

SECONDARY STUDENT HANDBOOK

MIDWAY

INDEPENDENT SCHOOL DISTRICT

2011 - 2012

River Valley Intermediate School
Woodgate Intermediate School
Midway Middle School
Midway High School

MIDWAY INDEPENDENT SCHOOL DISTRICT

2011-2012

FOREWORD TO PARENTS

This Handbook is designed to provide you with the information you need to understand the rules and regulations which govern River Valley and Woodgate Intermediate Schools, Midway Middle School, and Midway High School. The Handbook is designed to work in harmony with Board Policy. This document is updated annually. Policy adoption and revision is an ongoing process. Changes in policy between revisions that affect the Handbook will be communicated to all 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 contact the office at your child's school.

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I. ATTENDANCE

A. Compulsory Attendance

Compulsory attendance laws will be followed according to Texas Education Code §25.085-25.086 and Midway ISD Admissions and Attendance policy FDC. A child who is required to attend school under TEC § 25.085 shall attend school each day for the entire period the program of instruction is provided. Unless specifically exempted by § 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 the first grade, and who has not yet completed the school year in which the child's 18th birthday has occurred shall attend school.

In order for the district to include a student in Average Daily Attendance, (ADA), a student **NOT** actually on campus at the time attendance is taken may be considered in attendance under the following five conditions (TEA Student Attendance Accounting Handbook):

1. The student is participating in an activity which is approved by the local school board and is under the direction of a professional staff member of the school district or an adjunct staff member.
2. The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC §74.13(a)(3).
3. The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT) implemented by the Texas Department of Human Services with contractual cooperation of the Texas Department of Health. Such students may be excused for up to one day at a time without loss of ADA funding.
4. The student misses school for the purpose of observing religious holy days, including traveling for that purpose. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.
5. The student is temporarily absent due to a documented appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. 19 TAC §129.21(k), TEC §25.087(b)

B. Minimum Attendance For Class Credit (High School Credit Classes Only)

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 receive credit for the class unless the excessive absences are a result of extenuating circumstances as determined by the Attendance Committee.

C. Absences

1. Each day a student is absent, a parent must call the attendance office. The Woodgate Intermediate School attendance number is 761-5690 and the River Valley Intermediate School attendance number is 761-5699. The Midway Middle School attendance number is 761-5680; Midway High School's attendance number is 761-5650. Documentation from all medical visits must be turned in to the school attendance office.
2. If a student must be absent **for reasons other than illness including school business**, assignments should be picked up before leaving school. A student must make up any assignment that he/she has missed within three (3) days upon returning to school. If the student is absent on the day that a major assignment (anything assigned over a two week period) is due, the assignment must be turned in the day the student returns to school. Extenuating circumstances may be considered by the principal or his/her designee.
3. If a student is absent because of illness, the student will be expected to make up work within the number of days absent plus three additional days. If the student is absent on the day that a major, previously assigned assignment is due, the project must be turned in the day the student returns to school. However, depending on the physical condition of the student, additional time may be granted.
4. A student absent after 12:00 noon may not participate in or attend school sponsored activities or events held that day. Extenuating circumstances may be considered.
5. A student may request homework and classroom assignments if the student is out three or more days. Phone the school office or make requests via e-mail in this situation. A student out five or more days will be required to obtain a doctor's excuse for those absences.
6. Students in their junior and senior years may be excused for college visits (2 per year) with appropriate documentation from the institution of higher education. Students must use college visits on or before May 1st and clear these absences ahead of time with the attendance office.

D. Parent Contributing to Truancy (TEC §25.093)

1. If a child fails to attend school, by law a notice will be sent to the parent as required by TEC §25.095. If the child has absences for the amount of time specified in TEC §25.094, the parent commits an offense. Failure to receive such a notice does not create a defense from prosecution.
2. 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 or in which the school is located or in a municipal court of the municipality in which the parent resides or in which the school is located.

3. 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.
4. 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.
5. If the student is age 18 or older, the **student, but not the** student's parents, **would** be subject to penalties as a result of their **student's** violation of state compulsory attendance law.

E. Failure To Attend School (TEC §25.094)

An individual commits an offense if the individual is required to attend school under TEC §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. 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. If the student is age 18 or older, the **student, but not the** student's parents, **would** be subject to penalties as a result of their **student's** violation of state compulsory attendance law.

F. Warning Notices (TEC §25.094)

1. A school district shall notify a student's parent in writing if the student is absent from school for 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:
 - a) the student's parent is subject to prosecution under TEC §25.093; and
 - b) the student is subject to prosecution under TEC §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.
2. A school district shall notify a student's parent if the student has been absent from school, without excuse under TEC §25.087 for 10 or more days or parts of days within a six-month period in the same school year or for three or more days within a four-week period. A notice must:
 - a) inform the parent that:
 - 1.) it is the parent's duty to monitor the student's school attendance (student attendance information is available via Home Access Center) and require the student to attend school; and
 - 2.) the parent is subject to prosecution under TEC §25.093.

Failure to receive such notice does not create a defense from prosecution.

G. Withdrawal for Non-Attendance

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

H. Leaving School During The Day

Students must report to the office and sign out before leaving the campus for any reason. A parent/guardian is required to notify the school when a student must leave during the day and document the reason for leaving. A student must call from the nurse's office to notify a parent they are ill.

I. Attendance Committee

When a student's attendance drops below 90% of the days in a semester (for High School Credit Classes), the student, parent, or representative may submit a written petition to the Campus Attendance Committee requesting award of credit.

Petitions for credit may be filed at any time the student receives notice, but must be filed no later than 30 days after the last day of the semester for which credit is lost because of attendance.

The Attendance Committee may review the records of all students whose attendance drops below 90% of the days in a semester, whether or not a petition is filed.

For absences evaluated by the attendance committee, the committee may impose conditions for receipt of credit such as requiring the student to:

- Complete additional assignments, as specified by the committee.
- Satisfy time-on-task requirements before and/or after school.
- Attend tutorial sessions as scheduled.
- Attend Saturday School.
- Maintain the attendance standards for the rest of the semester.

In all cases, the student must achieve at least the minimal academic standard to receive credit. The Attendance Committee's decision may be appealed to the Board by submitting a written request to the Superintendent. Appeals will be handled as provided by the student complaint policies.

