILDCATS  
WE ARE THE WHITE AND BLUE  
AS WE STAND AND SHOW OUR PRIDE WE  
ALWAYS WILL BE TRUE  
WE ARE THE WALNUT GROVE WILDCATS  
LOYAL THROUGH AND THROUGH  
WE WILL ALWAYS SHOW OUR PRIDE IN EVERYTHING WE DO

## **The Wildcat Grove Fight Song**

WE ARE THE WALNUT GROVE WILDCATS  
WE ARE THE BEST BY FAR  
WE WILL SHOUT IT LOUD AND CLEAR TO  
TELL YOU WHO WE ARE (GO WILDCATS!)  
WE ARE THE WALNUT GROVE WILDCATS IT'S  
PLAIN FOR ALL TO SEE  
WE WILL FIGHT WITH ALL OUR MIGHT FOR A  
WILDCAT VICTORY



# **Commitment to Excellence**

## **Walnut Grove Middle School**

**“The quality of a man’s life is in direct proportion to his commitment to excellence.”**

### **TEACHER’S COMMITMENT TO EXCELLENCE**

As a teacher at Walnut Grove Middle School, I am committed to the science of teaching and will demand excellence of my students, my fellow faculty members and of myself. I am committed to enhancing every student’s sense of personal self-worth and dignity. I believe that all my students, their parents, and my fellow faculty members have worth as an individual. I will provide an environment in my classroom that is conducive to learning. I am committed to providing engaging lessons for the students in my classroom.

I take learning seriously and expect those present in my classroom to do the same by working on the task at hand. I will encourage all students and will recognize their efforts toward academic achievement. No student in my classroom will be isolated because of my personal bias. I will strive for excellence in all areas.

**Teaching is a gift you give to others.**

### **STUDENT’S COMMITMENT TO EXCELLENCE**

As a student at Walnut Grove Middle School, I recognize the power of knowledge and wisdom. I understand I am a student so I might learn to my fullest capabilities, and my attitude is more important than my aptitude. My school responsibilities include listening and showing respect to my teachers and learning the basic skills so I might become expert in them. I also recognize that I have worth as an individual, and my future success is my own responsibility. I understand my learning experiences at Walnut Grove Middle School will contribute to my successful future, and learning is hard work. I will take learning seriously and will strive for excellence in all areas.

**Expect the best and you’ll get it.**

### **PARENT’S COMMITMENT TO EXCELLENCE**

As a parent of a Walnut Grove Middle School student, I want my child to have the best possible education, and I realize my support for the school system is essential in achieving excellence. I will provide a home environment that will encourage my child to learn and will stress the importance that homework assignments be completed each night. I take learning seriously and will encourage my child to discuss the learning activities of the school day with me. I will consult with my child’s teachers if I have concerns about the learning process. I will remind my child of the necessity of discipline in the classroom – especially self-discipline and accepting responsibility for one’s own behavior. I will encourage my child to set goals, to recognize the worth of the individual, and to strive for excellence in all areas.

**Children live what they learn.**



## The Three Traits of a Wildcat

# Respect

\*Considerate of others

\*Treats others with civility, courtesy, and dignity

\*Accepts personal differences in others

\*Works to solve problems without violence

\*Never intentionally ridicules, embarrasses, or hurts others

**A Cat treats other people the way he wants to be treated!**

# Pride

\*Learns from mistakes and failures

\*Does not give up just because things seem difficult

\*Does not procrastinate

\*Sets goals, stays focused and seeks opportunity

\*Maintains a positive attitude and looks for the brighter side of situations

**A Cat pursues worthy objectives with determination and patience while exhibiting a “can-do” attitude even when the going gets tough!**

# Integrity

\*Does not make excuses or blame others; is accountable for one’s own actions

\*Uses good judgment and thinks through the consequences

\*Exercises self-discipline and self-control

\*Always tries to do what is right, even when it’s costly or difficult

\*Is trustworthy and truthful

**A wildcat is true to his very best self!**



# CAT CITIZENSHIP

## *WILDCATS STRIVE FOR THE FOUR “P’S”*

**P-PROMPT**-WILDCATS ARE ON  
TIME TO SCHOOL AND TO CLASS

**P-PREPARED**-STUDENTS BRING  
BOOKS AND SUPPLIES TO CLASS

**P-POLITE**-STUDENTS ARE  
COURTEOUS AND RESPECTFUL OF  
OTHERS

**P-PRODUCTIVE**-WILDCATS  
WORK TO DO THEIR BEST IN EVERY  
ACTIVITY

### SECTION I



## IMPORTANT INFORMATION FOR PARENTS

This section of the Walnut Grove Middle 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. 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 972.775.5355 for an appointment. The teacher will usually return your call or meet with you during his or her conference period, before, or after school. [See **Report Cards/Progress Reports and Conferences**]
- Becoming a school volunteer.
- Participating in campus parent organizations. Parent organizations include: Parent Teacher Volunteers (PTV)
- 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]
- Attending Board meetings to learn more about district operations. [For further information, see policies BE and BED]



## **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 of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, 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 by 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; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- 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, and
  - 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 co-curricular 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 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. [For more information, see policy EHBK]
- To request in writing, if you are a non-custodial 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. [For more information, see policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct]
- To request the transfer of your child to another classroom or campus if your child has been determined by the Board or its 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. [For more information, see policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [For more information, see policy FDD(LOCAL)]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. [For more information, see policy FDD(LOCAL)]



## ***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 Grading Scale:**

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

### **Six Factors Impacting Grades:**

(1) Participation

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

(2) 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 activities.

(3) 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.

(4) 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).



(5) 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 the students at the beginning of the school year and be the same for all teacher in the respected department.

(6) 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. Students who fail a test will be given the opportunity to re-test for a maximum grade of 70. This is not inclusive of six weeks tests, benchmark tests, projects, or semester exams. 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 stand six weeks test or equivalent and appropriate for their content areas. Students enrolled in Pre A.P. courses will not have to option for re-testing.

**Grade Distribution Scale**

The grade distribution 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.

