

# ELEMENTARY STUDENT HANDBOOK

# MIDWAY

**INDEPENDENT SCHOOL DISTRICT**

2011 - 2012

Castleman Creek Elementary  
Hewitt Elementary  
South Bosque Elementary  
Speegleville Elementary  
Spring Valley Elementary  
Woodway Elementary

**MIDWAY INDEPENDENT SCHOOL DISTRICT**  
**2011-2012 ELEMENTARY STUDENT HANDBOOK**

**FOREWORD TO PARENTS**

This Handbook is designed to provide you with the information you need to understand the rules and regulations that govern Midway Schools. The Handbook is designed to be in harmony with Board Policy. This document is updated annually. Policy adoption and revision is an ongoing process. Changes in policy that affect the Handbook will be communicated to staff, students and parents. Policy changes during the year supersede the provisions found in this Handbook. If you have any questions concerning this handbook, please call the school principal.

**TABLE OF CONTENTS**

**STUDENT HANDBOOK**

I. ATTENDANCE .....	1
II. CAMPUS INFORMATION .....	2
III. DRESS AND GROOMING GUIDELINES .....	10
IV. GUIDANCE SERVICES .....	11
V. HEALTH SERVICES .....	11
VI. PROMOTION AND RETENTION OF STUDENTS .....	15
VII. REPORT CARDS.....	15
VIII. STATE TESTING REQUIREMENTS .....	16
IX. STUDENT RECORDS .....	16
X. STATEMENT OF NONDISCRIMINATION .....	17
XI. SERVICES FOR CHILDREN AND YOUTH IN TRANSITION .....	17
XII. PESTICIDE & ASBESTOS MANAGEMENT PLAN.....	17

## I. ATTENDANCE

### A. School Hours

All elementary campuses will maintain the following hours during the school year:

7:15 a.m.	Building Opens
7:15-7:50 a.m.	Breakfast Served
8:00 a.m.	School Begins, Tardy Bell Rings
3:20 p.m.	School Dismissal

### B. Requirements

Compulsory attendance laws will be followed according to TEC Section 25.085 unless exempted by TEC Section 25.086 and Midway ISD Policy FDC. To receive credit in a class, students must be in attendance for at least 90% of the days during a semester. Students in attendance for fewer than 90% of the days in a semester will not be given credit for the class unless the excessive absences are the result of extenuating circumstances as determined by the Attendance Committee. The student who has medical or dental appointments will be considered as present according to state guidelines if a signed doctor's note is returned to the office and the child attended school during the time period before and/or after the appointment.

1. A child who is required to attend school under this section shall attend school each day for the entire period the program of instruction is provided.
2. Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18<sup>th</sup> birthday shall attend school.
3. On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

### C. Absences

1. The parent/guardian should call the campus office and report the student's absence on the day the student is absent, not upon his or her return to school. If the parent is unable to call the school, a note signed by the parent describing the reason for the absence should be sent upon the student's return to school. Parents must call every day a student is absent.
2. Teachers are more than happy to assist their students who are required to stay at home because of illness by sending home books and assignments. When requesting a student's assignments, please call the office before 10:00 a.m. on the third consecutive day of a student's absence to request assignments. The assignments will be ready by 3:00 p.m.  
REQUESTS FOR STUDENTS' ASSIGNMENTS WILL NOT BE ACCEPTED FOR ONE-DAY ABSENCES.
3. The official State of Texas attendance count is taken during the second instructional hour each day. The State funds the school based on the number of students present during that time period. The student who has medical or dental appointments will be considered as present if a signed doctor's note is returned to the office and the child attended school during the time period before and/or after the appointment.
4. TARDIES  
According to Texas Education Code 25.082, a school day shall be at least seven hours long. Parents must sign in children who are tardy to school. THERE MAY BE ADDITIONAL CONSEQUENCES FOR EXCESSIVE TARDIES, including the filing of charges for violation of the Texas Compulsory Attendance Law.
5. PARENT CONTRIBUTING TO TRUANCY Sec. 25.093.
  - a. If the parent of a child fails to require the child to attend school as required by law, a notice will be sent as required by Section 25.095. If the child has absences for the amount of time specified in Section 25.094, the parent commits an offense. Failure to receive such a notice does not create a defense from prosecution.
  - b. The attendance office or other appropriate school official shall file a complaint against the parent in a justice court of any precinct in the county in which the parent resides, in which the school is located, or in a municipal court of the municipality in which the parent resides or the school is located.
  - c. An offense under Subsection (1) is a Class C misdemeanor. Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. If the court orders deferred disposition under Article 45.051, Criminal Procedure Code, the court may require the defendant to provide personal services to a charitable or educational institution as a condition of the deferral. For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

6. **FAILURE TO ATTEND SCHOOL** Sec. 25.094.

An individual commits an offense if the individual is required to attend school under Section 25.085; and fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

7. **WARNING NOTICES** Sec. 25.095

a. A school district shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

- 1) the student's parent is subject to prosecution under Section 25.093; and
- 2) the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

b. A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three or more days within a four-week period. A notice must:

- 1) inform the parent that:
  - a) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and the parent is subject to prosecution under Section 25.093.