EXTENUATING CIRCUMSTANCES

The District 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 holy days
- 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
- any unusual cause acceptable to the Superintendent, Principal, or Attendance Committee under the guidelines adopted by the Board.

II. CAMPUS INFORMATION

A. School Hours

	Intermediate Campuses	Middle School	High School
Building Opens	7:15 a.m.	7:15 a.m.	7:15 a.m.
Students Report To Class	7:50 a.m.	7:50 a.m.	8:00 a.m.
Tardy Bell Rings	8:00 a.m.	8:00 a.m.	8:10 a.m.
Dismissal Bell	3:20 p.m.	3:20 p.m.	3:40 p.m.

B. Building Regulations

1. CLOSED CAMPUS POLICY

Midway Intermediate Campuses, Midway Middle School and Midway High School have a closed campus policy at lunch. All students must remain on campus once they arrive, including before and during the school day. Violators will be considered truant.

2. LOCKERS

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of students. No adhesive materials (tape, glue, etc.) are to be applied to the student's locker.

3. NON-SUPERVISED USE OF BUILDINGS

Students are not to be in the building unsupervised at any time unless arrangements, in writing, have been made at the office. The building opens at 7:15 a.m. Students who are dismissed prior to the end of the school day are to leave the building prior to the tardy bell. Students not involved in a supervised activity should leave the building following dismissal or following tutorial times if appropriate.

4. STUDENT COMMUNICATIONS (Signs, Posters, and Publications)

Student communications must be approved by the principal or his designee.

5. STUDENT SAFETY

Student safety on campus or at school-related events is a high priority to 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.

No skateboards, rollerblades, shoes with rollers, or roller-skates on school property.

C. Care of School Property

1. DAMAGE

No student will damage or deface any property belonging to the District. The type of discipline imposed for damage to school property by students depends upon the circumstances. Students will be subject to suspension for willful destruction of school property.

2. LIABILITY

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage caused by:

- The negligent conduct of the child, if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
- The willful and malicious conduct of a child who is at least 12 years of age but less than 18 years of age. (Family Code 41.001) If a child, age 10 through 16, engages in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the juvenile court order the child or the parent to make full or partial restitution to the District in accordance with the law. (Family Code 51.02 and 54.041)

D. Career and Technical Education/Computer Resources

The District offers Career and Technical Education programs in agricultural and veterinary science, business education, career preparation, family consumer science, health science, and pre-engineering. Additionally, technical courses are offered for dual credit through TSTC and/or MCC. Admission to these programs is based on student choice. Midway ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participating in all educational and vocational programs.

It is the policy of Midway ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and is approved for instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary action.

E. 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 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 the Department of Curriculum and Instructional, at 13885 Woodway Drive, Woodway TX 76712, 254-761-5613.
- Issues pertaining to Special Education Services should be addressed to Dr. Kim Muschaweck, at 13885 Woodway Drive, Woodway TX 76712, 254-761-5625.
- Issues pertaining to services related to Section 504 should be addressed to Tami Wiethorn, at 13885 Woodway Drive, Woodway TX 76712, 254-761-5613.

Step #3 – Contact the appropriate Assistant Superintendent

- Dr. Chris Allen, Assistant Superintendent for Administrative Services, at 13885 Woodway Drive, Woodway TX 76712, 254-761-5610.
- Mary Lou Glaesmann, Assistant Superintendent for Human Resources (Title IX Coordinator) at 13885 Woodway Drive, Woodway TX 76712, 254-761-5611.
- Dr. David Young, Assistant Superintendent for Curriculum and Instruction, at 13885 Woodway Drive, Woodway TX 76712, 254-761-5613.

Step #4 – Contact the Superintendent of Schools

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

F. Correspondence Courses (High School Students Only)

All high school students are eligible to take correspondence courses and earn credit toward graduation. Prior to enrollment in correspondence courses, students should make a written request to the principal or designee for approval to enroll in the course. Students will not be awarded credit toward graduation if approval was not granted prior to enrollment. A student may only earn a maximum of two state credits and may be enrolled in only one correspondence course at a time (Local Board Policy EEJC). Correspondence courses are considered "pass/fail" and a numerical grade will not be reflected in the high school GPA.

G. Texas Virtual Schools Network

The 80th Texas Legislature authorized the creation of the Texas Virtual School Network (TXVSN). TXVSN is a state virtual school network that provides education to students through electronic means. An electronic course is defined as a course in which instruction and content are delivered primarily over the Internet; a student and teacher are in different locations for a majority of the student's instructional period; most instructional activities take place in an online environment; the online instructional activities are integral to the academic program; extensive communication between a student and a teacher and among students is emphasized; and a student is not required to be located on the physical premises of the school on a daily basis. See the school counselors for more information.

H. Credit by Exam

WITH PRIOR INSTRUCTION: Students may use credit by examination to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator or designee. To be eligible to earn credit by examination, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a grade of at least 60 in the course in order to gain credit by such an examination. A student must score 70 or higher on the exam to receive credit for the course. A fee will be assessed to cover the cost of purchasing and scoring the tests. Students will be notified of test administration dates. The tests will be scored by the university system providing the tests and the high school will provide the results to students.

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination.

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. If a student scores 90% or higher on the exam, the student receives high school credit for the course work, but does not receive a high school numerical grade. As a result, a grade is not computed in GPA.

I. 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. Emergency procedures are detailed in the Campus Emergency Operations Plan, which is distributed to all staff members.

J. 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. *For cell phone/communication device possession and/or use, see Student Code of Conduct.*

K. Fees

Materials that are part of the basic education program are provided without charge to students. Students are expected to provide their own supply of pencils, paper, erasers, and notebooks, and may be required to pay certain fees and deposits, including:

1. Club dues
2. Security deposits
3. Materials for class projects
4. Personal physical education and athletic equipment/apparel
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Parking fees and student identification cards
9. Fees for damaged library books, text 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.

L. Food Services

CAFETERIA

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

The Automated Point of Sale system is 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.

At lunch time parents may bring food for their child only.

VENDING MACINES

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.]

M. Fund Raising

Fund-raising activities by student groups or school-sponsored projects will not be allowed without prior administration approval and the supervision of the project sponsor.

N. 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 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.
- 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 when appropriate.