<u>Daily Grades</u>	<u>50%</u>	<u>Pre-AP 40%</u>
Warm Ups	Student participation	
Journal Writing	Accelerated Reader	
Vocabulary	Homework	
Quizzes	Group Work	
Activity/Worksheets	Notebooks	
Timed Writings	Check-Ups	
Maps		
<u>Major Grades</u>	<u>50%</u>	<u>Pre-AP 60%</u>
Projects	Demonstration of skill mastery	
Major Tests	Performances	
Six Weeks Exams and / or Unit Tests	Reports	
*Any combination of these may count as a major grade		
<u>Total</u>		<u>100%</u>



## **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 teachers may have a minimum of ten grades per six weeks grading period based on the advanced curriculum requirements.

## **Semester Averages**

Semester grades will be determined by numerical average with the following weights for each six weeks and exam.

First or Fourth Six Weeks	Counts 2/7
Second or Fifth Six Weeks	Counts 2/7
Third or Sixth Six Weeks	Counts 2/7
Semester Exam	Counts 1/7

## **Late Assignment Policy**

The late assignment policy is as follows:

10-Point deductions on all assignments turned in one class period past the due date.

20-Point deductions on all assignments turned in two-class period past the due date.

In the event the paper is not turned in by the second time the class meets, the grade will result in a zero. Students are allowed one late paper each six weeks. Parents will be contacted by teachers / teams if their child consistently violates the late paper policy. The team, with the assistance of the parent, will devise a plan to remedy the problem. Parents are encouraged to help monitor the academic progress of their child by routinely reviewing the student's organizational planner and grades on Power School.

## **Cheating**

Students involved in cheating on a test will receive a grade of zero. A student caught copying another student's assignment will receive a zero for the assignment. A student allowing another student to copy his or her assignment will receive a zero. Cheating may also result in disciplinary action.



## Conduct Grades For The Classroom

The teacher shall give conduct grades for classroom behavior. These grades will reflect the student's behavior under that teacher's supervision. In grades 6–8, conduct grades are reported to parents as:

- E = Excellent (Student’s behavior is good and in no way hinders the learning environment.)
- S = Satisfactory (Student’s behavior is acceptable and seldom needs correction by the teacher.)
- N = Needs Improvement (Student’s behavior is often disruptive, frequent correction by the teacher is required.)
- U = Unsatisfactory (Student’s behavior is unacceptable. Correction by the teacher is frequently required.)

## ***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 each 6 weeks.

At the end of the first three weeks of a grading period parents will be given a written unsatisfactory progress report via the student planner if their child’s performance in any course (Reading / Language Arts, Math, Science, or Social Studies) 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 at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the District and 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. [For further information, see policy EIA.]

According to School Board Policy, no six weeks grade below a “50” shall be recorded on report cards or permanent cumulative records. [For more information, see policy EIA] Students with “I” (Incomplete grades) on the last day of the grading period shall be given 7 calendar days to complete the work.

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.

### **Student Grades On-Line**

Parents may access their child's grades on-line by logging into [www.midlothian-isd.net](http://www.midlothian-isd.net) and click on Power School. Grades will be posted on a weekly basis. For more information contact the campus Registrar.

### **TESTING**

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day – but especially on test days – after:

- A good night's sleep;
- A good breakfast; and
- Dressing for the weather or for the temperature inside the testing center.

### **Semester Examinations**

Semester exams will be administered in all core subject areas: Reading / Language Arts, Math, Science, and Social Studies as well as elective classes. Semester exams will occur at the end of the first semester in January and again at the end of the second semester in June for the 2008 - 2009 school year.

### **State-Mandated Assessment Tests**

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

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

[For more information, see policy EKB]



### **Student Success Initiative**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Beginning in 2007–2008, the grade advancement requirements will apply to students who take the Grade 8 reading and mathematics TAKS and TAKS-I tests.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

### **TAKS Testing Dates for 2008-2009 School Year**

■ 7 <sup>th</sup> Grade Writing	March 3, 2009
■ 8 <sup>th</sup> Grade Reading	March 3, 2009
■ 8 <sup>th</sup> Grade Math	April 7, 2009
■ 6 <sup>th</sup> & 7 <sup>th</sup> Grade Math	April 28, 2009
■ 6 <sup>th</sup> & 7 <sup>th</sup> Grade Reading	April 29, 2009
■ 8 <sup>th</sup> Grade Science	April 30, 2009
■ 8 <sup>th</sup> Grade Social Studies	May 1, 2009

### ***MEDICINE AT SCHOOL***

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

- Only authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.



- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the District's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma may be permitted to possess and use prescribed asthma 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 and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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. [For more information, see policy FFAF]

### **Walnut Grove Middle School Guidelines:**

- All medication must be brought to the nurse's office upon arrival at school. All medication will be kept in the nurse's office (except by doctor's request).
- According to the Nurse Practice Act, the school nurse (RN) may refuse to give any medication that may be considered not in the best interest of the student.
- At the end of the school year, all medications should be picked up. Any medication not picked up will be destroyed.
- Immunizations are required of students twelve (12) years of age through high school. These immunizations must be kept up-to-date before a student will be allowed to enroll.
- D.T. – must have booster with the last 10 years.
- Polio – must have booster since 4<sup>th</sup> birthday.
- Measles – must have one dose after 1<sup>st</sup> birthday and a booster dose by the age of 12.

### ***PSYCHOTROPIC DRUGS***

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



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

### ***STEROIDS***

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

Bodybuilding, 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.

### ***STUDENT RECORDS***

Both federal and state laws 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.

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 a student becomes 18 or is emancipated by a court, control of the records go to the student. The parents may continue to have access to the records, however, 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 principal is custodian of all records for currently enrolled students at the assigned school. The principal 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 records requested or make other arrangements for the parent or student to review these 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 Rd., Midlothian, Texas 76065.

The address of the Principals' office is:

990 Walnut Grove Rd., Midlothian Texas 76065

A parent (or eligible student) 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 found in 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 or Superintendent's office or on the District's Web site at [www.midlothian-isd.net](http://www.midlothian-isd.net).

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as 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 by a phone call or a conference with the teacher. 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 or Superintendent's office or on the District's Web site at [www.midlothian-isd.net](http://www.midlothian-isd.net).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a written complaint and a request for a conference should be sent to the Assistant Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints.