8. **EXTENUATING CIRCUMSTANCES**

The Campus Attendance Committee will accept the following, when adequately confirmed, as extenuating circumstances: personal illness, illness or death in the immediate family, quarantine, weather or road conditions making travel dangerous, participation in approved extracurricular activities, religious holidays, days of suspension, participation in school-related court proceedings or child abuse/neglect investigation, a migrant student's late enrollment or early withdrawal, days missed as a runaway, completion of a competency-based program for at-risk students, late enrollment or early withdrawal of a student under Texas Youth Commission, teen parent absences to care for his or her child, participation in a substance abuse rehabilitation program, and any unusual cause acceptable to the Superintendent, Principal, or the Campus Attendance Committee under the guidelines adopted by the Board.

If the student has failed to show extenuating circumstances for the absences, he or she may be denied credit for the class. Students who are denied credit may petition the Campus Attendance Committee for reconsideration of the circumstances causing their absences. The Campus Attendance Committee's decision may be appealed to the Board.

**D. Withdrawal for Non-Attendance**

Students who have been absent for 10 consecutive school days without notification to the school will be withdrawn. The school will attempt to make contact prior to withdrawing the student.

**E. Leaving School during the Day**

A student who must leave during the school day should report to the office. The parent/guardian must provide a note to the child's teacher and sign the child out in the office or designate who is to pick up the child. The reason for the early release must be documented. Therefore, parents must sign in children who report to school tardy or sign out students who leave early. When signing the student in or out, the parent must provide a reason for the student missing part of the school day.

**F. School Closing or Delay**

For the safety of our students, the closing or delay of the school day will be broadcast on local radio and TV stations starting at 6:00 a.m. Please do not call administrators or schools as we need our telephone lines open communications. Codes are used with stations to protect against prank calls. Roads will be driven by district staff during the early morning hours to make decisions about closing or delaying school. The media will be informed regarding school closings or delays and information will be posted on the district website at <http://www.midwayisd.org>.

## **II. CAMPUS INFORMATION**

**A. Cafeteria**

The Child Nutrition Breakfast and Lunch Program is designed to provide nutritious meals for growing children. Breakfast is available at all campuses, and all district students may purchase a variety of hot lunch selections.

Automated Point of Sale systems are installed in all school cafeterias. Prepayments for breakfast, lunch, snacks, and drinks may be deposited weekly or monthly in the school's cafeteria. Students and staff members may purchase items sold in the cafeteria using their prepaid account. An account activity report may be requested from the Food Service Manager. Free and reduced price breakfast and lunch meals are available to students who qualify. Applications for free meals are available in each school office. For additional information about school meals, contact your campus cafeteria manager.

Parents may bring lunch for their child, but not for other students.

Vending Machines: The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. [See policies at CO and FFA.]

**B. Classroom Assignments**

The placement of students entering the Midway Independent School District will be made by the principal of the school.

**C. Classroom Observations**

Parents may request to observe a classroom in accordance with Policy GKC (LOCAL). Guidelines for a classroom observation are:

1. Requests for classroom observations must be made through the campus principal. These requests need to be made at least three days in advance. Under special circumstances, the principal may choose to waive the advanced notice requirement.
2. A classroom observation may last up to thirty minutes.
3. During the observation, parents/guardians are asked to remain in the seat provided for them during the entire observation time, not to initiate conversation with any child, and to avoid eye contact with children so as not to interfere with their concentration.
4. It is important that lessons continue as planned. The teacher will continue working with children during an observation. She/he will be happy to answer questions when contacted outside of class time.

**D. Communicating with School Personnel**

Student success in Midway ISD depends upon a successful relationship between school personnel and a student's parent/guardian. The success of this relationship is most likely when effective lines of communication exist between the school and the home. It is the expectation of the Midway Independent School District that a commitment to open communication exist in every area of a student's educational experience. Parents should use the following process when communicating with MISD campuses:

**Step #1 – Contact the appropriate personnel at the campus level.**

- Classroom issues should first be addressed with the teacher followed by the designated assistant principal and/or principal.
- Behavior or Discipline Issues should first be addressed to the designated Assistant Principal followed by the principal.
- General issues should first be addressed to the principal.

**Step #2 – Contact the appropriate personnel at the district level.**

- Issues pertaining to curriculum and instruction for grades PK-12 should be addressed to the appropriate academic content coordinator in Department of Curriculum and Instruction, at 13885 Woodway Drive, Woodway TX, 254-761-5613.
- Issues pertaining to Special Education Services should be addressed to Dr. Kim Muschaweck, at 13885 Woodway Drive, Woodway TX, 254-761-5625.
- Issues pertaining to services related to Section 504 should be addressed to Tami Wiethorn, at 13885 Woodway Drive, Woodway TX, 254-761-5613.

**Step #3 – Contact the appropriate Assistant Superintendent**

- Dr. Chris Allen, Assistant Superintendent for Administrative Services, at 13885 Woodway Drive, Woodway TX, 254-761-5610 ext. 1103
- Mary Lou Glaesmann, Assistant Superintendent for Human Resources (Title IX Coordinator) at 13885 Woodway Drive, Woodway TX, 254-761-5611.
- Dr. David Young, Assistant Superintendent for Curriculum and Instruction, at 13885 Woodway Drive, Woodway TX, 254-761-5613.

**Step #4 – Contact the Superintendent of Schools**

- Dr. Brad Lancaster, at 13885 Woodway Drive, Woodway TX 76712, 254-761-5610.