O. Identification Cards

An identification card is prepared for each student enrolled at the high school and middle school. The card will be used for identification, admission to student activities, cafeteria purchases, and school library utilization.

Each student will be required to possess this identification card on his/her person at all times while on campus. Refusal to present this card when requested by any school personnel may bring disciplinary action. The cost of replacing this card, if lost, is \$5.00. Sharing student ID cards is prohibited. ID cards are the property of Midway ISD. The high school campus will issue only one card free of charge per student during the course of the four years. The Middle School will issue one ID card free of charge per student per year.

P. Library

Each campus library, staffed with a full-time librarian, is open to students and teachers during regular school hours., the Midway High School library hours are 7:45 a.m. to 4:30 p.m. 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.

MIDDLE SCHOOL LIBRARY

Parents should be aware of a "Young Adult" label on the inside cover of some books. This means that this book might contain language and/or situations that some parents may wish to examine before allowing their students to read the book. There is also a label that gives the reading level of the book. Literary reviews are used for the placement of these labels. Parents should encourage children to read and parents should monitor what they read. Please examine reading materials and return books if you do not approve. The library has a large selection of books from which to choose.

Q. 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.

R. Notification of 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 telephone lines need to remain open for 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.

S. Parent Involvement, Responsibilities, and Rights

Education succeeds best when there is a strong partnership between home and school that thrives on communication and 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 acknowledgement 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 conflicts with the parent's religious or moral beliefs (including Human Sexuality instruction), 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).
- Participate in District and campus planning committees formulating plans to improve student achievement. For further information, contact your child's school.
- Make arrangements to ensure that your child will be picked up/transported home at the end of the school day.

T. Parking Lot

Vehicles parked on school property are under the jurisdiction of the school. Students have full responsibility for the security of their vehicles. Vehicles should be locked and the keys should not be given to anyone. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

All high school students who drive motorized vehicles to school will be required to purchase a parking permit for registration purposes from the high school office. The spaces in front of the building are to be used for visitors' parking only. Permits must be displayed according to specifications.

Students are to park their cars in the students' parking lot. No cars are to be parked elsewhere on the campus. Students are to leave their cars and the parking area as soon as they have parked. Students are not to return to their cars or the parking area at any time during the school day without first obtaining a pass from the office.

Cars illegally parked in the student parking lot may be towed at the owner's expense. This includes cars without a student-parking permit.

All motorcycles are to be parked in the proper spaces as provided on the student parking lot.

Violations of the above and/or having an accident caused by negligent driving may result in the parking permit being revoked and the issuance of a demerit.

U. 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 written receipt by the campus principal or a written request from the parent.

V. 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 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 instruction 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 does 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 that concern 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 TEC §25.0341 (see glossary in Student Code of Conduct), 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.

5. 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 of Business and Finance 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 Special Education 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 employee, agent, Trustee of the District or cooperatives of which the District is a member, or facility 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 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 a 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 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, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG(LLEGAL) and (LOCAL) for the complaint procedure.] Parents or the student have the right to file a complaint with the U.S. 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 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.

6. 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.

7. 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.

8. DISTRICT PUBLICATIONS

Student photographs, names, activities, honors and achievements will be allowed for use in Midway ISD communications projects unless 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.

V. SCHOOL SONGS

MIDWAY FIGHT SONG

Oh Midway High, how we love you!
Oh Midway High, we're for you!
Oh Midway High we'll stand by you,
And cheer the Red and the Blue!

School Colors	Red and Blue
School Mascot	Panther

And when the going gets tough, boys,
We'll stay right in there and fight
We'll fight with all our might
And cheer the Red and Blue!

MIDWAY SCHOOL SONG

Midway High forever
To you we'll always be
Standing for Friendship
We'll be fair in all that we can do for you.

Comrades together
To you we'll always be,
And for you we will go that way,
We'll fight for Victory.

W. 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).

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 sixty (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: Dr. Kim Muschaweck, Director of Special Education, 254-761-5625.

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. (Transportation not provided)

X. 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 Midway ISD Office of Curriculum and Instructional Services at 761-5613.

Y. 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. MISD expects students to relate in a manner that promotes and encourages positive behaviors from themselves and their peers. Students must not participate, either individually or in a group, in bullying, taunting, or other disrespectful behaviors toward another student. 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.

Z. Student Elections

The exact date for elections will be determined by the principal. To be eligible for election/selection, a student must have passed all courses at the end of the previous semester and be eligible according to TEC §33.081 - 33.083 standards for participation in extracurricular activities. Students assume their new position immediately upon their election/selection and will be required to participate in scheduled activities during the remainder of the school year. Those students desiring to seek a position on Student Council, or as a class officer, Panther Patrol/Blue Crew member, cheerleader, or as a member of the Goal Tenders may pick up a copy of the constitution and/or by-laws from the sponsor prior to election/selection.

AA. Student Organizations and Clubs

Students are encouraged to find their places in some phase of school life in addition to their regular class work. Activities are available which allow the students many opportunities for developing talents, broadening social contacts and building character.

All clubs and organizations are under the supervision of a faculty sponsor and are coordinated through the administration.

Student clubs and performing groups such as the band, choir, dance team and athletic teams may establish rules of conduct or consequences for misbehavior that are more strict than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization. Each group imposing stricter standards will notify student members and their parents of the standards of behavior and of the specific consequences of violating the standards. Students and parents must sign acknowledgment of stricter standards as conditions of participation.

Extracurricular Discipline Management Plan: Midway Independent School District recognizes that participation in extracurricular activities is a privilege, not a right. Students participating in extracurricular events represent the school district and the community at all times. The students are role models; therefore, they are held to a high standard of conduct. All students scheduled to be on a team or in an organization or any student currently a member of a school recognized extracurricular program (U.I.L., clubs, student organizations) shall be governed by the discipline management plan. It is important to note that because the plan specifically includes conduct that occurs away from school and away from school functions, activities, or events, the plan literally applies 24 hours a day, 7 days a week, and 365 days a year for all MISD students participating or scheduled to participate in these activities.

Midway ISD has a policy for random, mandatory drug testing of students in extracurricular programs. Please refer to Midway ISD policy FNF (LOCAL).

Any absences resulting from a student's participation in an organization not on the approved list will be considered unexcused.