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability [For more information, see policies EHBA and FB]
- Loss of credit because of excessive absences [For more information, see policy FDD]
- Removal of a student by a teacher for disciplinary reasons [For more information, see policy FOAA and Student Code of Conduct]
- Removal of a student to a disciplinary alternative education program [For more information, see policy FOAB and the Student Code of Conduct]
- Expulsion of a student [For more information, see policy FOD and the Student Code of Conduct]
- Discrimination on the basis of sex [For more information, see policy FB]
- Harassment of a student on the basis of race, color, religion, national origin, or disability [For more information, see policy FNCL and Student Code of Conduct]
- Sexual abuse or sexual harassment of a student [For more information, see policy FNCJ and the Student Code of Conduct]
- Instructional materials [For more information, see policy EFA]
- On-campus distribution of non-school materials to students [For more information, see policy FMA]
- Complaints against District peace officers [For more information, see policy CKE]



## ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. This includes Mock TAKS testing days, TAKS testing days, as well as semester exams and field days. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parent. Students will not be allowed to use their personal cell phones to call and request a parent pick them up if they are ill without permission from the school nurse or office staff. [For more information, see **Attendance**]

### **Late Arrival To School / Tardy Procedures**

A student who arrives to school after 8:35 a.m. must check in at with the attendance clerk to receive a pass for first period class. The student will be counted tardy and assigned a lunch detention. Repeated instances of tardiness will result in more severe disciplinary action.

A student is tardy if he or she is not in the classroom, seated 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 Power Grade.

A student that is tardy will be assigned a lunch detention. Excessive tardiness may result in other disciplinary procedures. Students missing more than 20 minutes of a class period will be considered absent and / or truant.

### **Withdrawing from School**

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

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

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



## SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are a transfer student.

### *ACADEMIC PROGRAMS*

The school counselor provides students and their parent’s information regarding academic programs. [For more information, see policy EIF]

Our aim at Walnut Grove Middle School is to provide a wide range of educational activities so each student will have the opportunity to have successful experiences in middle school. Listed below are the course offerings at each grade level for the 2008 - 2009 school year.

**Course Offerings:    Grade 6**

Language Arts	(grammar, spelling, writing, literature, and reading skills)
Math	(arithmetic, geometry, algebraic phrases, and equations)
Science	Integrated Science
Social Studies	World Geography and History
Physical Education	(Required)
Electives	Art, Music, Health, Excel Math, Band, Future Problem Solving , Speech, Spanish, Dance, Yearbook, and Theater

**Course Offerings:    Grade 7**

Language Arts	(grammar, spelling, writing, literature, and reading skills)
Math	(arithmetic, geometry, algebraic phrases, and equations)
Science	Integrated Science
Social Studies	Texas Geography and History
Electives	Art, Health, Excel Math, Band, Choir, Yearbook, Future Problem Solving, Peer Mediation, Theater Arts, Tennis, Technology Applications, Spanish, Speech, Physical Education, Athletics, Dance, and Cheerleading



**Course Offerings:    Grade 8**

Language Arts	(grammar, spelling, writing, literature, and reading skills)
Math	(arithmetic, geometry, algebraic phrases, and equations)
Science	Integrated Science
Social Studies	American Geography and History
Electives	Art, Health, Excel Math, Band, Choir, Tennis, Community Problem Solving, Peer Mediation, Theater Arts, Technology Applications, Spanish, Speech, Yearbook, Cat Reporter News, Physical Education, Athletics, Dance, and Cheerleading

***AWARDS AND HONORS***

The Honor Roll will be selected each six weeks as follows:

A Honor Roll	Students with no grade of less than 90 in any subject
B Honor Roll	Students with no grade of less than 80 in any subject



## ***BELL SCHEDULES***

### **Walnut Grove Middle School 2007-2008 Bell Schedules**

#### **Regular Schedule**

Tutoring / Teaming	8:00	-	8:30	
1 <sup>st</sup> Period	8:35	-	9:35	<b>Lunch Schedule</b>
2 <sup>nd</sup> Period	9:40	-	10:40	A Lunch: 11:50 - 12:15 [Class 12:20 - 1:30]
3 <sup>rd</sup> Period	10:45	-	11:45	B Lunch: 12:15 - 12:40 [Class 11:50 - 12:15; 12:45 - 1:30]
4 <sup>th</sup> Period*	11:50	-	1:30	C Lunch: 12:40 - 1:05 [Class 11:50 - 12:40, 1:10 - 1:30]
5 <sup>th</sup> Period	1:35	-	2:35	D Lunch: 1:05 - 1:30 [Class 1:50 - 1:05]
6 <sup>th</sup> Period	2:40	-	3:40	

#### **Pep Rally Schedule**

Tutoring / Teaming	8:00	-	8:30	
1 <sup>st</sup> Period	8:35	-	9:30	<b>Lunch Schedule</b>
2 <sup>nd</sup> Period	9:35	-	10:30	A Lunch: 11:35 - 12:00 [Class 12:05 - 1:15]
3 <sup>rd</sup> Period	10:35	-	11:30	B Lunch: 12:00 - 12:25 [Class 11:35 - 12:00; 1:30 - 1:15]
4 <sup>th</sup> Period*	11:35	-	1:15	C Lunch: 12:25 - 12:50 [Class 11:35 - 12:25, 12:55 - 1:15]
5 <sup>th</sup> Period	1:20	-	2:15	D Lunch: 12:50 - 1:15 [Class 11:35 - 12:50]
6 <sup>th</sup> Period	2:20	-	3:15	
Pep Rally	3:15	-	3:40	

#### **Early Release Schedule**

Tutoring / Teaming	8:00	-	8:30	
1 <sup>st</sup> Period	8:35	-	9:10	<b>Lunch Schedule</b>
2 <sup>nd</sup> Period	9:15	-	9:50	A Lunch: 10:35 - 11:00 [Class 11:05 - 12:15]
3 <sup>rd</sup> Period	9:55	-	10:30	B Lunch: 11:00 - 11:25 [Class 10:35 - 11:00; 11:30 - 12:15]
4 <sup>th</sup> Period*	10:35	-	12:15	C Lunch: 11:25 - 11:50 [Class 10:35 - 11:25, 11:55 - 12:15]
5 <sup>th</sup> Period	12:20	-	12:55	D Lunch: 11:50 - 12:15 [Class 10:35 - 11:50]
6 <sup>th</sup> Period	1:00	-	1:35	