**E. District Publications**

Student photographs, names, activities, honors and achievements will be allowed for use in Midway ISD communication projects unless a parent specifically request that such usage be denied. Midway ISD projects include, but are not limited to, the Open Door, MISD Annual Report to the community, and release to local news media.

**F. Electronics Equipment**

Hand-carried radios, compact discs, televisions, beepers, pagers, audio equipment/games and any other audio-visual equipment are not to be brought onto the school campus during school hours unless they are used as part of a classroom project. The school district is not responsible for items of personal property brought onto the campus. *Guidelines regarding communication devices such as cell phones are found in the MISD Student Code of Conduct.*

### **G. Eligibility for Extracurricular Activities**

Rule: Texas Education Code, Section 33.081 - 33.083 A student participating in University Interscholastic League (UIL) activities will be suspended from participation in all extracurricular activities for three weeks after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class. This suspension continues for three weeks. Students may practice or rehearse with other students for an extracurricular activity, but may not participate in a competition or other public performance during the term of the suspension. Grades will be reviewed at the end of each subsequent three-week period for students suspended from participation. The suspension will be removed if the student's grade is equal to or greater than the equivalent of 70 in all subjects.

### **H. Fees**

Students are expected to provide their own pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits for:

1. Field trips
2. Materials for a class project
3. Personal physical education and athletic equipment and apparel
4. Voluntary purchases of pictures, publications, etc.
5. Student accident insurance and insurance on school-owned instruments
6. Instrument rental and uniform maintenance
7. Fees for damaged library books and school-owned equipment

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.

### **I. Foods of Minimal Nutritional Value**

The Texas Department of Agriculture Policy on Nutrition states that Foods of Minimal Nutritional Value (FMNV) may only be offered to students at elementary campuses on three (3) days per year as designated at each campus. Contact your student's campus for those dates.

Students are not allowed to chew gum anywhere in the academic building or on school grounds during the school day.

### **J. Governmental Authorities:**

#### **1. QUESTIONING OF STUDENTS**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

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

#### **2. 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 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.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Family Code relating to the student's physical health or safety.

Before a student is delivered 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 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. Since the principal does not have the authority to block a custody action, notification may be after the fact. The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

## K. Grading Guidelines

### Parent/Teacher Conference Day

Teachers serving elementary age students in the Midway Independent School District are expected to conduct at least one parent teacher conference a year. These conferences are scheduled during the fall and are an important aspect of promoting student growth. Parents are strongly encouraged to schedule and attend these conferences.

### Method of Reporting Grades to Parents

- **Kindergarten** students will receive a standards-based report card at the end of each six week grading period.
- **1<sup>st</sup> Grade** students will receive report cards with letter grades of S (satisfactory), N (needs improvement), or U (unsatisfactory) in all areas at the first six week grading period. First grade students will then transition to numeric grades in the areas of reading, language arts, and math. Students will receive letter grades of S, N, or U in the areas of science, social studies, music, and physical education.
- **2<sup>nd</sup> Grade** students will receive report cards with numeric grades in the areas of reading, language arts, and math. Students will receive letter grades of S, N, or U in the areas of science, social studies, music, and physical education.
- **K-2 Grades** will be calculated based on a single grading category.
  - Single Grading Category – all grades carry equal weight in determining a student's report card grade in a subject area. A minimum of 12 numeric grades is required in the areas of reading, language arts, and math each six week grading period of numeric grading. A minimum number of six letter grades must be recorded each six week grading period in the areas of science and social studies.
- **3<sup>rd</sup> and 4<sup>th</sup> Grade** students will receive report cards with numeric grades in the areas of reading, language arts, math, science and social studies. Students will receive letter grades of S, N, or U in the areas of music and physical education. Grades in each area will be calculated based on three categories: Practice toward Learning (weighted 30%), Application of Learning (weighted 30%), and Evaluation of Learning (weighted 40%).Re-teaching Academic Content  
It is expected that MISD teachers will re-teach material when students do not demonstrate mastery of academic content. This may occur individually or in group settings depending on the number of students needing re-teaching.

### Opportunities to Re-do Assignments

When a student receives a grade below 70, the following guidelines exist for his/her opportunity to re-do the assignment:

- Practice and Application Categories – It is not required that students be allowed to re-do assignments for which they receive a grade below 70 in either the practice or application category. Campus-level guidelines will be developed to ensure consistent practice with respect to whether or not students are allowed to redo assignments in these categories.
- Evaluation Category - The student will receive an opportunity to be re-evaluated on any grade below 70% in the evaluation category. The re-evaluation score will replace the original score with a maximum grade of 70%.

### Late Work/Zeros

When students do not turn in assignments on the due date, they will have the opportunity to turn them in as late work before receiving a zero. Late work will be accepted for a maximum of 3 days after the due date. A grade reduction of 5 points per day will be assessed due to the assignment being turned in late.

## L. Homework/Makeup Work

Homework is an integral part of the learning process to support, enrich, or reinforce topics covered in class. Students will be able to see the purpose of homework and clearly understand requirements.

The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the course's essential knowledge and skills. This includes providing the student with ample notice of impending homework assignments.

The student's responsibility is to complete assignments on time and to schedule after school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

Parents are responsible for ensuring that their child does the homework assigned each day. Regular monitoring of the homework provides a good overview of how and what the student is doing in various subjects. Homework provides a regular channel of communication between the parent and the teacher.