Each club and organization elects its own officers, holds meetings, and conducts the business of the organization in an orderly manner. Clubs and organizations may require fees for the purchase of needed materials. With growth, hopefully other clubs and organizations will be formed.

Currently, the following organizations are available:

Middle School Clubs/Organizations

Athletics	Pep Squad
Art Club	Quill and Scroll
Band	Spanish Club
Cheerleaders	Special Olympics
Choir	Speech Club
FFA	Student Council
KMTV	TECC-Texas Environmental Conservation Club
National Junior Honor Society	Yearbook Staff
Orchestra	
PALS	

High School Clubs/Organizations

Art Club	CP – Career Preparation
Astronomy Club	HOSA – Health Occupations Students of America
Band	LINK Crew
Blue Crew	MCJROTC
Business Professionals of America	Midway Special Athletes
Cheerleaders	National Honor Society
Choir	Newspaper/Journalism
Color Guard	Orchestra/Strings
Courtside Crew	PALS (Peer Assistance Leaderships)
Courtside Cuties	Panther Patrol
Diamond Darlings	Panther Players

Diamond Dudes
ECO Club
FFA
FCCLA – Family Careers and Community Leaders of Am.
French Club
French Honor Society (Societe Honoraire de Francais)
German Club
Goal Tenders (dance team)

Soccer Sweethearts
Soccer Sidekicks
Spanish Club
Student Council
Thespians
United Nations in Today's Youth Culture Club (UNITY)
UIL – Academic Competitions (ex.: spelling, debate)

BB. Summer School

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, and a fee will be assessed for enrollment. Classes for credit must meet minimum size requirements in order to be offered.

HIGH SCHOOL STUDENTS

Midway ISD operates a summer school program each year. Courses for credit are offered based on student request. A student who did not graduate with his/her class may enroll in summer school to complete credits required for graduation.

MIDDLE SCHOOL AND INTERMEDIATE STUDENTS

Midway ISD operates a summer school program each year. The courses are remedial in nature. This program provides students with the opportunity to complete or repeat required courses in which they have been previously enrolled and failed to receive credit.

CC. 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.

III. DRESS AND GROOMING GUIDELINES

Dress and Grooming

The following dress code was approved by the Midway School Board. It should be observed on all school-sponsored trips/activities as well as during the school hours on the campus. It is the parents' responsibility to see that the student meets the standards of the dress code.

The teachers have the authority to enforce the dress code and are instructed to do so. The final authority to enforce the dress code rests with the principal.

1. GENERAL DRESS AND GROOMING CODE

- a. Articles of clothing with conspicuous or suggestive writing, pictures, or inappropriate advertising, slogans, or symbols will be considered in violation of the dress code.
- b. No shirts, jackets or coats longer than mid-thigh length (no longer than tips of fingers) will be allowed.
- c. Students must wear shoes. Cleated shoes, or any other shoes that mark the flooring, will not be allowed. House shoes are not allowed.
- d. Hats, caps, sunglasses or visors may not be worn inside the school building during the school day.
- e. Pants which have holes that show skin are not to be worn.
- f. Students will not wear or have in their possession items that are inappropriate for school.
- g. Shorts will be permitted at a length no shorter than three and one-quarter inches (longest part of a credit card) above the kneecap.
- h. Undergarments must be covered.
- i. Tattoos will be covered at all times.
- j. Inappropriate appearance will not be allowed. Clothes should be worn appropriately (i.e. pants worn at the waist, inner shirts tucked in). Excessively tight or baggy clothing will not be allowed. The decision on whether a style is appropriate will be at the discretion of the principal or his/her designee.
- k. Any clothing which may relate to gang symbols, including chains, is prohibited.
- l. Pants must be hemmed. Excessive frayed clothing is not allowed.
- m. No pajama pants or sleep wear are allowed.

2. GIRLS' DRESS AND GROOMING CODE

- a. Girls will not wear halters, tank tops (less than two inches wide on the shoulder strap), tube tops, low-cut dresses/tops which reveal cleavage or midriff, short shorts or excessively tight clothing. Tops/sweaters/blouses that are styled similar to sun dresses or tank tops are not appropriate. Hemlines on all garments must not be

- shorter than three and a quarter inches above the top of the kneecap (length of a credit card) regardless of tights or leggings.
- b. Hair must not be in rollers, or covered by a hat, scarf or cap. Hair must not be dyed to extremes and haircuts, which are unusual, distracting or bizarre, will not be allowed.
 - c. Girls must wear brassieres.
 - d. Pierced earrings may be worn on the ear(s) only. All other body piercing jewelry is prohibited.
3. **BOYS' DRESS AND GROOMING CODE**
- a. Inappropriate appearance will not be allowed. Boys must wear shirts with sleeves. Shirts must be fastened to the equivalent of the first button from the collar button of a dress shirt.
 - b. Boys' haircuts must be neat and in good taste. Excessive flip and fullness in the back, over the ears, and in the front will not be allowed. Boys' 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. Hair volume may not exceed 2 inches away from the head. (Dress shirt collar will be the reference point.) Hair may not be dyed to extremes and haircuts, which are unusual, distracting or bizarre will not be allowed. Hairstyles for boys that include ponytails, buns, or pinned up styles are not allowed. Boys must be clean-shaven, and the side-burns must not come below the bottom of the ears.
 - c. Boys will not wear earrings or body piercing jewelry of any type or style.
 - d. Boys will not wear makeup or fingernail polish.
4. **DRESS AND GROOMING CODE VIOLATIONS**
Students violating the dress code will be required to change into clothing provided by the school, or they will be assigned to ISS for the remainder of the day. Repeated violations will be considered as insubordination and demerits may be issued.

IV. GRADING, SCHEDULES AND REPORTS TO PARENTS

A. Instruction, Grading, Schedules and Reports to Parents

1. TESTS AND GRADES

It is the intent of the Midway ISD secondary schools to enable all students to be successful. Midway ISD secondary teachers will provide appropriate instruction, including modifications and/or adaptations for special needs of students prior to the testing experience. Midway ISD secondary teachers will meet the special needs of students who have Individual Education Plans (IEP Special Education) and Individual Accommodation Plans (IAP Section 504).

Each semester is divided into three six-week grading and reporting periods. Regular tests will be scheduled for each six-week period.