#### **Exam Schedule**

Tutoring / Teaming	8:00	-	8:30	<b>Lunch Schedule</b>
1 <sup>st</sup> / 2 <sup>nd</sup> Period Exam	8:35	-	10:10	A Lunch: 10:15 - 10:40 [Class 10:45 - 11:55]
3 <sup>rd</sup> / 4 <sup>th</sup> Period Exam	10:15	-	11:55	B Lunch: 10:40 - 11:05 [Class 10:15 - 10:40; 11:10 - 11:55]
5 <sup>th</sup> / 6 <sup>th</sup> Period Exam	12:00	-	1:35	C Lunch: 11:05 - 11:30 [Class 10:15 - 11:05, 11:35 - 11:55] D Lunch: 11:30 - 11:55 [Class 10:15 - 11:30]



## ***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 are not private and may be monitored by District staff.

[For more information, see policy CQ]

## ***COUNSELING***

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings. Each spring, students in grades 6 through 8 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic opportunities.

### **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 schedule a conference with one of the counselors.

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

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

## ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in 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.

State law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition, govern eligibility for participation in many of these activities. 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 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’s standards of behavior.

[For more information, see policies FM and FO]

### **WGMS Clubs and Organization**

- National Junior Honor Society
- Student Council (Elected)
- Yearbook Staff
- Computer Cats
- Cat Dancers
- Cat Leadership
- Community Problem Solvers
- Cheerleaders
- Theater
- Cat Reporter News



## **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 at the club / organization meetings. An administrator must approve campaign posters before being posted in the school.

## ***HOMWORK***

Occasionally, students will be assigned homework to complete outside the class period. Parents are encouraged to monitor the academic progress of their child by using Homework Online, Power School, and reviewing the student's organizational planner provided by WGMS. [For more information, see **Grading Guidelines, Homework Online, Report Cards / Progress Reports and Conferences, and Student Organizational Planner**]

### **Homework On-Line**

Students can parents can check homework assignments online at the MISD website. This informational tool keeps students and parents up-to-date on work that was covered in class, as well as homework that may have been assigned. To access this tool, enter [www.midlothian-isd.net](http://www.midlothian-isd.net).

Once on the MISD homepage, look for the icon titled Homework Online! and double-click. Next, double-click on the campus name. Then, find the subject area and teacher that your child has and double-click. Once the page is opened, you will find updated classroom information.

## ***PROMOTION AND RETENTION***

A student will be promoted only based on 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.

Students at WGMS must pass (70 or higher) all four core subject areas to be promoted to the next grade. Students who do not meet these requirements may be required to attend Summer School in the deficient subject area.

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<sup>st</sup> and May 1<sup>st</sup> 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 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 assessments 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 assessments in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. 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. [For more information, see policy EIE]

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

### ***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 Judy Gotcher or Vanessa Gibson, Walnut Grove Middle School counselor at 972.775.5355.

### **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 Judy Gotcher or Vanessa Gibson, Walnut Grove Middle School counselor at 972.775.5355.

### ***STUDENT ORGANIZATIONAL PLANNER***

Every student at WGMS will be provided a student organizational planner at the beginning of the school year. This planner will serve as an organizational tool and is required of all students. The planner is an essential part of the student's daily lessons and should contain lesson objectives, homework assignments for each class attended and serve as the student's hall pass. The student planner also serves as the vehicle for communication for three-week progress reports. If the student loses the planner, the replacement cost is \$10.00 and must be replaced as soon as possible.

### ***SUMMER SCHOOL***

Students who do not perform satisfactorily on the state exams, called the Texas Assessment of Knowledge and Skills (TAKS), are strongly encouraged to attend Summer School. A fee will be charged to each student that participates in Summer School. Transportation will not be provided for students attending Summer School.

Students at WGMS must pass (70 or higher) all four core subject areas to be promoted to the next grade. Students who do not meet these requirements may be required to attend Summer School in the deficient subject area.

### ***TEXTBOOKS***

State-approved textbooks are provided to students free of charge for each subject or class. Textbooks are checked-out to students by scanning the student ID number and / or student ID card. 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, the student will be provided textbooks for use at school during the school day.

### ***TUTORING / ACADEMIC ASSISTANCE***

Walnut Grove Middle School offers academic assistance in Reading / Language Arts, Math, Science, and Social Studies before school. The program is offered Monday, Wednesday, and Friday from 8:00 to 8:25 in the morning. Students needing assistance for morning sessions must get a pass from the teacher the day prior to academic assistance.



## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on 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. They are discussed in the following sections:

#### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

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

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



## **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 the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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. [For more information, see policy FEB]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

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.



## 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 the Attendance Office by 10:00 am each day that the student is absent and inform the 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:

Full Name of the Student

Date of Absence(s)

Reason for Absence(s)

Signature of the Parent

### WGMS Conditions For Excused Absences:

- The student provides a signed **doctor's note** within 2 school days of the absence describing the reason for the absence;
- The student provides a signed **parent's note** within 2 school days of the absence describing the reason for the absence, provided that the student is not currently in violation of the 90% attendance rule.
- Absences will be marked as unexcused if notes are received more than two (2) school days after the student returns to school.
- Parent notes will be accepted only up to the 90% attendance rule after which students must provide a doctor's note to excuse any more absences from school.

### Excused Absences

The District accepts the following as extenuating circumstances for the purpose of granting credit for the class and excused absences must be for the following reasons:

- An absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the superintendent, teachers, or principal.
- Absence with prior approval of building principal.

Family trips must have prior approval through the appropriate building administrator for these trips to be considered excused absences.