**Makeup Work after Absences:** Students have three days after any absence to make up work missed during the absence. If parents and students feel that extenuating circumstances will not allow the work to be made up in that amount of time, it is their responsibility to contact the teacher and make arrangements for extending the make up deadline. A separate policy for making up work on long term projects immediately follows this policy.

**Makeup Work for Long Term Projects after Absences:** Sometimes, teachers assign projects that take a number of days to complete. A project that is due three or more school days after it is assigned is considered a long-term project. Students who are absent on the date that a long-term project is due will be expected to turn in the completed project when they return to school. No extra time will be given unless students bring the portion of the project that has been completed to school on the same day they return and can show that they have done a reasonable amount of work on the project, taking into account the reason for their absence. The purpose of this policy is to discourage students from procrastinating on projects.

**M. Insurance**

A low cost student accident insurance program will be available at the beginning of each school year.

**N. Library**

Each campus library, staffed with a full-time librarian, is open to students and teachers during regular school hours. Students are encouraged to use the library for research, for borrowing books to aid them in their school work, and for recreational reading. All library materials checked out by a student are the borrower's responsibility. A lost or damaged book must be replaced by the borrower. A replacement cost will be assessed. Students may also be charged a late fee if materials are not returned when due.

**O. Moment of Silence**

There will be a one-minute daily period of silence following the recitation of the pledges. During that minute, students may engage in any silent activity that does not interfere with or distract other students.

**P. Parent Involvement, Responsibilities, and Rights**

Education is most successful when there is a strong partnership between home and school, that thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Student Handbook/Student Code of Conduct with his or her child and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact the principal or designee.
- Become familiar with all the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's records when needed. A parent may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to his or her child.
- If an instructional activity in which the child is scheduled to participate in conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Become a school volunteer. For further information, contact your child's school.
- Participate in campus parent/teacher organizations (PTA). The activities are varied, ranging from band boosters to district and campus planning committees formulating plans to improve student achievement. For further information, contact your child's school.

**Q. Parent Teacher Association (PTA)**

The Midway Parent and Teacher Association play an important part in our school program. We hope you will support our local organization by becoming an active member and attending all meetings.

**R. Parties**

The PTA sponsors a maximum of 2 parties at the elementary and intermediate campuses during the year. Birthday parties are not permitted during instructional time. Invitations for private parties may be distributed at school only if each child or child of the same gender in the class receives an invitation.

**S. Physical Education/Fitness**

Midway ISD has policies adopted to insure elementary school and middle school students (K-7<sup>th</sup> grades) will engage in at least 30 minutes per school day or 135 minutes per school week of physical activity. Recess is offered at the K-4 campuses.

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. Parents may request the results of this assessment.

**T. Pledges of Allegiance**

In accordance with SB 83, all students will have daily recitation of the pledges of allegiance to the United States and the Texas flags. A student will be excused from reciting the pledges upon receipt by the campus principal of a written request from the parent.

**U. Protection of Student Rights**

**1. STUDENT PARTICIPATION**

Without parental consent, no student will be required to participate in any survey, analysis, or evaluation that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review each test that has been administered to his or her child.

**2. PRAYER**

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

**3. SEARCHES BY TRAINED DOGS**

Lockers, personal items and vehicles parked on school property may be sniffed by trained dogs at any time. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present. Trained dogs sniffing cars, personal items, and lockers do not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker, personal items or car provides reasonable cause for a search of the locker or car.

Trained dogs sniffing students does constitute a search and requires individualized reasonable suspicion.

If contraband of any kind is found, the student in possession of the contraband will be subject to appropriate disciplinary action in accordance with the Student Code of Conduct. Law enforcement officials may be contacted.

**4. VICTIM OF BULLYING**

Parents who are concerned that their child is experiencing bullying should report their concerns to a campus administrator immediately for investigation. One may also call the bully tip line at 254-761-5700.

A parent of a child, who has been verified by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341, has the right to request a transfer of their child to another classroom or campus. To request a transfer of their child, parents should contact the superintendent.

## V. Request for Information Regarding Teachers

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

## W. Responsibilities of Students and Parents/Guardians

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among students, parents, and educators requires that:

### Students:

- Demonstrate courtesy and respect for others, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well groomed and dressed appropriately, as articulated in the Midway ISD Student Handbook.
- Obey all district, campus, and classroom rules.
- Encourage and respect each other in promoting positive behavior.
- Help create and maintain a safe environment.
- Report any harmful threats made by another student to school officials.
- Respect the rights and privileges of all students, teachers, district staff, and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline in the building, on the playground, in eating areas, on buses, and at school-sponsored activities.
- Give parent/guardian a copy of all notices, including discipline notices, promptly.
- Return papers requiring a parent signature promptly.
- Pay required fees and fines in a timely manner.
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner.
- Avoid violations of the Student Code of Conduct.