Grading System

Subject	Conduct
A 90 to 100	S Satisfactory
B 80 to 89	N Needs Improvement
C 70 to 79	U Unsatisfactory
F Below 70 Failure	

River Valley and Woodgate Intermediate Schools:

Students do not take final examinations. For grade averaging, the following formulas will be used:

$$\text{First Semester Grade Average} = \frac{(S_1 + S_2 + S_3)}{3}$$

$$\text{Second Semester Grade Average} = \frac{(S_4 + S_5 + S_6)}{3}$$

$$\text{Yearly Grade Average} = \frac{(\text{Semester}_1 + \text{Semester}_2)}{2}$$

S₁ = First Six Weeks' Grade
S₂ = Second Six Weeks' Grade
S₃ = Third Six Weeks' Grade

S₄ = Fourth Six Weeks' Grade
S₅ = Fifth Six Weeks' Grade
S₆ = Sixth Six Weeks' Grade

Midway Middle School:

The final examination will count no more than one-seventh of the total grade. For grade averaging, the following formula will be used.

$$\text{Semester Grade Average} = \frac{(S_1 + S_2 + S_3) \times 2 + E}{7}$$

- S₁ = First Six Weeks' Grade
- S₂ = Second Six Weeks' Grade
- S₃ = Third Six Weeks' Grade
- E = Final Semester Examination Grade

Midway High School:

For all courses not including a STAAR End-of-Course (STAAR-EOC), the final examination will count no more than one-seventh of the total grade. For grade averaging, the following formula will be used.

$$\text{Semester Grade Average} = \frac{(S_1 + S_2 + S_3) \times 2 + E}{7}$$

- S₁ = First Six Weeks' Grade
- S₂ = Second Six Weeks' Grade
- S₃ = Third Six Weeks' Grade
- E = Final Semester Examination Grade

For all courses including a STAAR End-of-Course (STAAR-EOC), the STAAR-EOC Grade will replace the final examination and is required by law to count as 15% of the overall course grade. For grade averaging, the following formula will be used.

$$\text{Semester}_1 \text{ Grade Average} = \frac{(S_1 + S_2 + S_3)}{3} \times .85 + (EOC) \times .15$$

$$\text{Semester}_2 \text{ Grade Average} = \frac{(S_4 + S_5 + S_6)}{3} \times .85 + (EOC) \times .15$$

- | | |
|--|--|
| S ₁ = First Six Weeks' Grade | S ₄ = Fourth Six Weeks' Grade |
| S ₂ = Second Six Weeks' Grade | S ₅ = Fifth Six Weeks' Grade |
| S ₃ = Third Six Weeks' Grade | S ₆ = Sixth Six Weeks' Grade |

Midway Middle School/ Midway High School Semester Exams and Six Weeks Tests

Comprehensive semester exams are scheduled at the end of each semester in all courses that are not subject to a STAAR End of Course Exam. In courses that are subject to a STAAR End of Course exam, a six weeks test will be administered near the end of the third and sixth six week grading periods. The six weeks test will be calculated as part of the evaluation category (per the MISD grading policy) for the corresponding grading period. A student who misses the semester examination/six weeks tests must have a note from the family physician verifying the illness. If it is necessary for a student to miss an examination/test, he/she should have his parent or guardian contact the office on the day of the exam/test. Semester examinations/six weeks test will not be given early. Make-up exams/test will be given in the case of illness or death in the immediate family. Any exam/test missed due to an excused absence must be made up in accordance with the schedule established by the school administration. A student missing an exam/test will be given a zero on the examination/test.

Grades and high school course credit for classes not subject to STAAR End of Course Exams (including courses taken at MMS for high school credit) are awarded at the end of each semester. Grades and high school course credit for classes that are subject to STAAR End of Course Exams are awarded once End of Course exam grade reports have been received from the Texas Education Agency and added to the semester average calculations (not to occur earlier than the last day of instruction). To receive high school credit for a course not subject to a STAAR End of Course Exam, a student must make a minimum grade of 70.

To increase school-to-home communication, all campuses have electronic access available for parents via the Home Access. For more information, contact your child's campus.

2. GRADING CATEGORIES (all courses grades 5-12)

All numeric grades will be recorded in one of three categories:

- Practice toward Learning – Accounts for 30% of the overall subject area grade
- Application of Learning – Accounts for 30% of the overall subject area grade
- Evaluation of Learning – Accounts for 40% of the overall subject area grade

The category weights listed above will be used in all regular and PAP courses. MHS Advanced Placement courses will use the same three grading categories, but the weights associated with each category may vary due to individual course characteristics in accordance with the expectations of the College Board.

3. 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 - A student will receive an opportunity to be re-evaluated when he/she receives a grade below 70% in the evaluation category (excluding evaluation grades received on projects/assignments that extend over a period of 5 days). In order for re-evaluation to occur, the student will participate in the re-teaching process as determined by the teacher. The re-evaluation score will replace the original score with a maximum grade of 70%. The re-evaluation process must take place within 5 school days of receiving the initial grade below 70.

4. 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. The following late work policies exist for students enrolled in grades 5-12:

River Valley and Woodgate Intermediate Schools

The teacher is not required to accept late work more than three days after the due date. Late work may receive a deduction of up to 10 points per day that it is late not to exceed a total deduction of 30 points. Assignments not graded on a 100-point scale may be reduced up to 10% for each day they are late not to exceed a total deduction of 30%.

Midway Middle School and Midway High School

The teacher is not required to accept late work more than three days after the due date. Late work may receive a deduction of up to 30 points when received after the due date (not to exceed a total deduction of 30 points). Assignments not graded on a 100-point scale may be reduced up to 30% when received after the due date.

5. INCOMPLETE GRADE (I)

A student who does not complete course work by the end of a marking period will receive an incomplete grade (I). The student has ten days to complete his/her course work. The incomplete grade (I) is changed to 50 on the eleventh (11th) day following the end of a marking period by Student Services. A student's teacher-of-record may change the 50 to a higher grade if extenuating circumstances warrant, such as extended illness, once the course work is completed. A Grade Change Form signed by the teacher-of-record must be submitted to Student Services. Student Services will provide an updated report card upon request by the student or parent.