Prior arrangements for absences shall be subject to the following requirements:

- The parent shall be required to notify the principal or designee in writing at least one week in advance.
- Make-up work resulting from the absences shall be required to be turned in to the teacher within the same number of days that the student is absent from school. For other make-up work, such as test or projects, see the teacher. [For more information, see policy EIAB]



- Permission shall not be granted for absences during six-week testing, semester exam testing or state-mandated testing periods.
- A maximum of five consecutive school days or one trip per year shall be allowed. Prearranged absences are subject to the 90 percent attendance requirement in order for credit to be earned in each subject or class missed. [For more information, see policy FEC]

A student absent from school may not be allowed to participate in school-related activities on that day or evening as determined by the principal. A student absent from school without permission or who leaves campus without properly checking out at the Attendance Office will be considered truant and subject to disciplinary action.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parent. Students will not be allowed to use their personal cell phones to call and request a parent pick them up if they are ill without permission from the school nurse or office staff.

### **Extracurricular Activities, Clubs and Organizations**

State law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition, govern eligibility for participation in many of these activities. The following attendance requirements apply to all extracurricular activities:

- 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.

### **Makeup Work**

#### ***Routine and In-depth Makeup Work***

For any class missed the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For more information, see policy EIAB]

Students with excused absences will be allowed to make up missed work at 100% maximum worth. Students with unexcused absences will be permitted to make up work at 80% maximum worth. In both cases, students will be allowed the number of days they were absent to make up and turn the work into the appropriate teacher(s).



A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Any student who misses a semester exam with an unexcused absence will be given a grade of zero for his or her exam grade.

### ***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, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The District may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [For more information, see policy FOCA]

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. [For more information, 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.

### **Late Arrival To School / Tardy Procedures**

A student who arrives to school after 8:35 a.m. must check in at with the attendance clerk to receive a pass for first period class. The student will be counted tardy and assigned a lunch detention. Repeated instances of tardiness will result in more severe disciplinary action.

A student is tardy if he or she is not in the classroom, seated 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 Power Grade.

A student that is tardy will be assigned a lunch detention. Excessive tardiness may result in other disciplinary procedures. Students missing more than 20 minutes of a class period will be considered absent and / or truant.

### ***BACK-PACKS / BOOK-BAGS***

For safety and logistical reasons, students will be expected to leave their back-pack or book-bag in their assigned locker during the school day. These items are not permitted inside the classroom. Students may bring their back-pack or book-bag to their last period class.



## ***CELL PHONES, TELECOMMUNICATIONS / ELECTRONIC DEVICES POLICY***

Students are not permitted to possess such items as radios, CD / DVD players, tape recorders, camcorders, cameras, 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.

Paging devices, beepers, cellular phones, and other electronic communication devices shall not be used during the instructional day. These devices must be kept in the student's locker or concealed in the student's backpack, purse, or pocket in a deactivated mode during the instructional day. The device must be kept out of view at all times.

Students found to be in violation of this policy shall have the item confiscated for five school days and returned to the parent or student only after payment of a \$15.00 administrative fee.

The District reserves the right to dispose of a confiscated telecommunications device, provided the student's parent and the telecommunications company have been given 30 days' notice of the intent to dispose of the device. The campus administration shall make every reasonable attempt to return all telecommunication devices to their owners at the end of each school year, provided all requirements of this policy have been met. [For more information, see policy FNCE and Texas Education Code 37.082]

## ***CONDUCT***

### **Applicability of School Rules**

As required by law, the Board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of 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 will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Social Events / Dances**

School rules apply to school social events to which a student brings a guest. 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.

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



Walnut Grove Middle School dances are an important activity, which enable students to socially interact with one another. These dances provide a positive, enjoyable setting that fosters positive peer relations and social interaction.

- School dress code and rules apply to all school dances.
- WGMS dances are for Walnut Grove Middle School students only in grades 6 through 8.
- Students may not attend school dances that have been placed in ISS for disciplinary action within the six-week period.
- All school dances begin at 7:00 pm and end at 9:00 pm. Any student leaving before the official end of the dance will not be readmitted.
- Parents are welcome to attend all dances.

### **Disruptions**

As identified by law, disruptions include the following:

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

### **Crowd Control Policy**

It is the hope that every member of our community will support and become a part of our athletic program through attendance at all athletic events. We believe the entire community must be involved if the program is truly going to succeed. However, everyone in the school and the community must understand certain safeguards are in place to insure that everyone conducts himself or herself in a way to make the event a rewarding and safe experience for both the teams and the officials.



It is of extreme importance to understand that all contests are under control of the University Interscholastic League. All participants and fans are subject to and under the authority of the UIL. through the respective schools. Each school is solely responsible for the conduct and actions of its employees, students, and fans during any UIL. sanctioned event. The following are a list of guidelines, which Midlothian Independent School District will adhere to and strictly enforce without exception:

- There will be a designated administrator assigned to all home contests as well as adequate security readily available.
- All students, staff members, participants, and spectators will be expected to conduct themselves in a sportsmanlike manner.
- Failure to comply with rules will result in appropriate action, which can include disciplinary action in the case of a student or staff member, to include being banned from attending future UIL. events for a period of up to one calendar year. Any disruptive behavior will result in the immediate ejection from the contest facility, and in the case of misconduct, could include both removal from the premises, being banned from all events for up to one calendar year, as well as being arrested and taking whatever legal action deemed necessary. This applies to all hometown individuals, equally, and all other attending individuals.
- At no time will any individual be allowed to enter team areas or playing areas. Such an act will mean immediate removal from the premises without exception.
- At no time will Midlothian Independent School District tolerate anyone verbally or physically threatening the safety of a game official. Midlothian Independent School District will take any action necessary to insure the safety of all game officials at all times.

The guidelines set up by UIL. policies regarding responsibility of crowd control and game management will be enforced without exception. Referral to the State Executive Committee for Penalty and Referral to the SEC should occur only after the District Executive Committee has investigated the case and is convinced of the guilt of the individual. Referral should also carry a specific recommendation for a penalty exceeding private reprimand. It is necessary for the DEC to forward all the evidence upon which it has based its recommendation to the SEC.