### Parents/Guardians:

- Demonstrate courtesy and respect when communicating with school employees other students, and volunteers.
- Maintain up-to-date home, work, and emergency telephone numbers and medical information at the school;
- Review the *Student Code of Conduct* and discuss the contents with their child;
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
- Assist their child in selecting appropriate attire for school and school-related activities that adhere to Midway ISD's dress code policy
- Communicate with campus personnel regarding concerns about their child's educational progress or conduct;
- Send their child to school each day on time except in the case of illness or extenuating circumstances;
- Ensure their child's immunizations are up-to-date according to state requirements and provide the school with documentation in a timely manner;
- Provide an appropriate area in the home for their child to use for study;
- Ensure their child's attendance at required tutorials;
- Be responsible for the negligent, willful, or malicious conduct of their child;
- Be knowledgeable of state, district, and campus policies, regulations, and requirements;
- Supply all records required for enrollment;
- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare.

## X. Special Education and Related Services

Special education and related services shall be provided to eligible students in accordance with all applicable federal and state laws and regulations. Under the Individuals with Disabilities Education Act (IDEA) every child ages 3 – 21 with a disability has the right to receive a free, appropriate public education (FAPE). A variety of services are available for eligible students based on their educational needs. These services can include an Individualized Education Plan (IEP); specialized instruction in a resource or self-contained classroom; speech, occupational, or physical therapy; special transportation; assistive technology; and other services designed to meet the special needs of each individual child.

Eligibility for special education and related services is determined by the Admission, Review and Dismissal (ARD) committee based on the results of a full and individual evaluation (FIE). A continuum of placements is available to students receiving special education and related services. MISD ensures the provision of educational and related

services in the least restrictive environment for meeting that student's educational needs. Students with disabilities shall have the opportunity to participate in educational programs as well as nonacademic and extracurricular activities on the same basis with non-disabled peers to the maximum extent appropriate to the needs of the student (as determined by the ARD committee).

The Commissioner's Rules concerning State Plan for Educating Limited English Proficient Students addresses the admission, review and dismissal (ARD) committee working in conjunction with the language proficiency assessment committee (LPAC) to determine entry and exit criteria for students who are receiving special education services and identified as limited English proficient (LEP). A parent representative will be trained to serve on the LPAC committee; in compliance with the Family Educational Rights and Privacy Act (FERPA), care will be taken to ensure that student confidentiality is protected while discussing special education and LEP issues.

### **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 the Office of Curriculum and Instructional Services at 761-5613.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree 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 services is:

Contact Person: Dr. Kim Muschaweck, Director of Special Education  
Phone Number: 761-5625

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

## **Y. Student Safety**

1. 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. Emergency procedures are detailed in the Campus Emergency Operation Plan Manual which is distributed to all staff members.
2. Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:
  - Report any behavior, such as students having a knife or gun, which jeopardizes school safety.
  - Report to District employees any threats made by other students.
  - Avoid conduct that is likely to put the student or other students at risk.
  - Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- Remain alert to and promptly report safety hazards, such as intruders on campus.
  - 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.
3. Rolling backpacks, skateboards, rollerblades, roller-skates, and/ or shoes with rollers are not allowed on school property.

## **Z. Textbooks**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. 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.

## **AA. Transfers**

Students shall be assigned to schools in the attendance area in which they reside. A student who wishes to attend a school other than the one they are assigned to shall obtain prior approval from the Superintendent or designee in accordance with Policy FDB (LOCAL). Intra-district transfers are only approved for extenuating circumstances supported by medical, emotional, psychological, legal documentation related to the welfare of a student, or extenuating circumstances related to child care needs for a student in prekindergarten through grade 4 (See Criteria for Transfers – FDB (LOCAL)).

## **BB. Visitors**

In order to protect the classroom instructional environment, all parents and visitors are required to sign in at the office and provide proof of identification. Drivers' licenses will be scanned and checked against various criminal databases. Campuses require a visitor badge to be worn while in the building.

# **III. DRESS AND GROOMING GUIDELINES**

It is the responsibility of parents or guardians to see that a student is dressed and groomed according to the standards of the Midway ISD dress and grooming code.

Teachers have the responsibility to enforce the dress code and are instructed to do so. The final authority to interpret and enforce the dress code rests with the principal. The principal or their designee has the authority to determine whether clothing, shoes, or hairstyle, or other items is appropriate.

Students are expected to be appropriately dressed and groomed at school and at school functions. Specific standards for appropriate dress and grooming for Midway ISD elementary and intermediate students are as follows:

1. Articles of clothing with suggestive writing or pictures, or inappropriate advertising, slogans, or symbols are prohibited.
2. Shoes must be worn at all times. House shoes, cleated shoes, or any shoes that mark or damage floor coverings, are not allowed.
3. Caps, hats, and sunglasses are not to be worn inside school buildings.
4. Hemlines on all dresses must not be shorter than three and a quarter inches above the kneecap (length of a credit card). Shorts will be permitted at a length no shorter than the tips of the fingers.
5. Tank tops, short shorts, halters, midriff tops, tube tops, or excessively tight or baggy clothing are not allowed. Open knit or unlined fishnet jerseys are not allowed unless they are worn over a T-shirt, blouse, or with a jacket. Boys must wear shirts with sleeves. All shirts at any point should be NO longer than the fingertips when the arm is at the side with the fingers fully extended. Girls may wear leotards, shorts, or tights under skirts if hemline dress code requirements are met.
6. All undergarments must be covered.
7. Hair may not be in rollers or dyed to extremes, and haircuts that are bizarre or distracting are not allowed. Boy's hair, regardless of style preference, must not touch the eyebrows in the front, the tragus of the ear on the sides (mid-ear), or collar in the back. (A dress shirt collar will be the reference point.) Hairstyles for boys that include ponytails, buns, or pinned up styles are not allowed.
8. Boys are not allowed to wear earrings.
9. Body piercing jewelry other than for the ear(s) is not allowed.
10. Tattoos or fake tattoos must be covered while attending school.
11. Pants which have holes, in any manner, may not be worn. Boy's pants must be worn at the waist (No 'sagging' pants allowed).