6. EXEMPTION POLICY FOR MIDWAY HIGH SCHOOL

For ALL exemptions, (both semesters grades 9-12), the following criteria must be met:

- Students have no discipline infractions which lead to DAEP or higher consequences
- For exemption purposes, three tardies to a class will equal one absence for that class.
- Classes are independent of one another for attendance, tardies and grades
- With prior approval from High School administration, students may take four college days (two during Junior year, two during Senior year) as an exception to this policy.
- School related absences are not to be included in the total number of absences
- Student owes no fines or fees at the time of finals
- Textbooks for the course exemptions requested must be turned in/paid for at the time of the request

Fall Exemptions Grades 10-12

- The following grade/absence criteria must be met:
 - Semester grade of 80 to 84 and no more than one absence
 - Semester grade of 85 to 89 and no more than two absences
 - Semester grade of 90 to 100 and no more than three absences
- Tenth grade students may exempt two exams
- Eleventh grade students may exempt three exams
- Twelfth grade students may exempt all exams.

Grade 9

Students in grade 9 will be eligible for semester examination/ six week test exemptions based on attendance, grades, and conduct.

Exemptions (both semesters)

- The following grade/absence criteria must be met:
 - Semester grade of 80 to 84 and no more than one absence
 - Semester grade of 85 to 89 and no more than two absences
 - Semester grade of 90 to 100 and no more than three absences

9th grade students may exempt one exam/six week test in the fall and no more than four exams/six week tests in the spring.

7. STUDENTS NEW TO THE DISTRICT

New students who have been in attendance for less than two-thirds of the grading period will receive:

- a. a combination of the sending school's grade, if available, and the grade based upon classroom performance at Midway, or,
- b. the Midway grade exclusively if all work, including any makeup work required by the teacher, is completed satisfactorily.

B. Student Schedules

Intermediate Campuses

Students are required to take seven classes.

Intermediate Campuses Subject Choices

Fifth and Sixth grade students are required to take the following courses:

1. Reading
2. Language Arts
3. Math
4. Science
5. Social Studies
6. Physical Education

Fifth grade will take 3 six weeks of Art and 3 six weeks of Music. TAKS acceleration may be assigned for Art and Music if minimum standards on Math and/or Reading STAAR State Assessments are not met.

Sixth graders are offered the following elective courses:

1. Art
2. Choir
3. Band
4. Orchestra

Middle School

Students are required to take seven classes. Student requests for schedule changes must be made through the counseling office during the first ten (10) days of the semester.

Middle School Subject Choices:

Seventh and eighth graders are required to take the following courses:

1. Mathematics
2. Social Studies
3. Language Arts
4. Science
5. Health/Teen Leadership (7th grade only)
6. Athletics or Physical education (7th only)
7. Electives
 - a. 7th/8th Elective options
 1. Agriculture
 2. Band
 3. Choir
 4. Orchestra
 5. Art
 6. Speech
 7. Spanish
 - b. 8th grade only elective options
 1. Theater
 2. German
 3. Cheerleading
 4. Office assistant
 5. Gateway to Technology

***A student who does not meet minimum standards on STAAR English/Language Arts or Math will be assigned to a remediation class.

High School

Students are required to take seven classes.

Student-initiated requests for schedule adjustments, commonly referred to as the add/drop period, must be made through the counseling office. The high school's add/drop period is defined:

- Fall semester – first ten (10) days of the semester
- Spring semester – five (5) days prior to and including mid-term exam days in the fall and the first five (5) days of the spring semester

Teacher assignments and schedule considerations will not allow the school to accommodate requests based on such factors as preferred lunch periods or teacher preference. Student-initiated schedule change requests will be considered only under the following circumstances:

- A student's academic need has changed.
 - The specific course is needed for graduation.
 - An error was made in scheduling.
 - Enrollment is inadequate in a course.
 - A medical condition prevents participation in the course.
- a. Students are strongly encouraged to consider carefully all course requests and subsequent requests for schedule changes. Exceptions to the described guidelines will be made only in extraordinary circumstances with the approval of the High School Administration.
- a. Transfers – Student transfer - pupil-movement from one level of a subject to another (ex. AP English to Regular English) - will be allowed only with the approval of the administration within the first 10 class days, at the end of the 1st six week grading period, or at semester. Transfers will be considered only when a significant academic need is shown.
- b. Semester Credit – Students who fail the first or second semester of a one-year course are expected to make-up the semester at the next opportunity provided by the district. Students who fail one semester of a one-year course and do not complete the course prior to the beginning of the next school year will be automatically enrolled in the failed course. The school counselor and principal will determine an appropriate schedule for the student. Students have one or more of the following options available to gain credit for a semester of a course:
- Correspondence Course
 - Credit by Exam
 - Summer School
 - Midway ISD Success Lab (application required-limited space available)

C. Tutorials

Students may attend tutorials for individualized help. High School tutorial times will be posted by each teacher and published for student and parent knowledge.

Middle and Intermediate students have a designated tutorial period within the school day.

D. Eligibility for Extracurricular Activities

Rule: TEC §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. Suspension are determined according to the MISD UIL eligibility calendar. 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. The district UIL calendar will identify the exact days that mark eligibility periods.

E. Homework

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.

F. Reports to Parents

Report cards to record student progress in each subject are issued following the end of the six-week period. Report Cards should be signed and returned within three days.

For the 2011-12 School Year, Report Cards will be distributed on:

- 1st Six Weeks - October 6, 2011
- 2nd Six Weeks - November 15, 2011
- 3rd Six Weeks - January 12, 2012
- 4th Six Weeks - March 1, 2012
- 5th Six Weeks - April 23, 2012
- 6th Six Weeks - June 6, 2012

Parents or guardians will be sent a progress report or contacted by the teacher at the beginning of the 4th week of each six-week reporting period when there is an indication the student is doing unsatisfactory work or the average grade is 75 or lower in a class. It is the responsibility of the teachers and the administrative staff to keep the parents informed of the student's progress.

G. Promotion/Retention (Intermediate and Middle School Students Only)

According to TEC §28.021(a), a student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. In addition, all 5th and 8th grade students must meet Student Success Initiative Requirements.

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 mathematics, social studies, science and language arts. (At the Intermediate level language arts is a combined average of the reading and language arts classes). A student is also required to attain an average of 70 or above in language arts and in mathematics.