### **Voluntary Student Assemblies**

Each school principal shall determine, at his or her own discretion, whether student attendance at particular assemblies offered at WGMS shall be mandatory or whether it shall be voluntary. In the event that attendance at an assembly is determined to be voluntary, any announcement or notice regarding scheduling of the assembly shall include notification that the assembly is voluntary and shall notify the students of an alternative location on the school campus where students must go for a school-supervised study hall in lieu of attendance at the assembly. Attendance at assemblies at which student-initiated religious expression is contemplated shall be declared voluntary by the principal.



## **Lunch Detentions**

At times students may be assigned to lunch detention for one of the following reasons:

- Gum
- Tardy
- Lack of school supplies such as paper, pen, pencil, notebook, textbook
- Assigned during lunch by an administrator for disruptive lunch room behavior

Students are to report to the lunch detention area and check in with the appropriate administrator or lunch monitor. Students will be given permission to go to the lunch line once the lunch period has begun. Students will make one trip to the lunch line or snack area and return to their assigned seat. Talking is not permitted during lunch detention. Students will be released from the Cat Cafe by the appropriate administrator at the end of the lunch period.

## **After-School Detentions**

Detentions will be held Monday through Friday from 3:50 to 4:35 in the afternoon. Students who are assigned to detention will be given one day's prior notice so that they may arrange transportation. If a student fails to attend an assigned detention for any reason, he or she may be assigned two detentions. If a student misses either of the double detentions, an office referral will be written and the student shall be assigned a Long D-Hall, held every Thursday from 3:50 - 5:20 in the afternoon. If a student misses the Long D-Hall, the student shall be assigned ISS or receive corporal punishment.

## **In-School Suspension (ISS)**

In-School Suspension is an attempt to prevent a high number of out-of-school suspensions. In-School Suspensions keep students in school, allow students to progress in their schoolwork, and places the responsibility for the student's behavior upon himself or herself.

Students are assigned to ISS for various disciplinary reasons. The assignment to ISS is usually for 2-day duration of 12 class periods for a six-period school day. Students are required to attend ISS as they would any other class. ISS meets during regular school hours and students are segregated from the rest of the student population on campus during the assignment period. All school rules and regulations are in effect while a student is in In-School Suspension. Student work completed in ISS will be graded at 100% maximum worth. Rules for ISS are as follows:

- Class begins at 8:35 am and ends at 3:40 pm.
- Students must bring their own school supplies and materials.
- Students will eat lunch in the Cat Cafe either before or after the normal school lunches. Students may bring their own sack lunch or purchase a lunch from the hot lunch line.
- Students must complete their assignments while in ISS.



- Absences during ISS will be made up in ISS.
  - Students are not to communicate among other ISS students, verbal, written, or otherwise, without permission from the teacher.
  - Students will not be allowed to leave their assigned space unless permission is obtained.
  - Days may be added to the ISS assignment for not following ISS rules and regulations. Continued disruption in ISS may result in suspension.
  - Students in ISS are suspended from all extra-curricular activities during the time they are assigned to ISS inclusive of school-sponsored dances and activities.
- Note: Students may practice in an extra-curricular activity when in ISS; however, if the student is in ISS on the day of a game or event, the student is not allowed to participate.**

### **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.

### **Disciplinary Alternative Education Program (DAEP)**

The Midlothian Independent School District’s Alternative Education Program was conceived as a meaningful educational setting for students. This facility was created to provide a more in-depth approach to dealing with the problems DAEP students face. Students are referred to the DAEP Campus for persistent misbehavior or serious offenses as defined by state law.

All students entering DAEP for the first time will go through an orientation session conducted by the DAEP Coordinator prior to reporting to class. This orientation will cover all rules and policies concerning DAEP. **Parents are required to attend this orientation session.** Students and parents will have an opportunity to ask questions concerning clarification of rules. This session will cover questions and explanation of rules. The justice or injustice of the assignment to DAEP, the rules or procedures will not be discussed.

Students are to bring all of their textbooks and notebooks with them to DAEP. DAEP teachers will have assignments for them from those textbooks.

DAEP classes begin at 7:30 am and end at 2:30 pm. Bus transportation will not be provided for students assigned to DAEP.

Participation and practice in any extra-curricular activities are suspended during the student’s entire assignment to DAEP. There will be no exceptions. While in DAEP, students may not go to any school campus for any reason or attend any school-sponsored activities. Any student violating this rule will be subject to suspension and charges filed for criminal trespassing.

For more information on DAEP, call 972.775.5311.



## ***CHECK ACCEPTANCE POLICY***

In the event that a check written to any Midlothian ISD campus, club or organization is returned unpaid, MISD or its agent will redeposit the check electronically. Additionally, understand that MISD may electronically collect a **returned check fee of \$30 plus applicable sales tax**. The use of a check for payment is ACKNOWLEDGEMENT AND ACCEPTANCE of this policy and its terms.

## ***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 Department of State Health Services 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 Department of State Health Services 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/>.

## ***DELIVERIES***

Students who are recipients of floral and balloon deliveries will be given a note from the office to pick up items at the end of the day.



## ***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.

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

### **Non-School Materials...from Students**

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

The principal will designate an appropriate location for approved non-school materials to be placed for voluntary viewing by students. [For more information, 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 person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [For more information, see policies DGBA, FNG, or GF]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).



- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

### **Religious Materials**

The following guidelines and statements of policy have been developed by the School Board and its attorneys to apply to the distribution of religious books or literature, which may be offered to schools for distribution. The procedures contained in this policy are the only procedures authorized by the District and shall be the sole method of handling materials of this nature.

- No distribution of books or literature with a religious content may be undertaken in the classrooms, homerooms, student assemblies, or any portion of school property by school employees, staff, or persons from outside the school.
- Because students in the Midlothian schools have First Amendment rights to expression, students will be allowed to distribute books or other material without regard to the religious nature of its content, as long as the manner of distribution does not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school.
- Any student wishing to distribute literature or other written materials in the school must register with the principal or his or her designee and provide a copy of the proposed distribution at the time of registration.
- In order to provide appropriate discipline in the operation of the school, the principal may, in his or her sole judgment, impose regulations regarding time of distribution, the place of distribution, and the manner of distribution of such materials. These regulations shall be applied equally to all distribution of materials, without regard to the content of material.