In the case of dress and grooming code violations, parents will be notified and requested to bring the appropriate apparel to school or pick up the student in order to correct the violation. In some cases, in-school suspension or detention will be used until the violation is corrected.

## IV. GUIDANCE SERVICES

The Midway ISD provides counseling services on the elementary, intermediate, middle, and high school levels. The elementary and intermediate campuses each have a full time counselor who is available daily to assist students, parents, and school personnel.

Midway ISD counselors hold professional certificates in counseling issued by the Texas Education Agency. The student/counselor relationship is a professional relationship and counselors have a professional code of ethics. All educators, including counselors are required by state law and their own professional code of ethics to report any form of child abuse or endangerment. To the extent possible under the legal and ethical guidelines, the privacy rights of children and their families are protected, but MISD counselors are aware that there are times when a counselor must confer with others regarding a particular student's problems in order to best serve that student.

It is impossible for a counselor to guarantee specific results in working with any student. Our counselors are dedicated professionals who work diligently with students to help them achieve important developmental goals. Counselors' services are available to any student unless specifically prohibited by written request from the parent or guardian.

The counselors work with other district professionals to ensure that programs of intervention are made available to all students and specifically to those students who are at-risk due to special needs (at risk of dropping out of school, substance abuse, gang activity, or are in need of modified instructional strategies, etc.).

Each counselor at an elementary, intermediate, middle, or high school shall advise students and their parents regarding the importance of higher education, coursework designed to prepare students for higher education, and financial aid availability and requirements.

The guidance program consists of four components: individual planning, guidance curriculum, responsive services, and system support.

## V. HEALTH SERVICES

### A. Immunization Records

No person may be permitted to any school in the District unless the person has been immunized according to the requirements established by the Department of State Health Services against diphtheria, tetanus, polio, rubeola (measles), rubella, mumps, Haemophilus influenza type B, Hepatitis B and Varicella (effective August 1, 2004). The Board will comply with any modifications or deletions in this requirement that may be made by the Department of State Health Services.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. A 30-day provisional enrollment is also allowed if a student is homeless as defined by the McKinney-Vento Act or if the student is the child of a military family who is moving to Texas from out-of-state and awaiting the transfer of immunization records. Minimum state vaccine requirements are as follows:

1. Pre Kindergarten:
  - a. 4 doses DTP, DTaP, DT
  - b. 3 doses Polio
  - c. 1 dose MMR on/after 1<sup>st</sup> birthday
  - d. 1 dose HIB on/after 15 months OR 3doses with the third dose given on/after 1<sup>st</sup> birthday, and at least 2 months since dose #2
  - e. 1 dose of PCV7 on/or after 24 months of age OR 4doses of PCV7 with one given after 1<sup>st</sup> birthday
  - f. 3 doses of Hepatitis B
  - g. 1 dose of Varicella on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)
  - h. 2 doses of Hepatitis A on/after 1<sup>st</sup> birthday (must allow 18 months between doses)
2. Kindergarten-First Grade:
  - a. 5 doses DTP, DTaP, DT with one on/after 4<sup>th</sup> birthday OR 4 doses if one dose is on/after the 4<sup>th</sup> birthday
  - b. 4 doses of Polio with one on/after 4<sup>th</sup> birthday OR 3 doses if one dose is on/after 4<sup>th</sup> birthday

- c. 2 doses of MMR on/after 1<sup>st</sup> birthday
  - d. 3 doses Hepatitis B
  - e. 2 doses Varicella on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)
  - f. 2 doses of Hepatitis A on/after 1<sup>st</sup> birthday (must allow 18 months between doses)
3. Second Grade – Sixth Grade
- a. 3 doses DTP, DTaP, DT, Td, Tdap with one on/after 4<sup>th</sup> birthday OR 4 doses if one dose is on/after the 4<sup>th</sup> birthday
  - b. 4 doses of Polio with one on/after 4<sup>th</sup> birthday OR 3 doses if one dose is on/after 4<sup>th</sup> birthday
  - c. 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1<sup>st</sup> birthday
  - d. 3 doses Hepatitis B
  - e. 2 doses Varicella on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)

Prior to enrolling and attending class, students entering any grade in Midway ISD from another country shall provide evidence of having received, within the United States, a tuberculin skin test within the last 12 months.

A student shall be withdrawn from school by the Campus Principal when:

- No immunization documentation has been provided to MISD within the 30 day provisional enrollment. The parent/guardian will have one week after final notification to provide documentation.
- The required immunization series is not completed on the medically recommended schedule. The parent/guardian will have one week after final notification to provide documentation.

#### **B. Medication Administration**

Midway ISD does not purchase medication for students. When medication is brought to the school from home, it is desirable that the initial daily dose of medication be administered by the parent/guardian at home. Subsequent doses of medication may be administered by the school nurse, nurse assistant, or designated trained personnel, provided the following requirements are met by the parent or legal guardian.