H. Student Success Initiative- SSI (Intermediate and Middle School Only)

SSI promotion requirements will NOT include the use of state assessment (STAAR) results in the 2011-12 school year ONLY. However, other academic information such as teacher recommendations and student grades will be utilized. This requirement will be effective for the following students:

- Fifth graders
- Eighth graders

A student who does not perform satisfactorily on state assessments/exams will participate in individualized instructional programs designed to help improve performance. A grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine appropriate grade placement and the additional instruction the student will receive. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

V. GRADUATION AND CLASS RANKING (High School Students)

A. Class Ranking

A grade point average (GPA) is calculated for each student for TEA approved semester courses. Courses taken by the student are designated by tiers to determine class ranking for graduating seniors. Student rank is based on a multiplier system applied to high school credits attempted and is calculated for college entrance purposes; resulting in a top-to-bottom distribution of the graduating class including the Top 10%, naming honor graduates such as Valedictorian and Salutatorian, and determining eligibility for National Honor Society. A student's rank can only be compared to others in his/her graduating class.

For graduating seniors: Official class rank is released October 1 of the senior year. It is updated for commencement and posted to final transcripts upon graduation.

For juniors: Unofficial GPA and class rankings are available during their spring semester.

Unofficial class rankings and grade point averages are printed on report cards at the end of each semester.

Multiplier Tier for determining GPA:

Advanced (1.10 with a grade of 70 or more) Weighting applies to Pre-Advanced Placement and Advanced Placement courses.

All other courses receive a Regular (1.0) Weighting. Pass/Fail for credit (no multiplier): These include dual-credit and TSTC college classes, correspondence courses (via mail, internet, etc.) for acceleration, CBE for acceleration, and off campus PE. The student receives high school credit for the course work but does not receive a high school numerical grade. As a result a grade is not computed in GPA.

B. Commencement

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies.

C. Graduation Options for Students with Disabilities Receiving Special Education

A student with a disability receiving special education and related services may graduate and receive a high school diploma by meeting one of the following criteria:

1. Satisfactorily complete the state's or district's (whichever is greater) minimum curriculum and academic credit requirements for graduation applicable to students without disabilities and has been exempted from the exit-level assessment instrument(s)
2. Satisfactorily complete the individualized education program (IEP), meet the states or district's (whichever is greater) minimum credit requirements for students without disabilities; meet the state's or districts minimum curricular requirements to the maximum extent appropriate with modifications or alterations only as determined necessary by the Admission, Review and Dismissal (ARD) committee; and meet one of the following:
3. Full-time employment without direct and ongoing educational support of the local school district in addition to sufficient self-help skills to maintain the employment; demonstrated mastery of specific employability and self-help skills which will not require direct ongoing educational support of the local school district, or access to services that are not the legal responsibility of public education or employment or education options for which the student has been prepared by the academic program.

A student may also graduate and receive a regular high school diploma upon the ARD committee determining that the student no longer meets age eligibility requirements and has completed the requirements specified in the IEP.

D. Grade Placement

As stated in the course selection handbook, freshman, sophomores, juniors, and seniors are required to take 7 full credits.

The following guidelines are used to determine a student's grade placement:

- 0 credits freshman
- 5 credits sophomore
- 10 credits junior
- 15 credits senior

Students may apply to be reclassified at the end of the fall semester.

E. Academic Planning

1. GRADUATION PLANS

In order to graduate from the Midway High School, the Texas state law mandates that students must successfully complete one of the 3 state approved graduation plans. Additionally, all students must pass the state testing by the end of their twelfth grade year in order to receive their diplomas. For students enrolled in grades 10-12, the state testing requirements are associated with the Texas Assessment of Knowledge and Skills (TAKS). For students enrolled in grade 9, the state testing requirements are associated with the State of Texas Assessment of Academic Readiness End-of-Course (STAAR-EOC). For more information on state testing requirements see page 25.

Eleventh grade students will take the Exit Level TAKS test and must meet minimum standard as a graduation requirement. If the student passes the ELA, mathematics, science, and social studies sections the first time he/she is tested, then he/she will not be tested again. There will be multiple opportunities for retesting before the end of the senior year. For outstanding scores, students may receive the Academic Achievement Recognition and/or be exempted from the THEA Test. The only distinction made regarding the different graduation plans is on the final transcript.

In May 2001, the 77th Texas Legislature passed into law a bill (SB1432) requiring districts to enroll students in the recommended high school program, and further requires students to complete this program to receive a diploma, unless the student's parent and a school counselor or administrator agree that the student should be allowed to enroll in and complete courses under the minimum graduation program.

2. GRADUATION PLANS

Graduation Plans			
	Minimum (Requires Waiver)	Recommended	Distinguished
English	4 credits	4 credits	4 credits
Math	3 credits including (Algebra I and Geometry)	4 credits: Algebra 1, Geometry, Algebra 2, and a 4 th Math	4 credits: : Algebra 1, Geometry, Algebra 2, and a 4 th Math
Social Studies Includes .5 credit Economics	3 credits	4 credits	4 credits
Science	2 credits (including Biology and IPC)	4 credits: Biology, Chemistry, Physics, and 4 th Science	4 credits: Biology, Chemistry, Physics, and 4 th Science

Academic Elective	1 credit selected from either: World History World Geography Any science course approved by the SBOE	None	None
Language Other than English	None	2 credits in the same language	3 credits in the same language
Speech	.5 credit	.5 credit	.5 credit
Physical Education	1 credit	1 credit	1 credit
Fine Arts	1 credit	1 credit	1 credit
Electives	6.5 credits	5.5 credits	4.5 credits (Requires 4 Advanced Measures)
TOTAL CREDITS	22	26	26

F. College Early Entry Policy

Students who meet local and state graduation requirements by taking less than 2.5 units per semester may submit a written request to be released during the school day to enroll in and attend a college or university course(s).

To be eligible the student must:

1. have an overall B average
2. be enrolled in the high school courses required
3. submit to the principal a written request to enroll in and attend a local college or university.
4. meet the college entrance requirements.
5. remain enrolled in and satisfy the requirement(s) of the college course(s).
6. submit a transcript of the college course(s) to the Midway High School principal or designee when the course(s) is completed.