Nothing in this policy shall be construed as limiting the ability of the District to accept donations of materials to become part of the school library for use in research or study. Any such donated material shall be limited to two copies and shall be kept in the same place in the school library where other materials or similar content are kept.

Nothing in this policy shall be construed as a limitation on the right of any non-curriculum related student group to distribute literature at meetings to its members or guests under the provisions of 20 U.S.C. 4071 et seq. (equal access).



## ***DRESS AND GROOMING***

### **DRESS AND GROOMING 2008-2009**

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.

#### **Hair**

1. Hair will be kept clean.
2. The use of natural colored hair dye is permitted. Any colors that are not deemed natural color will not be allowed.
3. Tipping or highlighting hair will be permitted as long as it is a natural hair color.
4. Any unusual streaks or patterns will not be permitted.
5. Unusual haircuts or styles such as Mohawks, 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 will not display obscene prints or symbols.
2. Apparel such as jeans and shirts that students write on and/or allow other students to write on are prohibited.
3. Lewd, vulgar, obscene, or suggestive language/designs on clothing is prohibited.
4. Logos of clothing manufacturers, universities, colleges, or professional teams will not normally be challenged.
5. Advertisements or symbols that can be interpreted as promoting, depicting, or insinuating the use of drugs, alcohol, tobacco products, demonism, violence or of a sexual nature are prohibited in the academic classroom.
6. 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 will be worn with only one button opened at the collar.
7. Tank tops and spaghetti straps are prohibited.
8. Un-tucked shirts may not extend below the middle of the thigh.
9. All pants, skirts, and shorts shall be sized appropriately and worn at the waist with no sagging.
10. 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.



## 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.

*Revised by Staff and Principals on 2-4-08; submitted to MHS/FSMS/WGMS Student Councils for review on 4-1-08; and presented to the MISD Board of Trustees on 4-21-08 for approval.*

### ***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. [For more information, 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 or on the District's Web site.

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.



## **Reporting Procedures**

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

## **Investigation of Reported Harassment**

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 Board 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. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

A student or parent who is dissatisfied with an 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, Assistant Director of Athletics  
100 Walter Stephenson Rd.  
Midlothian, Texas 76065  
972.775.8296
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Lisa Knight, Director of Special Populations  
100 Walter Stephenson Rd.  
Midlothian, Texas 76065



- All other concerns: See the Superintendent

Dr. J.D. Kennedy  
100 Walter Stephenson Rd.  
Midlothian, Texas 76065  
972.775.8296

### **Services for the Homeless and for Title I Participants**

Other designated staff members you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students:

Lisa Knight, Director of Special Populations  
100 Walter Stephenson Rd.  
Midlothian, Texas 76065  
972.775.8296

- Parent Involvement Coordinator, who works with parents of students participating in Title I programs:

Lisa Knight, Director of Special Populations  
100 Walter Stephenson Rd.  
Midlothian, Texas 76065  
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, see **Student Fees** or contact Judy Gotcher or Vanessa Gibson Walnut Grove Middle School counselor, 972.775.5355.

### ***FUND-RAISING***

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For more information, see policies FJ and GE]



## ***HEALTH-RELATED MATTERS***

### **Clinic**

The clinic should be used for the purpose of receiving first aid treatment for injuries or for sudden illnesses. When the nurse is not on campus a substitute nurse will provide services on campus or the student should report to an assistant principal's office.

When it is necessary for a student to go to the nurse, he or she must first get a pass via the student planner from his or her classroom teacher or an assistant principal. The student must be sure to sign in and out of the clinic.

When the student returns to class later in the period or the next day, the teacher must ask him or her for verification in the student planner from the clinic indicating how long the student was in the clinic and the time the student left the clinic.

### **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 and at school-sponsored and school-related activities. [For more information, 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 Dale Cheek 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 Dale Check at 972/775-1148.

#### **Vending Machines**

The District has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines, see the building principal. [For more information, see policies CO and FFA]

## ***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, rubella (measles), rubella, mumps, tetanus, Haemophilus influenzae 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 more information, see policy FFAB and the Department of State Health Services Web site: [http://www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm)]

## ***LAW ENFORCEMENT AGENCIES***

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.



- To comply with a properly issued directive to take a student into custody.

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For more information, see policy GRA]

### ***OBLIGATION LISTS***

When a student has not paid a fine owed to the school, including lunch charges, library fines, lost book fines, and damaged school equipment fines, the student will not be allowed to receive his or her report card until the fines are paid. The students who owe such fines, will have their name placed on the "Obligation List." After the fine is paid, the student will be taken off the list and may come to the office to receive his or her report card.

### ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

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

A minute of silence will follow recitation of the pledges. Each 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. [For more information, see policy EC]

### ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

Documentation of physical examinations is needed for participation in school athletics and must be provided by the athlete's parent 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 documentation of recent 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, and 7 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 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 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.

[For more information, see policy FFAA]

## ***PRAYER***

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

## ***SAFETY***

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

- Avoid conduct that is likely to put the student or 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 any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.



## **Accident Insurance**

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

## **Drills: Fire, Tornado, and Other Emergencies**

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

### ***Fire Drill Bells***

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

### ***Tornado Drill Bells***

5 bells	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 would 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**

On days when the weather is bad and there is a possibility of school being cancelled, please tune your TV to KXAS (Channel 5), WFAA (Channel 8), or your radio to WBAP 820 on the AM dial for current school closing information.

## ***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:

- Cat Cafe for students arriving at 7:45 a.m. Students should be seated in the cafe until 8:00 a.m.



- Beginning at 8:00 a.m. students will report to their designated areas for their grade level.
- 6<sup>th</sup> Grade students and students eating breakfast report to the Cat Cafe.
- 7<sup>th</sup> and 8<sup>th</sup> grade students report to the gym bleachers.
- Tutorials with Student Planner pass beginning at 8:00 a.m. on Monday, Wednesday, and Friday.
- Band and Choir hall with Student Planner pass beginning at 8:00 a.m. on Monday, Wednesday, and Friday.
- Library with Student Planner pass beginning at 8:00 a.m. Monday through Friday.

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 building immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor in accordance with Board policy.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a Student Planner hall pass to be outside the classroom for any purpose. Failure to comply 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. For additional information, contact Bobby Green, Director of Food Services at 972.775-1148.