1. All prescription and/or non-prescription medications that need to be given at school for 10 consecutive days or less require:
  - Student's Name
  - Name of medication
  - Amount (Dose) of medication to be given at school & frequency of administration
  - Reason medication is administered
  - Date(s) to be given
  - Signature of parent/legal guardian
2. All prescription and/or non-prescription medications that need to be given at school for more than 10 consecutive days require the same information as above, in addition to a physician's signature.
3. Prescription medication must be in the original container and labeled by the pharmacist. All non-prescription medication must also be in the original container.

All medication administered at school, prescription or non-prescription, must be accompanied by the Midway ISD's Medication Administration Request form. This form can be found on Midway's website, <http://www.midwayisd.org>, under the parent tab on the main page.

All medications must be stored in a locked cabinet in the school clinic. Requests for exceptions must:

- Be limited to medications for severe life threatening symptoms
- Be approved by the principal or school nurse
- Be accompanied by a written request from the prescribing physician and parent/legal guardian
- Have an appropriate plan for the life threatening situation for which it is prescribed completed and approved by the school nurse

If at all possible, medication should be administered at home. Should a question arise regarding medications or any issue, the school nurse may call the physician, pharmacist, and/or the parent/legal guardian for clarification. In accordance with the Nurse Practice Act, Texas Administrative Code 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student. In accordance, herbal medications will not be administered by the school nurse or school personnel. Medications prescribed to be given three times a day or less will not to be given at school unless a specific time during the school hours is prescribed by the physician, or the school nurse determines that a special need exists for an individual student.

Only medication prescribed by a physician licensed to practice medicine in the United States is acceptable for school use. Medications from other countries will not be administered by school personnel.

Only one medication per container properly labeled.

A dosage change requires a new medication order from the parent/guardian and prescribing physician.

**Requests for administration of medication expire at the end of the school year. Any medication not picked up by the last day of school will be discarded by the nursing staff.**

**C. Sending Sick Children Home**

If a child has 100 degrees or more temperature or is vomiting, the parents will be called to take their child home. A child must be free of fever (without the benefit of fever reducing medication) and/or vomiting for 24 hours before returning to school. The decision to notify a parent or send a child home during the school day rests with the campus health care professional.

**D. Communicable Diseases/Conditions**

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should notify school staff. Some of these may include, but are not limited to: campylobacteriosis, chickenpox, common cold with fever, diphtheria, fever (100 degrees or greater), gastroenteritis (viral), giardiasis, hepatitis (viral type A), impetigo, influenza, measles (rubeola), meningitis (bacterial), meningitis (viral), mumps, pink eye (conjunctivitis), poliomyelitis (polio), ringworm of the scalp, rubella (German measles), salmonellosis, scabies, shigellosis, streptococcal sore throat and scarlet fever, tuberculosis (pulmonary), whooping cough (pertussis), and MRSA.

**E. Head Lice**

Head lice are a common problem among school age children. The problem is not a sign of poor hygiene or unsanitary environment. However, it is considered a communicable condition that requires that students with head lice be sent home for treatment and can't return until they have received the first treatment. On returning to school, the child must be seen by the nurse to determine that the hair has been treated and a box top from the product used should be provided for the nurse. A second treatment is required seven days later (or follow the manufacturer's instructions) to ensure that any remaining lice are killed before they lay eggs.

Absence from school for more than a day because of head lice is not necessary if appropriate action is taken. Contact your school nurse for additional information.

**F. Bacterial Meningitis**

Senate Bill 31 requires public schools annually to provide all students and parents with information relating to bacterial meningitis. The information below is to educate parents about the symptoms of this disease and what to do in the event that a student is diagnosed with bacterial meningitis.

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- *Neisseria meningitidis*---meningococcal meningitis; there are 5 subtypes that cause serious illness---A, B, C, Y, W-135

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:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains

Drowsiness or confusion in both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

#### 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, such as deafness, blindness, amputations, or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

#### How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or 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. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

#### What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

#### How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid. Spinal fluid is obtained by a lumbar puncture (spinal tap).

#### How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, and W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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%). It can cause mild side effects such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

#### For more information

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

### **G. Diabetes Management and Treatment Plan**

A Diabetes management and Treatment Plan will be developed by the physician and parent for any student with diabetes who needs treatment or care at school. A copy is to be provided to the school, from which the principal, nurse, parent or guardian, physician (if possible), and teachers are to develop an individualized health plan for the student.

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.

### **H. Asthma or Severe Allergic Reaction**

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

### **I. Emergency Medical Treatment**

Parents will complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents will also be asked to supply other information that could be required in case of an emergency and to update this information as often as necessary.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums.

## VI. PROMOTION AND RETENTION OF STUDENTS

### A. Promotion/Retention

For students enrolled in grades 3- 4, grade level advancement will be determined by student performance on state assessments, teacher recommendation(s), class/course grades, and any other information determined by the district to be necessary.

To be promoted from one grade level to the next, a student must attain an overall average of 70 or above for the year. This average is derived by averaging the final numerical grade for language arts, mathematics, social studies, and science. A student is also required to attain an average of 70 or above in language arts and in mathematics.