Two college courses will be the maximum number which may be taken in any one semester. The High School principal is designated as the school official to approve the request for High School Credit for College Courses.

The college courses requested must comply with TEA Principles, Standards and Procedures for Accreditation of School Districts (Chapter 75; #75.167, page 244, #75.109, page 245) and House Bill 72.

G. 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.

VI. HEALTH SERVICES

A. Immunization Records

No person may be admitted 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. Fifth Grade and Sixth Grade
 - a. 3 doses DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday OR 4 doses if one dose is on/after the 4th
 - b. 4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after
 - c. 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
 - d. 3 doses Hepatitis B
 - e. 2 doses Varicella on/after 1st birthday (if the child has NOT had chickenpox)

2. Seventh Grade and Eighth Grade
 - a. 3 doses DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, one dose of Tdap is required within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
 - b. 4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday
 - c. 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
 - d. 3 doses Hepatitis B
 - e. 2 doses Varicella on/after 1st birthday (if the child has NOT had chickenpox)
 - f. 1 dose Meningococcal

3. Ninth Grade – Twelfth Grade:
 - a. 3 doses DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, one dose of Tdap is required within the last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
 - b. 4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday
 - c. 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
 - d. 3 doses of Varicella on/after 1st birthday (if the child has NOT had chickenpox)
 - e. 1 dose of Varicella on/after 1st birthday (if the child has NOT had chickenpox)

A student will 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 Students Home

If a student has 100 degrees or more temperature, the parents will be called to take their child home. A student must be free of fever for 24 hours (without the benefit of fever reducing medication) 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/Condition

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, 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 cannot 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 be provided for the nurse. A second treatment is needed 7 days (or follow the manufacturer of the lice treatment's instructions) to ensure that any remaining lice are killed that may have hatched from nits that might have been missed during the combing, 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 to annually 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 causes 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, 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 and the Texas Department of Health 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 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 signature indicating 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. Parents should 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.

J. School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the MISD website. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, and a safe and healthy school.

VII. STATE TESTING REQUIREMENTS

What the State Law Requires

Students enrolled in grades 5-8 will take the State of Texas Assessment of Academic Readiness (STAAR) tests.

- In grade 5, students will take the reading, math, and science STAAR.
- In grade 6, students will take the reading and math STAAR.
- In grade 7, students will take the writing, reading, and math STAAR.
- In grade 8, students will take the reading, math, social studies, and science STAAR. Eighth grade students taking Algebra I for high school credit will take the STAAR End of Course exam for Algebra I instead of the eighth grade STAAR math exam.

Students enrolled in grade 9 will take the State of Texas Assessment of Academic Readiness End-of-Course (STAAR-EOC) tests.

- Students will take STAAR-EOC in Algebra I, World Geography, English I, and Biology in May 2011.
- MHS 9th grade students (Class of 2015) will be held accountable to the STAAR-EOC graduation requirements.
 - Students will take 12 STAAR-EOC tests over the course of their high school career.
 - To graduate, students must pass at least 8 (which must include passing at least two from each tested subject area) out of 12 STAAR-EOCs while meeting a minimum score (floor) on each test. Passing standards and minimum scores (floors) for STAAR-EOC have not yet been set by the Texas Education Agency at the time of this publication.
 - Students may re-test on any section of the STAAR-EOC to improve their score during any standard test administration window.
 - STAAR-EOC grades are required by law to make up 15% of a student's course grade for each subject in which a STAAR-EOC test is taken.

Students enrolled in grades 10-12 will take the Texas assessment of Knowledge and Skills (TAKS) test.

- In grade 10, students will take the ELA, math, social studies and science TAKS.
- In grade 11, students will take the ELA, math, social studies and science TAKS.
- MHS 10th-12th grade students (Classes of 2012, 2013, and 2014) will be held accountable to the existing TAKS graduation requirements.
 - To graduate, students must pass all four subject-area Exit Level TAKS tests (ELA, Math, Science, and Social Studies).
 - Students will have a maximum of five opportunities to pass each Exit Level TAKS.

VIII. STUDENT COUNSELING AND GUIDANCE PROGRAM

Midway ISD provides counseling services on the elementary, intermediate, middle, and high school levels. There is at least one full time and one part time counselor at the intermediate schools. There are two full time counselors at the middle school campus and 5 full time counselors at the high school.

Counseling Services:

Midway ISD counselors hold professional certificates in counseling issued by the Texas Education Agency. The student/counselor relationship and counselors have a professional code of ethics. Our counselors are required by state law and their own professional code of ethics to report any form of child abuse or endangerment whether to self or others. 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 guidance program consists of four components: individual planning, guidance curriculum, responsive services, and system support. Midway school counselors perform activities such as:

- 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, and/or in need of modified instructional strategies, etc).
- Work with individuals and groups to enhance learning, facilitate emotional growth, and develop career awareness.
- Perform classroom guidance activities through a developmental guidance program addressing areas such as conflict resolution, self-esteem, decision-making, and career planning.
- Review test results analyze achievement and potential, use available data to assist all students and parents in planning the educational program.
- Relate testing information clearly and concisely to parents and students.
- Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
- Refer students to special programs and services within the school, including identifying and serving gifted and talented students.
- Refer students and families to community agencies and services as needed.

School counselors are available daily to assist students, parents, and school personnel.

In order to provide a more effective counseling program in the secondary schools, the following guidelines have been formulated.

- A. The primary focus of the program is academic, career, and personal guidance with emphasis upon direct contact with parents, students, and teachers.
- B. Guidance activities include orientations, and college and career awareness/exploration programs. The counselor assists students in using educational, career, personal, and environmental information as it relates to individualized plans and choices.
- C. The counseling program is also a program of intervention 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.).
- D. Group guidance directed toward meeting needs of a specific group of individuals is scheduled in addition to individual conferences.
- E. Deliver classroom guidance activities or serve as a consultant to teachers conducting lessons based on the school's guidance program.
- F. Each counselor at an elementary, intermediate, middle school, and 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.

A counselor shall provide information about higher education to the student and the student's parent or guardian throughout the high school career.

IX. 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 Drive, Woodway TX 76712 or calling 254-761-5610.

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.

X. 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, , with questions regarding services available under the McKinney-Vento Act.

XI. 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