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]



### ***ID Cards***

Middle school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time, anywhere on school premises until after the end of the last lunch period. For a copy of the complete FMNV policy, please contact the building principal at 972.775.5355.

The Midlothian Independent School District, in cooperation with Aramark Food Service Department, has adopted a computerized Point of Sale payment system for all school meals purchased in the district's cafeterias. The system includes personal student ID cards for every student. All student ID cards include the student's ID number. Secondary school students also have his/her picture on the card.

Every student will have his/her own personal lunchroom account based on his/her current student ID number. Breakfast and lunch will be included in the same account. Students can access their accounts on the PIN pads located at every register by entering his/her student ID number or by swiping the ID card. It is strongly recommended that all students remember their numbers in case their card is lost. If a card is lost more than twice, a \$5.00 replacement fee will be charged.

It is encouraged that parents deposit money into the student's account, although they may still pay with cash. Monies paid into a student account can only be used for the purchase of meals. All *a la carte* items must be paid for with cash or with money already added to the account. There will be zero charging allowed on the *a la carte* lines. When sending money by check or cash, please include the student's full name on the check or envelope to ensure that the money is deposited into the correct account. When money is added to an account, the student ID card then works like a debit card.

If your child qualifies for free or reduced price meals, this information is securely contained with the system and the meal will be processed just as it is for all other students. If your child has allergies to certain food, you must submit a doctor's note indicating the name of the food(s). In addition, you must contact the food services department. A note will be placed on your child's account and a warning message will appear on the cashier's screen when your child swipes his/her ID card.

If you would like a copy of the transactions of your child's account at any time or for any reason, the Food Service department at the campus will provide one for you.

### ***Breakfast***

There will be a breakfast program from 8:00 a.m. to 8:20 a.m. each day. Prices will be determined at the beginning of each year in accordance with food prices. Charges will not be allowed for breakfast.

### ***Lunch***

The cafe menu provides a well-balanced hot lunch at a nominal cost to the student. Students may choose lunch from the hot lunch line, snack line or items from the vending machines. Students may not purchase items from vending machines in the teacher's lounge / workroom at any time during the day. Students may also bring a sack lunch from



home (including beverage). Parents are invited to have lunch with their child at school during the child's lunch period. [For more information, see **Visitors to the School** ]

Walnut Grove Middle School has four lunch periods during the 4<sup>th</sup> period. Every student will eat during their assigned lunch period and must go to the Cat Cafe, whether or not they will be eating a lunch. Students are to remain in the cafe until dismissed by an administrator to return to class.

Student Identification cards are issued to students at the beginning of the year. Parents may deposit money into their child's individual meal account allowing for the purchase of breakfast or lunch. The student must have the card with them during breakfast or lunch. This card is coded to the individual student and may not be used by another student. A student may not use another student's identification code to charge lunch and doing so may result in disciplinary consequences.

Courtesy, cleanliness, and orderly conduct are essential on the student's part in order to maintain a pleasant atmosphere.

### **Cat CAFE EXPECTATIONS**

At all times Cats should exhibit good manners when making use of the Cat Cafe.

A Cat is expected to:

- Treat lunchroom personnel with respect at all times.
- Enter and exit the cafe in an orderly fashion.
- Take their place at the end of the line and wait their turn.
- Remain seated in the location they first choose when entering the cafe.
- Walk in the cafe at all times.
- Talk and laugh appropriately.
- Refrain from throwing or tossing food or any other item in the cafe.\*
- Clean up after themselves and assist with keeping the cafe clean.
- Eat one's own lunch and refrain from disturbing another's food or taking food from other's without their permission.
- Keep all food in the cafe.
- Follow directions given by administrators, lunchroom monitors and personnel.

*\*Throwing or tossing food or any other item in the cafe is an immediate referral to the appropriate administrator resulting in a two-day ISS placement.*

#### ***Lunch Procedures: Mock TAKS Testing and TAKS Testing***

Students are required to bring a sack lunch during the Mock TAKS testing and TAKS testing days.

To decrease the disruption to the testing environment, students will not be permitted to have lunches delivered to them from outside sources.



Students may order a sack lunch from the Cat Cafe that will be charged to the student's account. [For more information, see **Testing**]

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the instructional day with a teacher permit. The guidelines regarding the checking out of books and behavior required while in the library will be presented by the librarian during library orientation.

## **Meetings of Non-curriculum-Related Groups**

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

## **Office Telephone Usage**

Students may use the office phone with permission from office personnel. Students are to sign the "Telephone Log" with their name, date, time and person to whom they are placing the call.

## **Vandalism**

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

## ***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.

## **Student Searches**

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

*U.S. Const., Amend. 4; New Jersey v. T.L.O., 105 S Ct. 733 (1985); Jones v. Latexo, 499 F. Supp. 223 (1980).*

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes 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.



## **Students' Desks and Lockers**

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by Board 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.

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

## ***STUDENT FEES***

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.



- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities that are 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.]

## ***TRANSPORTATION***

### **School-Sponsored Trips**

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

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Don Green, Transportation Manager at 972.775.1805 or online at [www.midlothian-isd.net](http://www.midlothian-isd.net).

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, 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.

### ***VIDEO CAMERAS***

For safety purposes, video/audio equipment may 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.

### ***VISITORS TO THE SCHOOL***

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 main office. Visitors will be required to present their driver's license prior to receiving a visitor's pass and access to the building.

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

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

In addition to wearing the ID badge, visitors / volunteers will be required to complete a current criminal history record check (CHRC) if they:

1. Participate in classroom activities during the instructional day (volunteering, organizing, attending programs, assisting with parties, reading with children, tutoring, etc.)
2. Chaperone or supervise learners during the instructional day on field trips or any other school-sponsored activities (Field Day, special grade level events, extra-curricular events, etc.)
3. Chaperone a school dance or event outside the instructional day.

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

MISD and Walnut Grove Middle School take great pride in creating a safe, caring learning environment for students and staff daily.





## 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.

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

**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 disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction 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 for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

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

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

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

**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-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes 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 if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the Board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a 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 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.