### B. Summer School

Elementary students must be recommended for summer school by the principal or teacher based on district criteria. Midway ISD summer school is only open to students who were eligible to attend Midway schools for the school year just completed or who will be eligible to attend Midway schools during the fall semester. Proof of residency will be required, as needed. Classes for credit must meet minimum size requirements in order to be offered. Elementary summer school is provided at no cost to the parents or students. Summer school attendance is not a requirement to be promoted to the next elementary grade level.

### C. Credit by Exam Without Prior Instruction

A student who requests to take an examination for acceleration is required to complete a registration form and submit it to the Midway District Assessment Office no later than 30 days prior to the end of the school year. Test dates are offered in the month of June and July. Registration forms may be found on the Midway Website in the Assessment section Under Departments or in the campus counselor's office. This exam is offered free of charge, but a registration fee of \$25.00 per test is required. When the student completes the exam on the designated date, a refund of the registration fee(s) is issued. The student must score 90% or better on each grade level test in order to pass the tested grade level.

## VII. REPORT CARDS

**Report cards** are issued at the end of the six week period to inform students and their parents of the student's progress in each subject six times a year. If a student receives a six-week grade of less than 70 in any class or subject, the parent is requested to schedule a conference with the teacher of that class or subject. The report cards should be signed and returned within three days. At the end of three weeks and six weeks during a grading period, parents will be notified if the student's grade average is 75 or lower.

### 2011-2012 Elementary Report Card Schedule

1 <sup>st</sup> 6-Weeks	10/06/2011
2 <sup>nd</sup> 6-Weeks	11/15/2011
3 <sup>rd</sup> 6-Weeks	01/12/2012
4 <sup>th</sup> 6-Weeks	03/01/2012
5 <sup>th</sup> 6-Weeks	04/23/2012
6 <sup>th</sup> 6-Weeks	06/01/2012

### **Parent's Right to Know**

Under the federal No Child Left Behind (NCLB) legislation, parents of students enrolled in a Title I school have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This information may include information related to certification, emergency or provisional status, and degrees and majors. The request must be provided in writing to the Superintendent.

Parents will also be notified if their child has been assigned to a teacher who is not highly qualified as defined in NCLB, if the teacher has been assigned to teach for four or more consecutive weeks.

## VIII. STATE TESTING REQUIREMENTS

### What the State Law Requires

Students enrolled in grades 3-4 will take the State of Texas Assessment of Academic Readiness (STAAR).

- In grade 3, students will take reading and math STAAR.
- In grade 4, students will take writing, reading, and math STAAR.

## IX. STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Assistant Superintendent for business is the custodian of all records for students who have withdrawn or graduated and those records are sent to a central location. The Director of Instructional Services is the custodian of all special education records for students with disabilities under IDEA. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, Trustees of the District or cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of student records, does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies (including juvenile service providers) may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18 years of age, and parents of a student who is a dependent for tax purposes may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to request a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG(LEGAL) and (LOCAL) for the complaint procedure.] Parents or the student have the right to file a complaint with the US Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are free for the first two copies. Thereafter, they are available at a cost of 10 cents per page,

payable in advance. Parents may be denied copies of a student's records after the student reaches the age of 18 and is no longer a dependent for tax purposes; when the student is attending an institution of post-secondary education; if the parent fails to follow proper procedures and pay the copying charge; or when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

#### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the materials will be deleted from the records but the records will be maintained until the time has expired.

#### **Student Directory Information**

According to the Family Educational Rights and Privacy Act (FERPA) and the Texas Open Records Act, the following student information is considered "directory information", and may be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: student name, address, telephone listing, grade level, participation in officially recognized activities and sports, honors and awards received in school, and height and weight of members of athletic teams.

## **X. STATEMENT OF NONDISCRIMINATION**

The Midway Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing educational 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following district staff members have been designated to coordinate compliance with these legal requirements: Mrs. Mary Lou Glaesmann, Assistant Superintendent of Human Resources, has been designated to coordinate compliance with the non-discrimination requirements of Title IX. Dr. David Young, the Assistant Superintendent for Curriculum and Instruction, has been designated to coordinate compliance with Section 504 of the Rehabilitation Act.

Both compliance coordinators may be reached by contacting the Midway ISD Administration Building at 13885 Woodway Dr., Woodway TX 76712.

Upon enrollment of a disabled student, Midway ISD will renovate, repair, or remodel to follow the path of the student through his/her educational experience.

## **XI. SERVICES FOR CHILDREN AND YOUTH IN TRANSITION**

Children and youth in transition are defined as children and youth who lack a fixed, regular, and adequate night-time residence, including children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are awaiting foster care placement.

Services may be available to help children and youth in transition to enroll in, attend, and succeed in school. Contact the District Liaison at 761-5625, ext. 1309, with questions regarding services available under the McKinney-Vento Act.

## **III. PESTICIDES & ASBESTOS MANAGEMENT PLAN**

Midway Independent School District periodically applies pesticides. Information concerning these applications may be obtained from the Midway ISD Integrated Pest Management Coordinator, Wayne Fair, at 761-5620. In addition, the Midway ISD Asbestos Management Plan can be reviewed at the Maintenance/Transportation offices at 1208 Jewell Drive, Waco, TX.

Federal statutes require that the community be notified of the Asbestos Management Plan utilized by the district. The Safety Coordinator for the MISD has made the Asbestos Management Plan available to the public for inspection on each campus. Patrons interested in viewing the plan should contact the school office during regular school hours